

Airport Program Manual
Comparison of 2021 Edition and 2023 Proposals for Consideration

2021 Edition	Proposal	Reasoning for Proposal
<p>Funding Chapter Sections</p> <ul style="list-style-type: none"> Introduction Project Eligibility <ul style="list-style-type: none"> Basic Eligibility Requirements State Participation Project Scoping Application Process Evaluation & Selection Process Agreement Process Project Implementation <ul style="list-style-type: none"> Design and Construction Standards Amendments Change Orders Reimbursements Project Close-out Public-Private Partnerships Utilization of Insurance Sale, Transfer, and Disposal of Property Acquired with State Resources 	<p>Chapter 3 - beginning with 3.4 Funding Instruments</p> <ul style="list-style-type: none"> 3.4 Funding Instruments <ul style="list-style-type: none"> 3.4.1 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources 3.4.2 Grant Agreement 3.4.3 Grant Amendment 3.4.4 Allocation 3.4.5 Allocation Amendment 3.4.6 Termination and Modification of Funding Instruments 3.5 Project Flow <ul style="list-style-type: none"> 3.5.1 Project Eligibility (including basic eligibility requirements) 3.5.2 Project Scoping 3.5.3 Project Request Process 3.5.4 Evaluation & Selection Process 3.5.5 Agreement Process 3.5.6 Project Implementation <ul style="list-style-type: none"> 3.5.6.1 Design and Construction Standards 3.5.6.2 Reimbursements 3.5.6.3 Change Orders 3.5.6.4 Amendments 3.5.6.5 Project Closeout 3.6 Procurement for State Funding 3.7 Utilization of Insurance 3.8 Sale, Transfer, and Disposal of Property Acquired with State Resources 3.9 Public-Private Partnerships 3.10 Audits 3.11 Recordkeeping 	<p>Staff recommends a layout change to consolidate repeated information and sections from each funding chapter and providing the information in Chapter 3; the related sections are highlighted in yellow. Any funding program specific information would be kept in the appropriate chapter. References to the moved section information will be provided in each funding chapter.</p> <p>Staff recommends changing section titles of <i>Application Process</i> to <i>Project Request Process</i> to reflect current processes. Throughout this document, the section headings have been changed; the change is not repeated in this column.</p> <p>Staff recommends moving the change order section before the amendment section to match project flow.</p>
<p>Table of Contents</p> <ul style="list-style-type: none"> 1 Introduction 2 Roles and Responsibilities 3 Funding for Airport Projects 4 Sponsor Eligibility 5 Commonwealth Aviation Fund and Airport Capital Program 6 Facilities and Equipment Program 7 Voluntary Security Program 8 Maintenance Program 9 Aviation and Airport Promotion Program 10 Virginia Airports Revolving Fund 11 General Aviation Airport Voluntary Security Certification Program 12 Licensing of Public-Use Airports 	<p>Table of Contents</p> <ul style="list-style-type: none"> 1 Introduction 2 Roles and Responsibilities 3 Funding for Airport Projects 4 Sponsor Eligibility 5 Commonwealth Aviation Fund 6 Facilities and Equipment Program 7 Voluntary Security Program 8 Maintenance Program 9 Aviation and Airport Promotion Program 10 Virginia Airports Revolving Fund 11 General Aviation Airport Voluntary Security Certification Program 12 Licensing of Public-Use Airports 	<p>Staff recommends changing the chapter title to reflect the recommendation for 5.0 Commonwealth Aviation Fund.</p> <p>Note: Throughout this document, Airport Capital Program/ACP has been changed to Commonwealth Aviation Fund/CAF in the proposal column; the change is not repeated in this column.</p>
<p>Appendices</p> <ul style="list-style-type: none"> Appendix A: Airport Capital Program Eligible Projects Appendix B: Terminal Buildings Appendix C: Access Roads Appendix D: Project Priority System Scoring Values Appendix E: Minimum Standards for Licensing Appendix F: State Participation Rates Appendix G: Airport Classification Roles Appendix H: Basic Airport Unit 	<p>Appendices</p> <ul style="list-style-type: none"> Appendix A: Commonwealth Aviation Fund Eligible Projects Appendix B: Terminal Buildings Appendix C: Access Roads Appendix D: Project Priority System Scoring Values Appendix E: State Participation Rates Appendix F: Grant Obligation Terms Appendix G: Airport Classification Roles Appendix H: Basic Airport Unit Appendix I: Minimum Standards for Airport Licensing Appendix J: Rural Airport Runway Rehabilitation Program 	<p>Staff recommends reordering several appendices for flow.</p> <p>Staff recommends updating the appendices list to reflect the recommendation for Appendix F Grant Obligation Terms (new).</p> <p>Editor added <i>airport</i> for clarification.</p> <p>Staff recommends adding a new appendix to reflect the recommendation for Appendix J Rural Airport Runway Rehabilitation Program (new).</p>

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<p>Tables</p> <table border="0"> <tr> <td style="width: 5%;">1</td> <td style="width: 85%;">Funding Program Eligibility Based on Airport Role</td> <td style="width: 10%;">3-2</td> </tr> <tr> <td>2</td> <td>Eligible Airport Capital Project Examples</td> <td>5-7</td> </tr> <tr> <td>3</td> <td>DOAV Project Review Checklist</td> <td>5-16</td> </tr> <tr> <td>4</td> <td>Promotional Funding Levels for Air Carrier Airports</td> <td>9-4</td> </tr> <tr> <td>5</td> <td>Promotional Funding Levels for Reliever and General Aviation Airports</td> <td>9-4</td> </tr> <tr> <td>6</td> <td>Examples of Eligible Security Improvement</td> <td>11-3</td> </tr> </table>	1	Funding Program Eligibility Based on Airport Role	3-2	2	Eligible Airport Capital Project Examples	5-7	3	DOAV Project Review Checklist	5-16	4	Promotional Funding Levels for Air Carrier Airports	9-4	5	Promotional Funding Levels for Reliever and General Aviation Airports	9-4	6	Examples of Eligible Security Improvement	11-3	<p>Tables</p> <table border="0"> <tr> <td style="width: 5%;">1</td> <td style="width: 85%;">Funding Program Eligibility Based on Airport Role</td> <td style="width: 10%;">3-2</td> </tr> <tr> <td>2</td> <td>Eligible Commonwealth Aviation Fund Examples</td> <td>5-7</td> </tr> <tr> <td>3</td> <td>DOAV Project Review Checklist</td> <td>5-16</td> </tr> <tr> <td>4</td> <td>Promotional Funding Levels for Air Carrier Airports</td> <td>9-4</td> </tr> <tr> <td>5</td> <td>Promotional Funding Levels for Reliever and General Aviation Airports</td> <td>9-4</td> </tr> <tr> <td>6</td> <td>Examples of Eligible Security Improvements</td> <td>11-3</td> </tr> </table>	1	Funding Program Eligibility Based on Airport Role	3-2	2	Eligible Commonwealth Aviation Fund Examples	5-7	3	DOAV Project Review Checklist	5-16	4	Promotional Funding Levels for Air Carrier Airports	9-4	5	Promotional Funding Levels for Reliever and General Aviation Airports	9-4	6	Examples of Eligible Security Improvements	11-3	<p>Editor corrected typo.</p>
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<p>1.0 Introduction</p> <p>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"> • Airport Capital Program; • Facilities and Equipment Program; • Voluntary Security Program; • Maintenance Program; and • Aviation and Airport Promotion Program. <p>[The next four paragraphs do not have changes and are not shown for space consideration.]</p> <p>The VAB periodically updates the <i>Airport Program Manual</i>. DOAV may make recommendations for changes to the manual to the VAB. A committee of sponsor and airport management representatives and DOAV staff may also make suggestions for policy change. Anyone else may make suggestions for policy change by completing the form <i>Proposal for Airport Program Manual Change</i> and submitting it to DOAV. The committee will be invited to participate in the review of proposed changes. DOAV will present changes to the VAB for adoption consideration. The proposed changes will be posted on the agency website for review no later than 15 business days before a VAB meeting.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>1.0 Introduction</p> <p>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"> • Commonwealth Aviation Fund; • Facilities and Equipment Program; • Voluntary Security Program; • Maintenance Program; and • Aviation and Airport Promotion Program. <p>[The next four paragraphs do not have changes and are not shown for space consideration.]</p> <p>The VAB periodically updates the <i>Airport Program Manual</i>. Anyone may make suggestions for policy change by submitting a <i>Proposal for Airport Program Manual Change</i> form to DOAV. A committee of sponsor representatives and DOAV staff will be invited to participate in the review of proposed changes. DOAV will present proposed changes to the VAB for adoption consideration. The proposed changes will be posted on the agency website for review no later than 15 business days before a VAB meeting. Under certain circumstances, such as a legislative directive, DOAV may need to take proposed changes directly to the VAB.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>Staff recommends simplifying the description of the process for updating the manual.</p>																																				
<p>1.1 Definitions</p> <p>[Only definitions with proposed changes are shown for space consideration.]</p> <p>Exclusive-Use Facilities: Exclusive-use facilities are facilities that not all airport users may utilize due to the nature of the activities taking place in or from the facilities. Examples of exclusive-use facilities are hangars for maintenance shops, charter services, and agricultural spraying operations; areas leased to airlines and federal agencies; concession areas; and administrative offices in terminal buildings.</p> <p>Force Majeure Event(s): A force majeure event(s) is an event of fire, flood, war, rebellion, riots, strikes, terrorism, or acts of God that may affect or prevent either party from timely or properly performing its obligation under the master agreement, grant agreement, or allocation.</p>	<p>1.1 Definitions</p> <p>[Only definitions with proposed changes are shown for space consideration.]</p> <p>Aeronautical Activity: An aeronautical activity is an activity that facilitates or is related to aviation. Examples of aeronautical activities include, but are not limited to, aircraft maintenance operations, charter services, agricultural spraying operations, and flight training. For clarification in this manual, the adjective aeronautical is utilized with the terms facility, use, need, and purpose.</p> <p>Force Majeure Event: A force majeure event is an event of fire, flood, war, rebellion, riots, strikes, terrorism, or acts of God that may affect or prevent either party from timely or properly performing its obligation under the master agreement, grant agreement, or allocation.</p> <p>Material: Material for a maintenance project is an item needed for and consumed in the work to complete the project and includes, but is not limited to, herbicide, crack sealant, paint, and items used to protect or improve the appearance of some level of infrastructure.</p> <p>Pavement Rehabilitation: Pavement rehabilitation is the replacement of existing pavement involving one or a combination of the mill and overlay, pavement overlay, or removal and rebuilding methods; existing pavement includes, but is not limited to, runways, taxiways, aprons, and auto parking.</p>	<p>Staff recommends adding a definition for <i>aeronautical activity</i> to support the use of the adjective <i>aeronautical</i> in many recommendations.</p> <p>Staff recommends removing the term <i>exclusive-use facilities</i> as such facilities would house the aviation-related businesses being supported with initiatives to promote aviation in Virginia. The last three examples are addressed in 5.4 Project Eligibility and Appendix B Terminal Buildings.</p> <p>Staff recommends making the definition singular for consistency.</p> <p>Staff recommends adding a definition of material in the context of maintenance projects for clarification.</p> <p>The committee recommends adding a definition for pavement rehabilitation for clarification.</p>																																				

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<p>Operating Costs: Operating costs are direct expenses associated with the operation of an airport, including, but not limited to, recurring maintenance, utility expenses, and salary and wage expenses.</p>	<p>Operating Cost: An operating cost is a direct expense associated with the operation of an airport, including, but not limited to, recurring maintenance, utility expenses, and salary and wage expenses.</p> <p>Scope of Work: A scope of work is a document package that provides the tasks, schedule, deliverables, man-hours, costs, and responsible parties for a project and is to be approved by the sponsor, DOAV, FAA, the VAB, and/or applicable state or federal agencies as appropriate, the content of which will be determined per project in coordination with the DOAV project manager.</p>	<p>Staff recommends making the definition singular for consistency.</p> <p>Staff recommends expanding the definition to indicate that different project types have different levels of documentation and project specific contents will be determined in coordination with the DOAV project manager.</p>
<p>2.4 Virginia Airport Sponsors An airport sponsor has many obligations for its airport, ranging from financial dealings and long-term development planning to daily maintenance and operational activities. A sponsor is solely responsible for ensuring that the airport is compliant with federal and state grant assurances; board policies; criteria in FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, and applicable FAA Advisory Circulars to include AC 150/5300-13 <i>Airport Design</i>; the <i>Virginia Public Procurement Act</i>; and other applicable documents. Other key responsibilities for sponsors include the completion and submission to DOAV of an annual based aircraft survey, an annual certification of financial responsibility, and a 6-year Airport Capital Improvement Plan. Sponsors of air carrier airports must submit annually an <i>Entitlement Utilization Report and Plan</i> no later than 15 business days after the end of a fiscal year. In addition, sponsors should work with local planning offices and jurisdictional decision makers to develop and enforce land-use plans and airport overlay zones that support compatible land-use around airports.</p>	<p>2.4 Virginia Airport Sponsors An airport sponsor has many obligations for its airport, ranging from financial dealings and long-term development planning to daily maintenance and operational activities. A sponsor is solely responsible for ensuring that the airport is compliant with federal and state grant assurances; board policies; criteria in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, FAR Part 77, and applicable FAA Advisory Circulars to include AC 150/5300-13 <i>Airport Design</i>; the <i>Virginia Public Procurement Act</i>; and other applicable documents. A sponsor is responsible for the submission of annual reports to meet codified requirements and sponsor eligibility policy. In addition, sponsors should work with local planning offices and jurisdictional decision makers to develop and enforce land-use plans and airport overlay zones that support compatible land-use around airports.</p>	<p>Staff recommends using a generic reference to the annual submissions; creating a new section for the annual submissions to include the language for funding eligibility; and moving the sections for the annual based aircraft survey, annual certification of financial responsibility, annual self-reporting of state aviation funds, ACIP, and EURP as subsections under the new section. The new order is:</p> <ul style="list-style-type: none"> 2.4 Virginia Airport Sponsors <ul style="list-style-type: none"> 2.4.1 Obstruction Clearance 2.4.2 Project Coordination <ul style="list-style-type: none"> 2.4.2.1 Coordination for Capital Projects Utilizing Funds Other Than Discretionary 2.4.3 Annual Sponsor Eligibility Submissions <ul style="list-style-type: none"> 2.4.3.1 Annual Based Aircraft Survey 2.4.3.2 Annual Certification of Financial Responsibility 2.4.3.3 Annual Self-Reporting of State Aviation Funding Received 2.4.3.4 <i>Entitlement Utilization Report and Plan</i> 2.4.4 Six-Year Airport Capital Improvement Plan 2.4.5 Land Leases 2.4.6 Business Applications 2.4.7 Project Priority System for IT Security Training 2.4.8 Airport Minimum Standards and Rules and Regulations <p>Staff recommends moving the local service airports section to the sponsor eligibility chapter as proposed below (see old section number 2.4.12 and proposed section number 4.3).</p>
<p>2.4.2 Project Coordination</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Design phase plans and specifications must be provided to DOAV and FAA, if applicable. DOAV must receive plans during the 30 percent, 60 percent, and final phases or during alternative phases as determined in the scope of work. Failure to provide phase plans and specifications will result in the A/E hours billed for such work being deemed ineligible for reimbursement. Sponsors must receive written approval or a written waiver from DOAV before moving forward to the next design phase. Failure to request DOAV to review bid plans and specifications and receive written approval of these, prior to bid advertisement, will result in DOAV not recommending project approval before the VAB.</p>	<p>2.4.2 Project Coordination</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Design phase plans and specifications must be provided to DOAV and FAA, if applicable. DOAV must receive plans during phases as determined in the scope of work or as coordinated with the DOAV project manager. Failure to provide phase plans and specifications will result in the A/E hours billed for such work being deemed ineligible for reimbursement. Sponsors must receive written approval or a written waiver from DOAV before moving forward to the next design phase. Failure to request DOAV to review bid plans and specifications and receive written approval of these, prior to bid advertisement, will result in DOAV not recommending project approval before the VAB.</p>	<p>Staff recommends removing the percent phases for plan review and having plans submitted in accordance with project scopes or in coordination with the DOAV project manager.</p>
<p>2.4.2.1 Coordination for Capital Projects Utilizing Funds Other Than Discretionary Sponsors may utilize funding sources other than state discretionary funds for capital projects. These sources include, but are not limited to, state entitlement funds, passenger facility charges, other state agency funds, and local funds. If state discretionary funds are not utilized when a project is initiated, the sponsor shall notify DOAV, and DOAV will determine the level of state coordination in the project. For such projects, if state funds may be used on subsequent phases of the project, such as the construction phase of a project designed using other funds, the coordination described in 2.4.2 Project Coordination must be followed throughout the project. This section applies only to projects with an initial cost of more than \$20,000.</p>	<p>2.4.2.1 Coordination for Capital Projects Utilizing Funds Other Than Discretionary Sponsors may utilize funding sources other than state discretionary funds for capital projects. These sources include, but are not limited to, state entitlement funds, passenger facility charges, other state agency funds, and local funds. When a project is initiated, the sponsor shall notify DOAV, and DOAV will determine the level of state coordination in the project. This section applies to planning, environmental, acquisition, design, and construction projects, as well as projects for terminal, Aircraft Rescue and Fire Fighting, and Snow Removal Equipment buildings. This section does not apply to projects for equipment or maintenance.</p>	<p>Staff recommends using project types as the threshold for project coordination instead of a dollar amount, based on a review of project entries in the FY2023 ACIP.</p>

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	<p>2.4.3 Annual Sponsor Eligibility Submissions The <i>Code of Virginia, Virginia Administrative Code</i>, and board policy require the annual submission of reports, including the annual based aircraft survey, annual certification of financial responsibility, annual self-reporting of state aviation funding received, and, for sponsors of air carrier airports, <i>Entitlement Utilization Report and Plan</i>. Sponsors must make the submissions in the format required by DOAV and in accordance with the instructions provided by DOAV.</p> <p>Sponsors will not be eligible to receive any state aviation funding until the completed reports are submitted. This applies to new project requests and reimbursement requests for existing grants, special fund allocations, and, for air carrier airports, entitlement payments.</p>	<p>Staff recommends a new section to group the submission of required annual reports. The new section would provide the submission instructions and funding penalty instead of being repeated for each report.</p>
<p>2.4.3 Annual Based Aircraft Survey 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. This applies to new project requests and reimbursement requests for existing grants and special fund allocations for the airport.</p>	<p>2.4.3.1 Annual Based Aircraft Survey 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.</p>	<p>Staff recommends providing the information on submission instructions and funding penalty in 2.4.3 Annual Sponsor Eligibility Submissions.</p>
<p>2.4.4 Annual Certification of Financial Responsibility 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</i> §5.1-88.7 et seq. 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. This applies to new project requests and reimbursement requests for existing grants and special fund allocations for the airport.</p>	<p>2.4.3.2 Annual Certification of Financial Responsibility 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</i> §5.1-88.7 et seq. The certification must be submitted within 45 calendar days of the DOAV request.</p>	<p>Staff recommends providing the information on submission instructions and funding penalty in 2.4.3 Annual Sponsor Eligibility Submissions.</p>
<p>2.4.5 Annual Self-Reporting of State Aviation Funding Received In accordance with <i>Code of Virginia</i> §5.1-2.2:4 <i>Transparency and accountability for use of Department (DOAV) and Virginia Aviation Board (VAB) funds</i>, by August 1 of each year, sponsors that have received or disbursed funds from any of the state's aviation funding programs within the prior fiscal year shall submit to DOAV a report detailing the purpose for which such funds were received or disbursed. The report shall also list any localities from which such entity received funds. The reporting must be submitted 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 annual self-reporting is submitted and reconciled with state records. This applies to new project requests and reimbursement requests for existing grants and special fund allocations for the airport.</p>	<p>2.4.3.3 Annual Self-Reporting of State Aviation Funding Received In accordance with <i>Code of Virginia</i> §5.1-2.2:4 <i>Transparency and accountability for use of Department (DOAV) and Virginia Aviation Board (VAB) funds</i>, by August 1 of each year, sponsors that have received or disbursed funds from any of the state's aviation funding programs within the prior fiscal year shall submit to DOAV a report detailing the purpose for which such funds were received or disbursed. The report shall also list any localities from which such entity received funds.</p>	<p>Staff recommends providing the information on submission instructions and funding penalty in 2.4.3 Annual Sponsor Eligibility Submissions.</p>
<p>2.4.6 Entitlement Utilization Report and Plan 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 state fiscal year. If the required <i>EURP</i>, annual based aircraft survey, and annual certification of financial responsibility are not received by the prescribed deadlines, DOAV will not disburse state entitlement funds to the sponsor until the required submittals are received.</p>	<p>2.4.3.4 Entitlement Utilization Report and Plan 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 in accordance with 5.2.2.1 <i>Preparation and Submission of EURP</i>.</p>	<p>Staff recommends changing <i>no later than 15 calendar days from the close of the state fiscal year to in accordance with 5.2.2.1 Preparation and Submission of EURP</i> for consistency.</p> <p>Staff recommends providing the information on the funding penalty in 2.4.3 Annual Sponsor Eligibility Submissions.</p>
<p>2.4.7 Six-Year Airport Capital Improvement Plan A 6-year Airport Capital Improvement Plan (ACIP) identifies and prioritizes projects for an airport. This plan is vital to securing project funding, whether it is federal, state, or local funding. These plans must be submitted to DOAV prior to the beginning of each state fiscal year, in accordance with the instructions provided to sponsors by DOAV.</p>	<p>2.4.4 Six-Year Airport Capital Improvement Plan Sponsors are encouraged to maintain a 6-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for an airport. This plan is vital to securing project funding, whether it is federal, state, or local funding. A current ACIP must be filed with DOAV for a sponsor to be eligible to receive entitlement or discretionary funds. These plans must be submitted to DOAV in accordance with the instructions provided to sponsors by DOAV.</p>	<p>Staff recommends adding text to make this section consistent with others in the chapter.</p> <p>Staff recommends removing <i>prior to the beginning of each state fiscal year</i> to reflect the current process.</p>

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<p>2.4.9 Land Leases When a sponsor leases airport land, the sponsor needs to certify in writing that the lease meets the terms and provisions of any and all state and federal grants in accordance with <i>Code of Virginia</i> §5.1-40. The certifications should be made in the format required by DOAV and in accordance with the instructions provided by DOAV.</p>	<p>2.4.5 Land Leases When a sponsor leases airport land to another entity, the sponsor needs to certify in writing that the lease meets the terms and provisions of any and all state and federal grants in accordance with <i>Code of Virginia</i> §5.1-40. The certifications should be made in the format required by DOAV and in accordance with the instructions provided by DOAV.</p>	<p>Staff recommends adding to another entity to clarify that the sponsor is the lessor.</p>
<p>2.4.11 Project Priority System for IT Security Training Sponsors are encouraged to have the authorized users identified in the previous section participate in IT security training. When at least one authorized user for an airport successfully completes IT security training every 24 months 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. For these bonus points, an authorized user must be either an employee of the sponsor or, if a sponsor utilizes a contractor to operate and/or manage the airport, an employee of such a contractor.</p> <p>It is the sponsor’s responsibility to keep DOAV apprised of completed IT security training and to provide DOAV with training documentation. This 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>Sponsors of air carrier airports are encouraged to participate in IT security training to be eligible for the 15 bonus points if a sponsor needs to submit project requests for capital discretionary funds.</p>	<p>2.4.7 Project Priority System for IT Security Training Sponsors are encouraged to have the authorized users identified in the previous section participate in IT security training. When at least one authorized user for an airport successfully completes IT security training every 24 months 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 Commonwealth Aviation Fund project priority system, as shown in Appendix D Project Priority System Scoring Values. For these bonus points, an authorized user must be either an employee of the sponsor or, if a sponsor utilizes a contractor to operate and/or manage the airport, an employee of such a contractor.</p> <p>It is the sponsor’s responsibility to keep DOAV apprised of completed IT security training and to provide DOAV with training documentation. This 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. When the person who completed the training is no longer an authorized user on behalf of the airport, the bonus points will no longer be credited to an airport.</p> <p>Sponsors of air carrier airports are encouraged to participate in IT security training to be eligible for the 15 bonus points if a sponsor needs to submit project requests for capital discretionary funds.</p>	<p>Staff recommends specifying that if someone leaves the airport/sponsor (retires, moves to different office within a local government), the bonus points earned by that person will no longer be in effect for the airport.</p>
<p>3.0 Funding for Airport Projects The Virginia Aviation Board (VAB) has determined that state funding should be expended on specified elements of airport planning and development projects. It is the intent of the VAB that state funding shall be allocated to sponsors who meet requirements established by the <i>Code of Virginia</i> and board policy. It is VAB policy to allocate funding for airport improvements to:</p> <ul style="list-style-type: none"> • enhance safety; • meet regulatory and policy obligations; • maximize benefits to the public; and • improve access to airports. <p>The VAB and Virginia Department of Aviation (DOAV) participate in projects that are either federally funded or state funded. A federally funded project involves federal, state, and local funding. A state-funded project involves state and local funding only. The VAB and DOAV will consider also participating in airport projects supported by funding from the Virginia Department of Transportation, state and federal agencies, and public-private partnerships.</p> <p>Operational costs and projects for revenue-producing facilities are not eligible for state funding through any of the programs under the authority of the VAB or DOAV.</p>	<p>3.0 Funding for Airport Projects The Virginia Aviation Board (VAB) has determined that state funding should be expended on specified elements of airport planning and development projects. It is the intent of the VAB that state funding shall be allocated to sponsors who meet requirements established by the <i>Code of Virginia</i> and board policy. It is VAB policy to allocate funding for airport improvements to:</p> <ul style="list-style-type: none"> • enhance safety; • meet regulatory and policy obligations; • maximize benefits to the public; and • improve access to airports. <p>The VAB and Virginia Department of Aviation (DOAV) participate in projects that are either federally funded or state funded. A federally funded project involves federal, state, and local funding. A state-funded project involves state and local funding only. The VAB and DOAV will consider also participating in airport projects supported by funding from the Virginia Department of Transportation, state and federal agencies, and public-private partnerships.</p> <p>Operational costs are not eligible for state funding through any of the programs under the authority of the VAB or DOAV.</p>	<p>Staff recommends removing and projects for revenue-producing facilities to support initiatives promoting aviation in Virginia.</p>
<p>3.1 State Aviation Funding Resources The Commonwealth Aviation Fund (CAF) and the Aviation Special Fund (ASF) provide the financial resources for the programs established and administered by the VAB and the DOAV. The CAF is the funding source for two significant programs for capital projects -- State Entitlement Funding and State Discretionary Funding. The ASF includes programs that fund airport maintenance, facility and equipment, security, and promotion projects.</p>	<p>3.1 State Aviation Funding Resources The Commonwealth Aviation Fund and the Aviation Special Fund provide the financial resources for the programs established and administered by the VAB and DOAV.</p> <p>3.1.1 Commonwealth Aviation Fund The <i>Code of Virginia</i> §33.2-1526.6 <i>Commonwealth Aviation Fund</i> created a special non-reverting fund as part of the Transportation Trust Fund. The funds are allocated by the VAB to public-use airports as described in the code and meeting sponsor eligibility requirements. The amount of Commonwealth Aviation Fund funding available by state airport service role is determined by the formulas prescribed in the <i>Code of Virginia</i>. The Commonwealth Aviation Fund is the source for state entitlement and state discretionary funding.</p> <p>3.1.2 Aviation Special Fund The Aviation Special Fund was created under <i>Code of Virginia</i> § 5.1-51. <i>Special fund accumulated from taxes, fees, etc.</i>; related code sections support the use of the fund. The Aviation Special Fund provides funding for programs offering airport maintenance, facility and equipment, security, and promotion projects.</p>	<p>Staff recommends revising 3.1 State Aviation Funding to support the recommendations for 5.0 Commonwealth Aviation Fund and provide a matching format for the Aviation Special Fund.</p>

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<p>5.9.3 Grant Agreements For federally funded projects, DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation have been received from the sponsor and approved. For state-funded projects, 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"> to meet the requirements of <i>Virginia Administrative Code 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds</i>; to ensure that all parties are aware of their respective responsibilities; and to ensure that grant funds are properly controlled and returned if not required to complete a project. <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, and the sponsor may begin work or obtain goods.</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>3.4.2 Grant Agreement</p> <p>The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is:</p> <ul style="list-style-type: none"> to meet the requirements of <i>Virginia Administrative Code 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds</i>; to ensure that all parties are aware of their respective responsibilities; and to ensure that grant funds are properly controlled and returned if not required to complete a project. <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>Additional grant agreement details are provided in the individual funding program chapters. Grant obligation terms are summarized in Appendix F Grant Obligation Terms.</p>	<p>Staff recommends moving the process information common to all funding programs to this new section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.4.2 Grant Agreement is based on text from 5.9.3 Grant Agreements, 6.6.2 Grant Agreements, 7.6.2 Grant Agreements, 8.6.2 Purchase of Maintenance Equipment, and 9.6. Agreement Process in the 2018 manual.</p> <p>Staff recommends adding a reference to program specific details.</p>
<p>5.10.2 Amendments When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit a grant amendment request to DOAV. The approval of a grant amendment is not guaranteed, and all increases are contingent on the availability of funds. All grant amendments must be approved by DOAV prior to the subject work being initiated.</p> <p>The purpose of the grant amendment is to modify the terms and conditions of a grant agreement. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount; a change in the scope of work; or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia.</p> <p>Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.</p> <p>For a grant amendment request, the sponsor shall provide the following information in the format required by DOAV:</p> <ul style="list-style-type: none"> project number and project name; current expiration date if time extension is part of the request; reason for the request; and plan of action and revised project schedule for completion of the project. 	<p>3.4.3 Grant Amendment</p> <p>The purpose of the grant amendment is to modify the terms and conditions of a grant agreement. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount; a change in the scope of work; or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia.</p> <p>Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.</p> <p>Additional grant amendment details are provided in the individual funding program chapters.</p>	<p>Staff recommends moving the process information common to all funding programs to this new section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.4.3 Grant Amendment is based on text from 5.10.2 Amendments, 6.7.2.2 Projects Under Grant Agreement, 7.7.2.2 Projects Under Grant Agreement, 8.7.2.2 Projects Under Grant Agreement, and 9.7.1 Amendments in the 2018 manual.</p> <p>Staff recommends adding a reference to program specific details.</p>

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<p>DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer.</p> <p>When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer. The sponsor does not need to submit a grant amendment request.</p> <p>DOAV can approve an administrative cost increase up to 10 percent of the total grant amount, except in the case of multi-year funding. If a requested funding increase exceeds 10 percent or modifications to the original scope of work for a state-funded project are needed, the request must be presented to the VAB for action at a regularly scheduled meeting as described in 5.7.3 Submission of Requests for Increases. A sponsor may receive an increase from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same grant. All increases are contingent on the availability of funds.</p> <p>The VAB has given DOAV the authority to approve changes in the original scope of work for a federally funded project as long as the grant amount does not increase.</p>		
<p>6.6.1 Allocations For projects where the state's participation is less than \$10,000, an allocation will be issued. The purpose of an allocation is to award funding to a project request that, by its nature, does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature.</p> <p>After an allocation is offered for a project, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the state funding amount. This notification also provides the effective and expiration dates for the allocation. The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.</p>	<p>3.4.4 Allocation The purpose of an allocation is to award funding to a project request that, by its nature, does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature. An allocation authorizes the expenditure of a specific amount of state funds for an eligible project approved.</p> <p>After an allocation is awarded for a project, DOAV will issue a written notification to the sponsor. The notification confirms the description of the work to be undertaken, project number, the amount of state funding allocated to the project, and funding termination date. The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.</p> <p>Additional allocation details are provided in the individual funding program chapters.</p>	<p>Staff recommends moving the process information common to all funding programs to this new section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.4.4 Allocation is based on text from 6.6.1 Allocations, 7.6.1 Allocations, 8.6.1 Facility Maintenance Projects, and 8.6.3 Maintenance of Equipment in the 2018 manual.</p> <p>Staff recommends changing <i>offered</i> to <i>awarded</i> for consistency.</p> <p>Staff recommends adding a reference to program specific details.</p>
<p>6.7.2.1 Projects Under Allocation For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. An allocation will not be increased in excess of 10 percent of the original allocations without prior written approval by DOAV.</p> <p>If the increase to an allocation brings the total state participation to \$10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved.</p>	<p>3.4.5 Allocation Amendment The purpose of an allocation amendment is to modify the project parameters for which the original allocation was awarded. The parameters include the project description, amount of state funding, and funding termination date. For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. An allocation will not be increased in excess of 10 percent of the original allocation without prior written approval by DOAV.</p> <p>If the increase to an allocation brings the total state participation to \$10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved.</p> <p>Additional allocation amendment details are provided in the individual funding program chapters.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.4.5 Allocation Amendment is based on text from 6.7.2.1 Projects Under Allocation, 7.7.2.1 Projects Under Allocation, and 8.7.2.1 Projects Under Allocation in the 2018 manual.</p> <p>Staff recommends adding a reference to program specific details.</p>
<p>3.4.2 Termination and Modification of Funding Instruments [The section text does not contain changes and is not shown for space consideration.]</p>	<p>3.4.6 Termination and Modification of Funding Instruments [The section text does not contain changes and is not shown for space consideration.]</p>	<p>Staff recommends updating the section number to support the new layout.</p>
	<p>3.5 Project Flow All projects follow a workflow that includes project eligibility, project scoping, project request, evaluation and selection, agreement, and project implementation processes. General descriptions of these are provided below. Details specific for funding programs are provided in the appropriate program chapters.</p>	<p>Staff recommends adding a section to support the new layout.</p>
<p>5.4.3 Basic Eligibility Requirements</p>	<p>3.5.1 Project Eligibility Descriptions of projects eligible under each funding program are provided in the funding program chapters and related appendices.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.5.1 Project Eligibility is based on text from 5.4.3 Basic Eligibility Requirements, 6.1.2 Basic Eligibility Requirements, 7.1.1 Basic Eligibility Requirements, and 8.1.5 Basic Eligibility Requirements in the 2018 manual.</p>

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<p>Each project must meet the following basic eligibility requirements:</p> <ul style="list-style-type: none"> The proposed project must be shown on an airport layout plan approved by DOAV and FAA, as appropriate. A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX); a Finding of No Significant Impact (FONSI); a Record of Decision (ROD); or a Coastal Zone Resource Management (CZRM) determination, if applicable. If a sponsor is applying for state funds to match a federal project that requires a benefit-cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. A sponsor must ensure that a project is consistent with local zoning ordinances and building codes. <p>Projects to bring an airport into compliance with the state’s minimum airport licensing standards as stated in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i> are eligible.</p> <p>Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Projects for operational activities and/or revenue-producing facilities on an airport are not eligible for state funding under any of the programs under the authority of the VAB or DOAV.</p>	<p>Each project must meet the following basic eligibility requirements:</p> <ul style="list-style-type: none"> If the proposed project is for a facility on airport property, such as a runway or terminal building, that facility must be shown on an airport layout plan approved by DOAV and FAA, as appropriate. A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX); a Finding of No Significant Impact (FONSI); a Record of Decision (ROD); or a Coastal Zone Resource Management (CZRM) determination, if applicable. If a sponsor is applying for state funds to match a federal project that requires a benefit-cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. A sponsor must ensure that a project is consistent with local zoning ordinances and building codes. <p>Projects to bring an airport into compliance with the state’s minimum airport licensing standards as stated in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i> are eligible.</p> <p>Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Projects for operational activities are not eligible for state funding under any of the programs under the authority of the VAB or DOAV.</p>	<p>Staff recommends revising the ALP requirement to acknowledge that not all project subjects are shown on an airport layout plan. The purchase of equipment is an example of such projects.</p> <p>Staff recommends removing <i>and/or revenue-producing facilities on an airport</i> to support initiatives promoting aviation business in Virginia.</p>
<p>5.6 Project Scoping</p> <p>Every project needs some level of scoping for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. When a sponsor will utilize both state entitlement and discretionary funds for a project, project scoping must be conducted. A scope of work shall be approved by the sponsor, and the sponsor shall submit the scope to DOAV along with confirmation of its approval.</p> <p>During the scoping process, many issues should be considered, including, but not limited to:</p> <ul style="list-style-type: none"> substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotional brochure; extent of state participation based on facility size, activity, and other considerations; participants needed to implement the project and their roles; coordination with federal, state, and local agencies for reviews and public meetings as needed; content and format of deliverables; schedule of tasks, reviews, submission of deliverables, and reimbursements; eligible costs, including sponsor administrative fees; type of contract; need for an independent fee review; and inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project. <p>The contractors participating in projects must be appropriately licensed and/or certified.</p> <p>DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a contractor team, and local government representatives.</p> <p>A scope package for a project utilizing any discretionary funds 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"> a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks; a description of the deliverables that specifies the format, quantities, and recipients for each deliverable; 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; a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative; 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; 	<p>3.5.2 Project Scoping</p> <p>Every project needs some level of scoping for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. A scope of work shall be approved by the sponsor, and the sponsor shall submit the scope to DOAV along with confirmation of its approval.</p> <p>During the scoping process, many issues should be considered, including, but not limited to:</p> <ul style="list-style-type: none"> substance of a project, such as component replacement vs. completed replacement of an AWOS system and installation of a lighting system; extent of state participation based on facility size, activity, and other considerations; participants needed to implement the project and their roles; coordination with federal, state, and local agencies for reviews and public meetings as needed; content and format of deliverables; schedule of tasks, reviews, submission of deliverables, and reimbursements; eligible costs, including sponsor administrative fees; type of contract; need for an independent fee review; and inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project. <p>The contractors participating in projects must be appropriately licensed and/or certified.</p> <p>DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a contractor team, and local government representatives.</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"> a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks; a description of the deliverables that specifies the format, quantities, and recipients for each deliverable; 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; a detailed man-hour estimate by task and subtask as appropriate that is directly correlated to the narrative; 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; 	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.5.2 Project Scoping is based on text from 5.6 Project Scoping, 6.3 Project Scoping, 7.3 Project Scoping, 8.3 Project Scoping, and 9.3 Project Scoping in the 2018 manual.</p>

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<ul style="list-style-type: none"> • 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 • a completed A/E Fee Proposal Worksheet. <p>Eligible project costs related to planning and engineering efforts by contractors may include travel; per diem for meals while traveling; and lodging. The maximum reimbursable costs for travel and per diem will be based on U.S. General Services Administration (GSA) rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the contractors are unable to obtain GSA rates. For state-funded projects, DOAV will fund only architect and engineer (A/E) work authorizations prepared on a unit-priced-plus-a-fixed fee, not to exceed contract method unless it is deemed not appropriate to the project type. For state-funded projects, costs associated with assumption of risk are not eligible.</p> <p>In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV.</p> <p>For federally funded projects with a total estimated cost of at least \$100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14 <i>Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects</i> provides information on the independent fee estimate process and examples of man-hour estimate and negotiation record documents.</p> <p>When a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when the scopes, plans and specifications, and reimbursement requests are submitted for review. A contract for professional services is considered valid if the sponsor signs a project task order before a contract expires and/or has been renewed in accordance with the <i>Virginia Public Procurement Act</i>.</p>	<ul style="list-style-type: none"> • 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 • a completed A/E Fee Proposal Worksheet. <p>Eligible project costs related to planning and engineering efforts by contractors may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on U.S. General Services Administration (GSA) rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the contractors are unable to obtain GSA rates. For state-funded projects, DOAV will fund only architect and engineer (A/E) work authorizations prepared on a unit-priced-plus-a-fixed fee, not to exceed contract method unless it is deemed not appropriate to the project type. For state-funded projects, costs associated with assumption of risk are not eligible.</p> <p>In the absence of state guidance on procurement, contract, task order and scope of work elements, including items, such as net fees, federal guidance may be used by DOAV.</p> <p>For federally funded projects with a total estimated cost of at least \$100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14 <i>Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects</i> provides information on the independent fee estimate process and examples of man-hour estimate and negotiation record documents.</p> <p>When a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when the scopes are submitted for review. A contract for professional services is considered valid if the sponsor signs a project task order before a contract expires and/or has been renewed in accordance with the <i>Virginia Public Procurement Act</i>.</p> <p><i>Additional project scoping details are provided in the individual funding program chapters.</i></p>	<p><i>Staff recommends removing plans and specifications, and reimbursement requests as a contractor can complete a project if the A/E agreement period ends before project completion.</i></p> <p><i>Staff recommends adding a reference to program specific details.</i></p>
<p>6.4 Application Process</p> <p>Sponsors will submit project requests for funding through Airport System Manager. Each project request entry must include a project description and estimated cost, listed by state- and local-funding sources as appropriate. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p> <p>The following supporting documentation must be submitted with the project request, as appropriate to the project type:</p> <ul style="list-style-type: none"> • scope of work; • quote or bid; • project schedule; • sketch; and • documentation of environmental finding as needed. <p>For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p> <p>Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for contractors. Should a contractor's costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described in 6.7.2 Amendments and 6.7.3 Change Orders. For DOAV-owned system/equipment, DOAV will obtain the cost estimate.</p> <p>For a privately-owned, public-use airport, a sponsor must have a valid credit line deed of trust, as described in 4.2.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The credit line deed of trust must be in place when a project request is submitted and must have a sufficient balance to cover all phases of the overall development objective.</p> <p>Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions</p>	<p>3.5.3 Project Request Process</p> <p>Sponsors will submit project requests for funding through Airport System Manager. Each project request entry must include a project description and estimated cost, listed by <i>funding sources</i> as appropriate. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p> <p><i>For capital, facility and equipment, security, and maintenance projects, the following supporting documentation must be submitted with the project request, as appropriate to the project type:</i></p> <ul style="list-style-type: none"> • scope of work; • quote or bid; • project schedule; • sketch; and • documentation of environmental finding as needed. <p>For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. <i>Additional supporting documentation details are provided in the individual funding program chapters.</i></p> <p>Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for contractors. Should a contractor's costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described in <i>3.5.6.3 Change Orders and 3.5.6.4 Amendments</i>.</p> <p><i>For a privately-owned, public-use airport, a sponsor must have a valid deed of trust, as described in 4.2.1 Deed of Trust, in place when a project request is submitted, and the deed of trust must have a sufficient balance to cover all phases of the overall development objective.</i></p> <p>Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for <i>Commonwealth Aviation Fund</i> submissions.</p>	<p><i>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</i></p> <p><i>The recommended text for 3.5.3 Project Request Process is based on text from 5.7.2 Submission of Project Requests, 6.4 Application Process, 7.4 Application Process, 8.4 Application Process, and 9.4 Application Process in the 2018 manual.</i></p> <p><i>Staff recommends adding a reference to program specific details.</i></p> <p><i>Staff recommends updating the section reference.</i></p> <p><i>Staff recommends updating deed of trust information based on proposed change to 4.2.1 Deed of Trust.</i></p>

Airport Program Manual
Comparison of 2021 Edition and 2023 Proposals for Consideration

2021 Edition	Proposal	Reasoning for Proposal
	Additional project request process details are provided in the individual funding program chapters.	
<p>6.5 Evaluation and Selection Process Upon receipt of a project request, DOAV will review the project request for project eligibility and completeness. If the criteria are met and funds are available within the program, DOAV will approve the project request.</p> <p>DOAV will notify sponsors of its decision. The notification will specify the amount of funding allocated to the project and identify the scope of work in which DOAV will participate. For projects where DOAV will own and maintain the system, the notification will also include a schedule of work.</p>	<p>3.5.4 Evaluation and Selection Process DOAV will review the project requests for all funding programs for eligibility and completeness. For CAF project requests, DOAV will provide recommendations to the VAB in accordance with 5.8 Evaluation and Selection Process. For ASF project requests, if the criteria are met and funds are available within the program, DOAV will approve the project request and notify sponsors of its decision.</p> <p>Additional evaluation and selection process details are provided in the individual funding program chapters.</p>	<p>Staff recommends moving the process information common to all funding programs to this section.</p> <p>The recommended text for 3.5.4 Evaluation and Selection Process is based on text from 5.8 Evaluation and Selection Process, 6.5 Evaluation and Selection Process, 7.5 Evaluation and Selection Process, 8.5 Evaluation and Selection Process, and 9.4 8.5 Evaluation and Selection Process in the 2018 manual.</p> <p>Staff recommends adding a reference to program specific details.</p>
	<p>3.5.5 Agreement Process After the VAB has awarded a tentative allocation for a CAF project or DOAV has awarded a tentative allocation for an ASF project, DOAV will prepare a grant agreement offer. DOAV will issue grant agreements for:</p> <ul style="list-style-type: none"> • CAF projects funded with discretionary funds only or with a combination of entitlement and discretionary funds; • Facility and Equipment Program projects equal to or greater than \$10,000 in state funding; • Voluntary Security Program projects equal to or greater than \$10,000 in state funding; • Maintenance Program projects for the procurement of equipment; and • all Aviation and Airport Promotion Program projects. <p>DOAV will issue allocations for:</p> <ul style="list-style-type: none"> • Facility and Equipment Program projects less than \$10,000 in state funding; • Voluntary Security Program projects less than \$10,000 in state funding; and • Maintenance Program projects for facility maintenance and maintenance of equipment. <p>Additional grant agreement and allocation details are provided in the individual funding program chapters. The description of a grant agreement is provided in 3.4.2 Grant Agreement, and the description of an allocation is provided in 3.4.4 Allocation.</p>	<p>Staff recommends providing general information on when grant agreements and allocations are used.</p> <p>Staff recommends adding a reference to program specific details and the descriptions of a grant agreement and an allocation.</p>
<p>7.7 Project Implementation Once an allocation has been awarded or a grant agreement has been executed by all parties, work may begin. Based on the type of project, DOAV may inspect a security improvement project as it progresses and/or when it is complete.</p>	<p>3.5.6 Project Implementation Once a grant agreement has been executed by all parties or an allocation has been awarded, work may begin. Project implementation includes reimbursements, change orders, and amendments. Based on the type of project, DOAV may inspect a project as it progresses and/or when it is complete.</p> <p>Additional implementation details are provided in the individual funding program chapters.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.5.6 Project Implementation is based on text from 5.10 Project Implementation, 6.7 Project Implementation, 7.7 Project Implementation, 8.7 Project Implementation, and 9.7 Project Implementation Process in the 2018 manual.</p> <p>Staff recommends adding a reference to program specific details.</p>
<p>5.10.1 Design and Construction Standards For federally funded projects, FAA standards and specifications shall be used in the design of airport infrastructure, including facilities and equipment, unless modifications are approved by FAA.</p> <p>For state-funded projects, VDOT standards and specifications shall be used in the design of airport infrastructure, including facilities and equipment. FAA standards and specifications shall apply only when VDOT does not have a standard or specification for a portion of a project, unless modifications are approved by DOAV.</p> <p>The state’s minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.</p>	<p>3.5.6.1 Design and Construction Standards For federally funded projects, FAA standards and specifications shall be used in the design of airport infrastructure, including facilities and equipment, unless modifications are approved by FAA.</p> <p>For state-funded projects, VDOT standards and specifications shall be used in the design of airport infrastructure, including facilities and equipment. FAA standards and specifications shall apply only when VDOT does not have a standard or specification for a portion of a project, unless modifications are approved by DOAV.</p> <p>The state’s minimum airport licensing standards for airports are provided in Appendix I Minimum Standards for Airport Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.</p>	<p>Staff recommends moving the process information common to all funding programs to this section.</p> <p>The recommended text for 3.5.6.1 Design and Construction Standards is based on text from 5.10.1 Design and Construction Standards, 6.7.1 Design and Construction Standards, 7.7.1 Design and Construction Standards, and 8.7.1 Design and Construction Standards in the 2018 manual.</p> <p>Staff recommends updating the appendix reference.</p>
<p>5.10.4 Reimbursement Services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 5.4.1 Eligible Projects After the Fact.</p>	<p>3.5.6.2 Reimbursements For projects where a grant agreement was issued, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement, . For projects where an allocation was issued, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.5.6.2 Reimbursements is based on text from 5.10.4 Reimbursements, 6.7.4 Reimbursements, 7.7.4</p>

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<p>Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. Final or one-time reimbursement requests do not have a minimum dollar amount limit. The requests must be made in the format required by DOAV. The reimbursement request must bear the sponsor's original signature and date to certify acceptance of the costs from contractors. The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice.</p> <p>DOAV will review the reimbursement request and supporting documentation for cost eligibility and completeness. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia.</p> <p>If the submittal is acceptable, payment will be approved. If the submittal is incomplete or not acceptable, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within 10 business days to requests for information or supporting documents, DOAV will:</p> <ul style="list-style-type: none"> • consider the reimbursement request status as pending; • send the sponsor written notification of such; and • take no action until in receipt of outstanding information or documents. <p>If DOAV is not able to contact the sponsor within 10 business days, DOAV will return the reimbursement request to the sponsor with a written notice explaining outstanding issues.</p> <p>For federally funded capital projects, DOAV will reimburse a sponsor up to 97.5 percent of a grant amount for projects deemed substantially complete. For state-funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.</p> <p>Reimbursement requests will be accepted by DOAV during the grant term specified in the grant agreement or as modified under an amendment. Sponsors are encouraged to submit reimbursement requests as soon as they have all relevant cost figures and supporting documentation. The final reimbursement request for a project must be received by DOAV no later than the last day of the grant term. The final reimbursement request will be processed as noted above. If DOAV returns the reimbursement request due to unresolved outstanding issues, DOAV will offer the sponsor an amendment for a 60-day extension on the grant term. After the amendment becomes effective, the sponsor may resubmit the revised reimbursement request for processing.</p> <p>Additional guidance on reimbursement payments includes:</p> <ul style="list-style-type: none"> • For federally funded construction projects, contractual work to be accomplished up to 30 business days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For state-funded land and easement acquisition projects, reimbursement up to 95 percent of the grant amount will be made to the sponsor prior to closing. The balance will be reimbursed, upon request, after deeds are recorded and certificates of title have been provided to DOAV. • For projects at air carrier airports for which both state entitlement and discretionary funding have been approved, sponsors must spend all of their state entitlement funds before they may submit a reimbursement request for the state discretionary funds. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA-approved project cost. 	<p>Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. Final or one-time reimbursement requests do not have a minimum dollar amount limit. The requests must be made in the format required by DOAV. The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice.</p> <p>DOAV will review the reimbursement request and supporting documentation for cost eligibility and completeness. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia.</p> <p>If the submittal is acceptable, payment will be approved. If the submittal is incomplete or not acceptable, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within 10 business days to requests for information or supporting documents, DOAV will:</p> <ul style="list-style-type: none"> • consider the reimbursement request status as pending; • send the sponsor written notification of such, and • take no action until in receipt of outstanding information or documents. <p><i>For state-funded projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for a project deemed substantially complete. For federally funded capital projects, DOAV will match the reimbursement limits being used by FAA.</i> After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.</p> <p>For a project for which a grant was issued, reimbursement requests will be accepted by DOAV during the grant term specified in the grant agreement or as modified under an amendment. For projects for which an allocation was awarded, reimbursement requests will be accepted by DOAV before the allocation expiration. Sponsors are encouraged to submit reimbursement requests as soon as they have all relevant cost figures and supporting documentation. The final reimbursement request for a project must be received by DOAV no later than the last day of the grant term or allocation expiration. The final reimbursement request will be processed as noted above. If DOAV <i>cannot process</i> the reimbursement request due to unresolved outstanding issues, DOAV will offer the sponsor an amendment for a 60-day extension on the grant term. After the amendment becomes effective, the sponsor may resubmit the revised reimbursement request for processing.</p> <p>Additional guidance on reimbursement payments includes:</p> <ul style="list-style-type: none"> • For federally funded construction projects, contractual work to be accomplished up to 30 business days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA-approved project cost. <p><i>Additional reimbursement details are provided in the individual funding program chapters.</i></p>	<p>Reimbursements, 8.7.4 Reimbursements, and 9.7.2 Reimbursements in the 2018 manual.</p> <p>Staff recommends removing the sentence on original signatures to support future changes in the reimbursement process.</p> <p>Staff recommends deleting the return of reimbursement requests to reflect the current process.</p> <p>Staff recommends following FAA's limits for reimbursement percentages for federally funded projects.</p> <p>Staff recommends changing <i>returns</i> to <i>cannot process</i> to reflect the current process.</p> <p>Staff recommends adding a reference to program specific details.</p>
<p>5.10.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed to address the issues with DOAV and FAA as appropriate. Examples of these issues include drainage problems or the discovery of underground tanks, unmarked graves, unsuitable materials, or utility lines. Once DOAV and FAA, as appropriate, provide written approval of a change order, work related to the change order may begin. The sponsor needs to</p>	<p>3.5.6.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed to address the issues with DOAV and FAA as appropriate. <i>Examples of these issues include drainage problems; the discovery of underground tanks, unmarked graves, unsuitable materials, or utility lines; changes in material quantities; and field conditions.</i> Once DOAV and FAA, as appropriate, provide written approval of a change order, work related to</p>	<p>Staff recommends moving the process information common to all funding programs to this section.</p>

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<p>make sure the proper supporting documents are prepared and submitted to DOAV and FAA, as appropriate. Eligible costs related to the change order cannot be reimbursed unless this supporting documentation is provided. DOAV will reimburse only those costs associated with change orders that have been approved by DOAV.</p>	<p>the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA, as appropriate. Eligible costs related to the change order cannot be reimbursed unless this supporting documentation is provided. DOAV will reimburse only those costs associated with change orders that have been approved by DOAV.</p>	<p>The recommended text for 3.5.6.3 Change Orders is based on text from 5.10.3 Change Orders, 6.7.3 Change Orders, 7.7.3 Change Orders, and 8.7.3 Change Order in the 2018 manual.</p>
<p>5.10.2 Amendments</p> <p>When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit a grant amendment request to DOAV. The approval of a grant amendment is not guaranteed, and all increases are contingent on the availability of funds. All grant amendments must be approved by DOAV prior to the subject work being initiated.</p> <p>The purpose of the grant amendment is to modify the terms and conditions of a grant agreement. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount; a change in the scope of work; or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia.</p> <p>Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.</p> <p>For a grant amendment request, the sponsor shall provide the following information in the format required by DOAV:</p> <ul style="list-style-type: none"> • project number and project name; • current expiration date if time extension is part of the request; • reason for the request; and • plan of action and revised project schedule for completion of the project. <p>DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer.</p> <p>When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer. The sponsor does not need to submit a grant amendment request.</p> <p>DOAV can approve an administrative cost increase up to 10 percent of the total grant amount, except in the case of multi-year funding. If a requested funding increase exceeds 10 percent or modifications to the original scope of work for a state-funded project are needed, the request must be presented to the VAB for action at a regularly scheduled meeting as described in 5.7.3 Submission of Requests for Increases. A sponsor may receive an increase from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same grant. All increases are contingent on the availability of funds.</p> <p>The VAB has given DOAV the authority to approve changes in the original scope of work for a federally funded project as long as the grant amount does not increase.</p>	<p>3.5.6.4 Amendments</p> <p>When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement or allocation, the sponsor should immediately contact the DOAV project manager to coordinate an amendment request. The approval of an amendment request is not guaranteed, and all increases are contingent on the availability of funds. All requests for change must be approved by the VAB or DOAV prior to the subject work being initiated. The description of a grant amendment is provided in 3.4.3 Grant Amendment and the description of an allocation amendment is provided in 3.4.5 Allocation Amendment.</p> <p>For an amendment request, the sponsor shall provide the following information in the format required by DOAV:</p> <ul style="list-style-type: none"> • current expiration date if time extension is part of the request; • reason for the request; and • plan of action and revised project schedule for completion of the project. <p>DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer.</p> <p>Additional amendment details are provided in the individual funding program chapters.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.5.6.4 Amendments is based on text from 5.10.2 Amendments, 6.7.2 Amendments, 6.7.2.2 Projects Under Grant Agreement., 7.7.2 Amendments, 7.7.2.2 Projects Under Grant Agreement., and 8.7.2 Amendments, 8.7.2.2 Projects Under Grant Agreement in the 2018 manual.</p> <p>Staff recommends changing <i>submit a grant amendment request to DOAV to contact the DOAV project manager to coordinate grant amendment request</i> as the authority level for amendment depends on the amendment scenario. The change is supported by requirements in 2.4.2 Project Coordination.</p> <p>Staff recommends changing <i>a grant amendment to an amendment request</i> for clarification.</p> <p>Staff recommends changing <i>grant amendments to requests for change</i> to support the process of approving change orders throughout a project and amending a grant at or near the end of a project, mostly for use on a construction project.</p> <p>Staff recommends removing the project number and project name item as it would already be known to the DOAV project manager.</p> <p>Staff recommends adding a reference to program specific details.</p>
<p>5.10.5 Project Close-out</p> <p>A grant will be closed 30 calendar days after the final reimbursement request has been processed. If a grant has an outstanding balance, the balance will be returned to the CAF. Underruns in one project may not be administratively applied to another project.</p>	<p>3.5.6.5 Project Closeout</p> <p>DOAV considers a grant or allocation closed when the project work is complete and all reimbursement payments have been distributed to the sponsor. Final inspections will be required prior to a construction project being closed.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p>

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<p>DOAV will provide close-out letters to sponsors on a quarterly basis. The written notification confirms that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects.</p> <p>An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General.</p>	<p>The closeout of a project will occur after the final reimbursement has been distributed. If a grant or allocation has an outstanding balance, the balance will be returned to the appropriate funding program; underruns in one project may not be administratively applied to another project. For a grant, DOAV will provide close out letters to sponsors confirming the project is considered complete, verifying the grant obligation expiration date and grant obligation term, and providing the amount of any balance returned to the appropriate funding program.</p> <p>An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General.</p>	<p>The recommended text for 3.5.6.5 Project Closeout is based on text from 5.10.5 Project Close-out, 6.7.5 Project Close-out, 7.7.5 Project Close-out, 8.7.5 Project Close-out, and 9.7.3 Project Close-out in the 2018 manual.</p> <p>Staff recommends revising the section’s content order to first describe what is considered a closed grant, then describe the current process.</p>
<p>3.7 Procurement for State Funding All professional services, non-professional services, and goods associated with any funds allocated from the CAF and/or the ASF shall be procured in accordance with the <i>Virginia Public Procurement Act</i> and/or the appropriate federal procurement regulations as specified in the FAA grant agreements and <i>Airport Improvement Program Handbook</i> in effect at the time such funds are allocated.</p> <p>The allowable methods for the procurement of contractor services are fixed lump-sum payment; unit price-plus-a-fixed-fee not to exceed; and cost-plus-a-fixed-fee not to exceed. For all allowable methods, sponsors must provide the contractor’s prior fiscal year audit of administrative overhead to DOAV. DOAV will not approve scopes of work without proof of audited overhead rates.</p> <p>{The remaining paragraphs do not contain changes and are not shown for space consideration.}</p>	<p>3.6 Procurement for State Funding All professional services, non-professional services, and goods associated with any funds allocated from the CAF and/or the ASF shall be procured in accordance with the <i>Virginia Public Procurement Act</i> and/or the appropriate federal procurement regulations as specified in the FAA grant agreements and <i>Airport Improvement Program Handbook</i> in effect at the time such funds are allocated.</p> <p>The allowable methods for the procurement of contractor services are fixed lump-sum payment; unit price-plus-a-fixed-fee not to exceed; and cost-plus-a-fixed-fee not to exceed. For all allowable methods, sponsors utilizing multi-year contracts must provide the contractor’s prior fiscal year audit of administrative overhead to DOAV. DOAV will not approve scopes of work without proof of audited overhead rates. When a sponsor utilizes a contractor to provide services for only one project, including all portions of a project such as design and construction management, an annual audit of administrative overhead is not required. DOAV will review the task order rates and hours and may limit them based on the scope of the project.</p> <p>{The remaining paragraphs do not contain changes and are not shown for space consideration.}</p>	<p>Staff recommends updating the section number to support the new format.</p> <p>Staff recommends providing an audited overhead alternative for contractors working under a one-project agreement with sponsors, such as architects for terminal buildings.</p>
<p>5.13 Utilization of Insurance Resources [The section text does not contain changes and is not shown for space consideration.]</p>	<p>3.7 Utilization of Insurance Resources [The section text does not contain changes and is not shown for space consideration.]</p>	<p>Staff recommends moving the process information common to all funding programs to this section.</p> <p>The recommended text for 3.7 Utilization of Insurance Resources is based on text from 5.13 Utilization of Insurance Resources, 6.9 Utilization of Insurance Resources, 7.9 Utilization of Insurance Resources, and 8.9 Utilization of Insurance Resources in the 2018 manual.</p>
<p>5.14 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, equipment, and loading bridges. If a sponsor disposes of such airport real property, except land, the sponsor must reimburse the state with a portion of the selling price within 60 calendar days after settlement. That portion will be prorated based on the remaining balance of the grant. If the grant obligation term has expired, the sponsor may sell, transfer, or dispose of the property without making any reimbursement to the state.</p> <p>For the disposal of land at <i>National Plan of Integrated Airport Systems (NPIAS)</i> airports, the sponsor must follow FAA and DOAV policy on land release and revenue use. For the disposal of land at airports not in the <i>NPIAS</i>, the sponsor must request the release of property from DOAV and use proceeds on the airport. Income from the sale of land or an easement shall be reimbursed to the state, with the amount calculated using the current market value at the time of sale by the sponsor and the state’s participation rate in the original purchase. Any time a sponsor alters an airport layout plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate.</p> <p>When a sponsor transfers property, such as equipment, that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt.</p> <p>When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state’s share of the purchase. The percentage applied to the state’s share must match the state’s participation rate in the purchase of the original equipment.</p>	<p>3.8 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, equipment, and loading bridges. If a sponsor disposes of such airport real property, except land, the sponsor must reimburse the state with a portion of the selling price within 60 calendar days after settlement. That portion will be prorated based on the remaining balance of the grant. If the grant obligation term has expired, the sponsor may sell, transfer, or dispose of the property without making any reimbursement to the state. Information on the disposal of land is provided in A.5 Land Release.</p> <p>When within the corresponding grant obligation term a sponsor transfers property, such as equipment, that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with a percentage of the value of the compensation within 30 calendar days of its receipt. The percentage must match the state’s participation rate in the purchase of the original equipment.</p> <p>When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state’s share of the purchase. The percentage applied to the state’s share must match the state’s participation rate in the purchase of the original equipment.</p>	<p>Staff recommends moving the process information common to all funding programs to this section and providing funding program specific information as needed in the program chapters.</p> <p>The recommended text for 3.8 Sale, Transfer, and Disposal of Property Acquired with State Resources is based on text from 5.14 Sale, Transfer, and Disposal of Property Acquired with State Resources, 6.10 Sale, Transfer, and Disposal of Property Acquired with State Resources, 7.10 Sale, Transfer, and Disposal of Property Acquired with State Resources, and 8.10 Sale, Transfer, and Disposal of Property Acquired with State Resources in the 2018 manual.</p> <p>Staff recommends consolidating the information on land release in the existing section A.5 Land Release.</p> <p>Staff recommends adding within the corresponding grant obligation term to clarify the time period for which the requirement applies.</p> <p>Staff recommends changing the percentage for compensation to the state’s participation in the original purchase as not all purchases may be made at the current participation rate.</p>

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<p>5.12 Public-Private Partnerships [The section paragraphs without change are not shown for space consideration.]</p> <p>For P3 projects, airport sponsors are eligible to request their project share from the VAB at the state-funding participation rate of 80 percent. The project request will have to compete against other requests before the board.</p>	<p>3.9 Public-Private Partnerships [The section paragraphs without change are not shown for space consideration.]</p> <p>For P3 projects, airport sponsors are eligible to request their project share from the VAB at the state-funding participation rate of 80 percent or the applicable rate for terminal buildings and like projects. The project request will have to compete against other requests before the board.</p>	<p>Staff recommends moving the process information common to all funding programs to this section.</p> <p>The recommended text for 3.9 Public-Private Partnerships based on text from 5.12 Public-Private Partnership, 6.8 Public-Private Partnerships, and 7.8 Public-Private Partnerships in the 2018 manual.</p> <p>Staff recommends clarifying information on state rates for projects such as terminal buildings as they do not follow the usual state 80 percent participation rate.</p>
<p>3.5 Audits</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>A Part 139 airport sponsor must submit audited financial statements, including a third-party audit, for entitlement expenditures to DOAV within 120 calendar days following the sponsor's fiscal year end. The documents should be sent to:</p> <p>Virginia Department of Aviation Attention: Director, Airport Services Division 5702 Gulfstream Road Richmond, VA 23250</p>	<p>3.10 Audits</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>A sponsor of a 14 CFR Part 139 airport must notify DOAV of the availability of its audited financial statements, including a third-party audit, for entitlement expenditures to DOAV within 180 calendar days following the sponsor's fiscal year end. The notification should be sent to the Director, Airport Services Division.</p>	<p>Staff recommends updating the section number to support the new information layout.</p> <p>Staff recommends this section be updated to match the master agreement revision approved by the VAB at its May 25, 2022, meeting, made to reflect changes in reporting practices.</p>
<p>3.6 Recordkeeping</p> <p>Sponsors and their contractors and subcontractors shall maintain all books, documents, papers, accounting records, and any other written or electronic evidence supporting their project activities and the costs incurred. Such information shall be made available for audit and inspection at the sponsor's offices at all reasonable times during the period of a grant agreement, grant amendment(s), and allocation period and for a period of four years from the end of the state fiscal year (i.e., June 30) in which the final payment is made, except for records pertaining to terminal buildings and the acquisition of land and easements. Records for terminal buildings shall be kept for the useful life of the terminal building. Records for the acquisition of land and easements shall be kept in perpetuity. Copies of any such information shall be furnished by a sponsor to DOAV upon request.</p> <p>In accordance with <i>Code of Virginia §5.1-2.2:4 Transparency and accountability for use of Department and Board funds</i>, by August 1 of each year, any sponsor that has received or disbursed funds from DOAV or the VAB within the prior fiscal year shall submit to DOAV a report detailing the purpose for which the funds were received or disbursed. The report shall also list any localities from which the sponsor receives funds. The report must be made in the format required by DOAV. Failure to provide the report will make a sponsor ineligible to receive state funding.</p>	<p>3.11 Recordkeeping</p> <p>Sponsors and their contractors and subcontractors shall maintain all books, documents, papers, accounting records, and any other written or electronic evidence supporting their project activities and the costs incurred. Such information shall be made available for audit and inspection at the sponsor's offices at all reasonable times during the period of a grant agreement, grant amendment(s), and allocation period and for a period of four years from the end of the state fiscal year (i.e., June 30) in which the final payment is made, except for records pertaining to terminal buildings and the acquisition of land and easements. Records for terminal buildings shall be kept for the useful life of the terminal building. Records for the acquisition of land and easements shall be kept in perpetuity. Copies of any such information shall be furnished by a sponsor to DOAV upon request.</p>	<p>Staff recommends updating the section number to support the new information layout.</p> <p>Staff recommends deleting this paragraph to remove duplication with 2.4.3.3 Annual Self-Reporting of State Aviation Funding Received.</p>
<p>4.0 Sponsor Eligibility</p> <p>The threshold criterion for determining sponsor eligibility to receive state funding is the airport's inclusion in the <i>Virginia Air Transportation System Plan (VATSP)</i>. For an airport sponsor to be eligible to request and receive state discretionary; facilities and equipment; general aviation security; maintenance; and aviation and airport promotion funding, the following criteria must be met:</p> <p>[The first through sixth bullets, the final bullet, and remainder of the section text were not shown for space consideration.]</p> <ul style="list-style-type: none"> An airport sponsor shall have executed a <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i>, with a copy on file with DOAV. 	<p>4.0 Sponsor Eligibility</p> <p>The threshold criterion for determining sponsor eligibility to receive state funding is the airport's inclusion in the <i>Virginia Air Transportation System Plan (VATSP)</i>. For an airport sponsor to be eligible to request and receive state discretionary; facilities and equipment; general aviation security; maintenance; and aviation and airport promotion funding, the following criteria must be met:</p> <p>[The first through sixth bullets, the final bullet, and remainder of the section text were not shown for space consideration.]</p> <ul style="list-style-type: none"> An airport sponsor shall have executed the most current version of a <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i>, with a copy on file with DOAV. 	<p>Staff recommends adding version information for clarification and to match 3.4.1 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources.</p>
<p>4.1 Obstructions</p> <p>For airports that have obstructions to FAR Part 77 and/or 24VAC5-20-140 <i>Minimum requirements for licensing</i> and cannot meet the Runway End Siting Requirements under FAA <i>Advisory Circular 150/5300-13 Airport Design</i>, the sponsor's eligibility to receive new funding from the Commonwealth Aviation Fund or Aviation Special Fund is affected. If obstructions are identified on airport property, the sponsor is not eligible for funding other than grants and allocations related to the obstruction removal or mitigation.</p>	<p>4.1 Obstructions</p> <p>For airports that have unmitigated obstructions to FAR Part 77 and cannot meet the clearance criteria listed in the approach surface tables of FAA Advisory Circular 150/5300-13 Airport Design, and/or for airports that have obstructions to 24VAC5-20-140 <i>Minimum requirements for licensing</i>, the sponsor's eligibility to receive new funding from the Commonwealth Aviation Fund or Aviation Special Fund can be affected. If obstructions are identified on airport property, the sponsor is not eligible for funding other than grants and allocations related to the obstruction removal or mitigation.</p>	<p>Staff recommends changing the advisory circular reference to a more generic reference as FAA is frequently revising the tables.</p> <p>Staff recommends changing <i>is</i> to can be to acknowledge funding is possible under scenarios described later in the section.</p>

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<p>If the obstructions are identified off airport property, the sponsor has 12 months to remove or mitigate the obstructions. During that time, the sponsor is eligible to receive funds from any state funding source. If, after the 12-month period, the obstructions have not been removed or mitigated, the sponsor is not eligible to receive any state funds other than those related to the overall objective of obstruction removal. However, the sponsor is eligible to receive state funding if the sponsor has an obstruction removal plan approved by DOAV and the sponsor has demonstrated progress in the removal of obstructions.</p> <p>When obstructions are identified on or off airport property, exceptions to funding restrictions may be allowed for the following types of projects:</p> <ul style="list-style-type: none"> • funding increase to an existing tentative allocation, grant, or allocation; • obstruction removal and/or mitigation projects; • planning, environmental, and acquisition projects to identify and/or mitigate obstructions; • security plan and audit projects; and • projects deemed by the VAB and/or DOAV as critical to the safety of the flying public or as an emergency. <p>If an airport has unmitigated obstructions, the sponsor may request an exception from the VAB; however, the sponsor must submit a project request to compete for funding at the next VAB meeting and demonstrate a mitigation plan.</p>	<p>If the obstructions are identified off airport property, the sponsor has 12 months to remove or mitigate the obstructions. During that time, the sponsor is eligible to receive funds from any state funding source. If, after the 12-month period, the obstructions have not been removed or mitigated, the sponsor is not eligible to receive any state funds other than those related to the overall objective of obstruction removal. However, the sponsor is eligible to receive state funding if the sponsor has an obstruction removal plan approved by DOAV and the sponsor has demonstrated progress in the removal of obstructions.</p> <p>When obstructions are identified on or off airport property, exceptions to funding restrictions may be allowed for the following types of projects:</p> <ul style="list-style-type: none"> • funding increase to an existing tentative allocation, grant, or allocation; • obstruction removal and/or mitigation projects; • planning, environmental, and acquisition projects to identify and/or mitigate obstructions; • security plan and audit projects; and • projects deemed by the VAB and/or DOAV as critical to the safety of the flying public or as an emergency. <p>If an airport has unmitigated obstructions, the sponsor may request an exception from the VAB. In conjunction with the exception request, the sponsor must submit a project request to compete for funding at the same VAB meeting and a mitigation plan.</p>	<p>Staff recommends the exception request, project request, and mitigation plan be presented to the VAB at the same meeting so the board can review all the relevant information at the same time.</p>
<p>4.2 Special Eligibility Requirements</p> <p>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>4.2 Special Eligibility Requirements</p> <p>In addition to the criteria listed above, a couple of special eligibility requirements apply to sponsors of privately-owned, public-use airports. These include deeds of trust and assumption agreements.</p>	<p>Staff recommends revising the text to match the recommendation for 4.2.1 Deed of Trust.</p>
<p>4.2.1 Credit Line Deed of Trust</p> <p>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> $\frac{\text{total appraised value} \times 75 \text{ percent}}{\text{adjusted appraised value} - \text{<first mortgaged debt>}}$ <p>available amount to allocate</p> <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>4.2.1 Deed of Trust</p> <p>To protect the Commonwealth’s investment in privately-owned, public-use airports, the VAB has determined that a 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 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 deed of trust for the sponsor who, in turn, will execute the document and return it. The department will have the 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 deed of trust will be borne by the sponsor.</p> <p>The total deed of trust balance must be sufficient to cover the total anticipated project cost of all phases of an overall development objective. The amount available to allocate is calculated as 75 percent of the total airport value less first mortgaged debt, where the airport value is determined by a method coordinated with DOAV.</p> <p>Once the total value less amortization of all executed grant agreements equals the value of the original deed of trust, an amended deed of trust will be required. The amended 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>Staff recommends revising the instrument nomenclature to reflect its purpose.</p> <p>Staff recommends updating the methodology information to match the current process of utilizing difference valuation processes instead of just the appraisal process.</p>
<p>4.2.2 Credit Line Deed of Trust Note</p> <p>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>Staff recommends removing this section as the process has changed and credit line deed of trust notes are no longer used.</p>

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<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>4.2.3 Assumption Agreements When ownership of an airport changes, the new owner must assume responsibility for all existing agreements or reimburse the Commonwealth the balance of the amortization. Examples of such agreements are grant agreements and credit line deeds of trust.</p> <p>The department will draft an assumption instrument that denotes the conditions of the agreement. The new owner must complete the assumption agreement within 60 calendar days of the purchase of the airport. Failure by the new owner to execute the assumption agreement will jeopardize the transfer of the airport license and future funding eligibility.</p>	<p>4.2.2 Assumption Agreements When ownership of an airport changes, the new owner must assume responsibility for all existing agreements or reimburse the Commonwealth the balance of the amortization. Examples of such agreements are grant agreements and deeds of trust.</p> <p>The department will draft an assumption instrument that denotes the conditions of the agreement. The new owner must complete the assumption agreement within 60 calendar days of the purchase of the airport. Failure by the new owner to execute the assumption agreement will jeopardize the transfer of the airport license and future funding eligibility.</p>	<p>Staff recommends changing <i>credit line deeds of trust to deeds of trust</i> to reflect the recommendation for 4.2.1 Deed of Trust.</p>
<p>2.4.12 Local Service Airports Only safety and preservation projects are eligible for local service airports, with the exception of terminal buildings, fuel systems, and promotion activities. Eligible safety and preservation projects include, but are not limited to:</p> <ul style="list-style-type: none"> • pavement rehabilitation; • obstruction removal to meet visual approach standards as stated in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i> and <i>Code of Virginia §5.1-7</i> and existing non-precision approaches, and the acquisition of easements needed for such obstruction removal, and airport sponsors may seek an exception from this section by petitioning the board; and • lighting system rehabilitation. <p>Examples of projects not eligible at local service airports are acquisition of land and hangar site development.</p> <p>For an airport to change roles from a local service airport to a general aviation community airport within the <i>Virginia Air Transportation System Plan (VATSP)</i>, the sponsor must conduct a feasibility study. The role change must be reviewed and approved by DOAV.</p>	<p>4.3 Local Service Airports Only safety and preservation projects are eligible for local service airports, with the exception of terminal buildings, fueling systems, hangar site preparation, and promotion activities. Eligible safety and preservation projects include, but are not limited to:</p> <ul style="list-style-type: none"> • pavement rehabilitation; • obstruction removal to meet visual approach standards as stated in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i> and <i>Code of Virginia §5.1-7</i> and existing non-precision approaches, and the acquisition of easements needed for such obstruction removal, and airport sponsors may seek an exception from this section by petitioning the board; and • lighting system rehabilitation. <p>An example of a project not eligible at local service airports is the acquisition of land.</p> <p>For an airport to change roles from a local service airport to a general aviation community airport within the <i>Virginia Air Transportation System Plan (VATSP)</i>, the sponsor must conduct a feasibility study. The role change must be reviewed and approved by DOAV.</p>	<p>Staff recommends returning this information to the chapter on sponsor eligibility as its topic is more consistent with eligibility presented in Chapter 4 Sponsor Eligibility than sponsor roles presented in Chapter 2 Roles and Responsibilities.</p> <p>Staff recommends changing <i>fuel system to fueling systems</i> for consistency.</p> <p>The committee recommends expanding project eligibility for local service airports to include hangar site preparation to support possible revenue generation for airport sustainability.</p>
<p>5.0 Commonwealth Aviation Fund and the Airport Capital Program The <i>Code of Virginia §33.2-1526.6 Commonwealth Aviation Fund</i> created in the Department of the Treasury a special non-reverting fund that shall be part of the Transportation Trust Fund and shall be known as the Commonwealth Aviation Fund (CAF). The CAF is established on the books of the comptroller and any funds remaining in such funds at the end of a biennium do not revert to the general fund but remain in the CAF. Interest earned on the funds is credited to the CAF. The funds shall be allocated by the Commonwealth Transportation Board to the Virginia Aviation Board (VAB). The funds are allocated by the VAB to any Virginia airport which is owned by the Commonwealth; a governmental subdivision thereof; or a private entity to which the public has access for the purposes enumerated in <i>Code of Virginia §5.1-2.16</i>; or is owned or leased by the Metropolitan Washington Airports Authority.</p> <p>The VAB is responsible for allocating CAF funds to eligible airports. The amount of CAF funding available by airport category for the VAB to allocate is determined by the following formula prescribed in §33.2-1526.6:</p> <p>Any new funds in excess of \$12.1 million which are available for allocation by the VAB shall be allocated as follows: 40 percent to air carrier airports as provided in subdivision 1 and 60 percent to MWAA, up to a maximum annual amount of \$2 million. Except for adjustments due to changes in enplaned passengers, no air carrier airport sponsor, excluding MWAA, shall receive less funds identified under subdivision 1 than it received in fiscal year 1994-1995.</p> <p>Of the remaining amount:</p> <ol style="list-style-type: none"> 1. Forty percent of the funds shall be allocated to air carrier airports, except airports owned or leased by MWAA, based upon the percentage of enplanements for each airport to total enplanements at all air carrier airports, except airports owned or leased by MWAA. No air carrier airport sponsor, however, shall receive less than \$50,000 nor more than \$2 million per year from this provision. 2. Sixty percent of the funds shall be allocated as follows: <ol style="list-style-type: none"> (a) For the first six months of each fiscal year, the funds shall be allocated as follows: 	<p>5.0 Commonwealth Aviation Fund The Commonwealth Aviation Fund, through entitlement and discretionary funds, provides funding for planning and engineering projects that focus on airport facility development. In general, these projects include master plan and airport layout plan studies, environmental studies, land acquisition, airside facility design and construction, and terminal building design and construction. The VAB is responsible for allocating Commonwealth Aviation Fund funds to eligible airports.</p>	<p>Staff recommends simplifying the introduction to Chapter 5 Commonwealth Aviation Fund, matching the introduction of the other funding programs.</p> <p>Note: The use of <i>Commonwealth Aviation Fund</i> and <i>CAF</i> will be determined once all proposals are compiled.</p>

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<p>(1) Forty percent of the funds shall be allocated by the VAB for air carrier and reliever airports on a discretionary basis, except airports owned or leased by MWWA.; and</p> <p>(2) Twenty percent of the funds shall be allocated by the VAB for general aviation airports on a discretionary basis; and</p> <p>(b) For the second six months of each fiscal year, all remaining funds shall be allocated by the VAB for all eligible airports on a discretionary basis, except airports owned or leased by MWWA.</p> <p>The funds described in §33.2-1526.6.B1 are known as entitlement funds, and the funds described in §§33.2-1526.6.B2 are known as discretionary funds.</p> <p>The Airport Capital Program utilizes the CAF, through entitlement and discretionary funds, to provide funding for planning and engineering projects that focus on airport facility development. In general, these projects include master plan and airport layout plan studies, environmental studies, land acquisition, airside facility design and construction, and terminal building design and construction.</p>		
<p>5.1 State Discretionary Funds Under the Airport Capital Program</p> <p>The <i>Code of Virginia</i> §33.2-1526.6.B2 provides funding to the VAB for allocation to air carrier, reliever, and general aviation airports on a discretionary basis to fund capital projects. The VAB considers discretionary funding requests at its meetings as advertised to sponsors.</p> <p>For the first 6 months of each fiscal year, sponsors of air carrier and reliever airports will apply for the funds designated under §33.2-1526.6.B2a(1) for air carrier and reliever airports, and sponsors of general aviation airports will apply for funds designated under §33.2-1526.6.B2a(2) for general aviation airports. For the second 6 months of each fiscal year, sponsors of all airports will apply for the remaining discretionary funds under §33.2-1526.6.B2b.</p> <p>The VAB allocates discretionary funds for two types of capital grants.</p> <ul style="list-style-type: none"> For federally funded projects, the VAB allocates 8 percent discretionary funding to match the FAA 90 percent share and the sponsor two percent share of the grant. For state-funded projects, the VAB allocates 80 percent discretionary funding to match the sponsor's 20 percent share of the grant. 	<p>5.1 State Discretionary Funds Under the Commonwealth Aviation Fund</p> <p>The <i>Code of Virginia</i> §33.2-1526.6.B2 provides funding to the VAB for allocation to air carrier, reliever, and general aviation airports on a discretionary basis to fund capital projects. The VAB considers requests for discretionary funding at its meetings as advertised to sponsors. The VAB allocates discretionary funds for federally funded projects and state-funded projects, as defined in 1.1 Definitions.</p> <p>For the first 6 months of each fiscal year, sponsors of air carrier and reliever airports will apply for the funds designated under §33.2-1526.6.B2a(1) for air carrier and reliever airports, and sponsors of general aviation airports will apply for funds designated under §33.2-1526.6.B2a(2) for general aviation airports. For the second 6 months of each fiscal year, sponsors of all airports will apply for the remaining discretionary funds under §33.2-1526.6.B2b.</p>	<p>Staff recommends referencing the funding percentages only in 5.5 State Participation to reduce redundancy and moving the descriptions to the first paragraph.</p>
<p>5.2.2.1.2 EURP Part 2 - Entitlement Utilization Plan</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Part 2 must be accompanied with a sketch that graphically depicts the proposed projects as they relate to the airport layout plan. The format of a sketch must:</p> <ul style="list-style-type: none"> be legible; be sized to 8 ½ by 11 inches; and have a maximum file size of 250 kb. <p>It is preferred that a sketch be at gray scale and not use aerial photography. If color and photos are used in a sketch, they must have a maximum file size of 250 kb. Multiple projects may be shown on one sketch.</p>	<p>5.2.2.1.2 EURP Part 2 - Entitlement Utilization Plan</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Part 2 must be accompanied with a sketch that graphically depicts the proposed projects as they relate to the airport layout plan. The format of a sketch must:</p> <ul style="list-style-type: none"> be legible; and be sized to 8 ½ by 11 inches. <p>It is preferred that a sketch be in PDF format instead of a jpeg or similar format. Multiple projects may be shown on one sketch.</p>	<p>Staff recommends the removal of the maximum file size due and the preference gray scale and aerial photography due to access to newer software versions that allow better processing.</p> <p>Staff recommends adding the preference on the PDF format as other formats create extra work for staff during the preparation of a board package and reports.</p>
<p>5.3 Airport Capital Improvement Plan</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Normally, sponsors undertake 6-year ACIP coordination during the third and fourth quarters of each fiscal year. Prior to the preparation of an ACIP, sponsors should hold a capital improvement planning meeting simultaneously with both DOAV and FAA, as appropriate. Sponsors may update their ACIP at anytime through ASM. A sponsor eligible to receive entitlement funds must change its ACIP when the sponsor changes its EUP.</p>	<p>5.3 Airport Capital Improvement Plan</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Prior to the preparation of an ACIP, sponsors should hold a capital improvement planning meeting simultaneously with both DOAV and FAA, as appropriate. DOAV will provide instructions for the preparation of ACIPs in the second quarter of each fiscal year. Sponsors may update their ACIP at anytime through ASM. A sponsor eligible to receive entitlement funds must change its ACIP when the sponsor changes its EUP.</p>	<p>Staff recommends removing the first sentence as sponsors are holding ACIP meetings earlier than the third and fourth quarters.</p> <p>Staff recommends moving the information on the annual ACIP instructions from 5.7 Application Process to the ACIP section.</p>

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<p>The VAB considers the majority of the eligible project requests during its first meeting of the fiscal year. Project requests may also be funded at subsequent VAB meetings during the fiscal year.</p>		<p>Staff recommends removing the last paragraph as it is no longer current, given the availability of combined discretionary funds in the second half of the fiscal year.</p>
<p>5.4 Project Eligibility 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 style="text-align: center;">Table 2 Eligible Airport Capital Project Examples</p> <p>[The table of eligible projects does not have changes and is not shown for space consideration.]</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"> • operational costs; • restaurants and cocktail lounges; • concessionaire facilities; • airline ticketing areas; • baggage handling areas exclusively leased or controlled by airlines; • airport management offices; • day facilities for sleeping accommodations; and <ul style="list-style-type: none"> • 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). <p>Reasonable legal fees pertaining to land and easement acquisition and obstruction removal are eligible. Legal fees for grant administration are not eligible unless part of a federally funded project.</p>	<p>5.4 Project Eligibility A wide range of development projects is eligible for the Commonwealth Aviation Fund. Examples of eligible projects are listed in Table 2 Eligible Commonwealth Aviation Fund Project Examples, divided into general categories for reference. Details on specific projects are provided in Appendix A Commonwealth Aviation Fund Eligible Projects; information on terminal buildings is provided in Appendix B Terminal Buildings; and information on access and service roads is provided in Appendix C Access Roads.</p> <p style="text-align: center;">Table 2 Eligible Commonwealth Aviation Fund Project Examples</p> <p>[The table of eligible projects does not have changes and is not shown for space consideration.]</p> <p>Some projects that are revenue producing are not eligible under the Commonwealth Aviation Fund. Examples of ineligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> • operational costs; • airport management offices; • restaurants and cocktail lounges; • concessionaire facilities; • airline ticketing areas, except for equipment that is owned and maintained by the sponsor and not leased to an airline; • baggage handling areas exclusively leased or controlled by airlines; and <ul style="list-style-type: none"> • space leased to the Federal Aviation Administration (FAA), Transportation Safety Administration (TSA), or a fixed base operator (FBO). <p>Reasonable legal fees pertaining to land and easement acquisition and obstruction removal are eligible. Legal fees for grant administration are not eligible unless part of a federally funded project.</p> <p>Details on basic project eligibility requirements are provided in 3.5.1 Project Eligibility.</p>	<p>Staff recommends changing <i>perimeter roads</i> to <i>services roads</i> per the recommendation for Appendix C Access Roads.</p> <p>Staff recommends removing the reference to exclusive use to support initiatives promoting aviation in Virginia. The descriptor <i>revenue producing</i> remains as a tie to the list of ineligible projects.</p> <p>Staff recommends moving <i>airport management offices</i> to better group items.</p> <p>The committee recommends qualifying eligibility for area layouts at several air carrier airports.</p> <p>Staff recommends removing <i>day facilities for sleeping accommodations</i> as the item is no longer relevant.</p> <p>Staff recommends revising the leased space description for clarification.</p>
<p>5.4.2 Entitlement-Only Projects 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, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation. Projects that are eligible as entitlement-only projects include, but are not limited to:</p> <ul style="list-style-type: none"> • debt service retirement; • construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane; and • emergency generator at ARFF and snow-removal equipment buildings. <p>Sponsors should contact DOAV if they have a question on the eligibility of a project before expending entitlement funds.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>5.4.2 Entitlement-Only Projects 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, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation. Projects that are eligible as entitlement-only projects include, but are not limited to:</p> <ul style="list-style-type: none"> • debt service retirement; • construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane; and • standby power system at ARFF and snow-removal equipment buildings. <p>Sponsors should contact DOAV if they have a question on the eligibility of a project before expending entitlement funds.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>Staff recommends changing <i>emergency generator</i> to <i>standby power system</i> to reflect the recommendation for A.16 Standby Power Systems.</p>
<p>5.4.3 Basic Eligibility Requirements</p>		<p>Staff recommends removing the section to support the new layout.</p>
<p>5.5 State Participation 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 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>5.5 State Participation 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 first 6 months of a fiscal year. Prior to January 1, no single airport sponsor may receive allocations totaling more than 25 percent of a current fiscal year's Commonwealth Aviation Fund adjusted resources as determined by DOAV.</p>	<p>Editor revised formatting.</p> <p>Staff recommends text changes to improve readability.</p>

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<p>Air carrier airport sponsors may use their state entitlement funds to cover 100 percent of the non-federal share of an Airport Improvement Program (AIP) grant. If state discretionary funds are combined with state entitlement funds for the non-federal share of an AIP grant, the total amount of state funds allocated to a project cannot exceed 80 percent of the non-federal share.</p> <p>When a project is not eligible for federal funds or federal funds are not available, state entitlement funds may be used for state-funded projects. For most state-funded projects, state entitlement funds may be used for a maximum of 80 percent of eligible project costs. Local funds must be used for the remaining costs. A summary of state participation rates by general project categories is provided in a State Participation Rates.</p> <p>Airport sponsors should maximize the availability of federal funding; therefore, sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent.</p> <p>When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state-funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.</p>	<p>Air carrier airport sponsors may use their state entitlement funds to cover 100 percent of the non-federal share of an Airport Improvement Program (AIP) grant. If state discretionary funds are combined with state entitlement funds for the non-federal share of an AIP grant, the total amount of state funds allocated to a project cannot exceed 80 percent of the non-federal share.</p> <p>When a project is not eligible for federal funds or federal funds are not available, state entitlement funds may be used for state-funded projects. For most state-funded projects, state entitlement funds may be used for a maximum of 80 percent of eligible project costs. Local funds must be used for the remaining costs. A summary of state participation rates by general project categories is provided in Appendix E State Participation Rates.</p> <p>Airport sponsors should maximize the availability of federal funding; therefore, sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent.</p> <p>When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state-funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix E State Participation Rates.</p>	<p>Staff recommends updating the appendix reference.</p> <p>Staff recommends updating the appendix reference.</p>
<p>5.5.2 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for CAF entitlement or discretionary funding. Examples of other funding sources include, but are not limited to:</p> <ul style="list-style-type: none"> • federal agencies, such as the Department of Homeland Security; • FAA; • PFCs; • state agencies and entities, such as VDOT and the Tobacco Commission; • Virginia Resources Authority; and • local funds. <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>5.5.2 Utilization of Other Funding Sources Sponsors should maximize all other funding sources before requesting Commonwealth Aviation Fund entitlement or discretionary funding. Examples of other funding sources include, but are not limited to:</p> <ul style="list-style-type: none"> • federal agencies, such as the Department of Homeland Security; • FAA; • PFCs; • state agencies and entities, such as VDOT and the Tobacco Commission; • Virginia Resources Authority; and • local funds. 	<p>Staff recommends changing <i>application</i> to <i>utilization</i> for a better description of the content.</p> <p>Staff recommends changing <i>applying for</i> to <i>requesting</i> to match changes in other manual sections.</p> <p>Staff recommends moving content in this paragraph to Appendix C to consolidate information related to the access roads.</p>
	<p>5.6 Project Scoping Every project needs some level of scoping for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. Details on project scoping are provided in 3.5.2 Project Scoping.</p>	<p>Staff recommends adding a reference to details previously provided in 5.6 Project Scoping.</p>
<p>5.7 Application Process When a sponsor will utilize discretionary funds for a project, either alone or with entitlement funds, the sponsor must submit project requests from its 6-year ACIP on file through Airport System Manager. DOAV will provide updated reference information pertaining to the preparation of ACIPS and project request submissions for an upcoming fiscal year to airport sponsors in the third quarter of each fiscal year.</p>	<p>5.7 Project Request Process When a sponsor will utilize discretionary funds for a project, either alone or with entitlement funds, the sponsor must submit project requests from its 6-year ACIP on file through Airport System Manager. DOAV will provide updated reference information pertaining to project request submissions for an upcoming fiscal year to airport sponsors in the third quarter of each fiscal year.</p>	<p>Staff recommends removing <i>the preparation of ACIPs</i> to reduce duplication with 5.3 Airport Capital Improvement Plan.</p>
<p>5.7.1 Submission of Project Scopes 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"> • For planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task. • For construction projects, a sponsor shall provide as-bid plans and specifications, bids, and construction management fee estimates and man-hours by task. 	<p>5.7.1 Submission of Project Scopes For state-funded projects, 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"> • For planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task. • For construction projects, a sponsor shall provide as-bid plans and specifications and construction management fee estimates and man-hours by task. 	<p>Staff recommends revising the section for clarification and matching updated processes.</p> <p>Staff recommends removing <i>bids</i> as bid submission is noted below.</p>

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<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>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 Processes.</p>	<p>A sponsor shall provide bids for state-funded construction projects at least 30 calendar days prior to the scheduled board meeting.</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. <i>The required documentation must be approved by DOAV before it can make a recommendation for funding to the VAB.</i> 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 Change Orders, and 5.10.3 Amendments.</p> <p><i>For federally funded projects, scope packages must be approved by DOAV prior to the issuance of a state grant offer.</i> DOAV encourages sponsors to submit the project scope packages earlier to increase efficiency in the agreement process described in 5.9 Agreement Processes.</p> <p><i>For all projects,</i> when a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when scopes are submitted for review.</p>	<p>Staff recommends updating the section reference.</p> <p>Staff recommends removing <i>plans and specifications, and reimbursement requests</i> as a contractor can complete a project even if the A/E agreement period ends before project completion.</p>
<p>5.7.2 Submission of Project Requests</p> <p>When a sponsor is ready for a project to be presented to the VAB for consideration, the project needs to be submitted for evaluation through Airport System Manager. The submission process involves revising the ACIP project entry as needed and providing the required supporting documentation.</p> <p>Each project request entry must include the fiscal year in which the project is to be undertaken and the estimated project cost, listed by federal, state, and local funding sources, as appropriate. Cost estimates should be as accurate as possible so a sponsor does not have to seek additional funding from the VAB at a later date or that the VAB does not obligate more funds than those needed to complete a project. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p> <p>Sponsors may submit project requests for consideration at regularly scheduled meetings of the VAB at any time during the fiscal year, except for the 72-hour period after the due dates for capital project request submissions. The submissions must be completed by midnight of the due date. A schedule of submission due dates and the dates of the VAB meetings is provided to sponsors in the annual instructions for CAF project request submissions and is posted on DOAV's website.</p> <p>With the exception of emergency requests and missed opportunities as described in 5.11 Special Requests for Airport Capital Program Funding, project requests received after a submission deadline will not be considered for funding at the upcoming VAB meeting. The sponsor will need to submit the project request for a subsequent meeting.</p> <p>When federal funds are not available for an eligible project as originally included in the federal AIP, a sponsor may request state funds for the project at the normal state share applicable to the project type with the intent to pursue federal funding at a later date. Prior to requesting such a state-funded project, the sponsor must ensure that the project is included in the federal AIP.</p> <p>After a project request has been submitted, the only change DOAV will accept is a project cost change, either an increase or decrease. A sponsor needs to notify DOAV in writing of a project cost decrease as soon as it is known so the cost difference can be available for other projects. If a sponsor identifies an error after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error. DOAV will make the appropriate changes and corrections to the project request. If a sponsor wants to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written withdrawal request, submitted by regular mail or email.</p> <p>Projects included in ACIPs that will not involve state funding, such as a revenue-producing building funded with federal and local money or only with local money, should not be submitted for consideration.</p>	<p>5.7.2 Submission of Project Requests</p> <p>When a sponsor is ready for a project to be presented to the VAB for consideration, the project needs to be submitted for evaluation through Airport System Manager. The submission process involves revising the ACIP project entry as needed and providing the required supporting documentation.</p> <p>Each project request entry must include the fiscal year in which the project is to be requested and the estimated project cost, listed by federal, state, and local funding sources, as appropriate. Cost estimates should be as accurate as possible so a sponsor does not have to seek additional funding from the VAB at a later date or that the VAB does not obligate more funds than those needed to complete a project. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p> <p><i>Sponsors must submit project requests for consideration at regularly scheduled VAB meetings by midnight of the due date.</i> A schedule of submission due dates and the dates of the VAB meetings is provided to sponsors in the annual instructions for CAF project request submissions and is posted on DOAV's website.</p> <p>With the exception of emergency requests and missed opportunities as described in 5.11 Special Requests for Commonwealth Aviation Funds, project requests received after a submission deadline will not be considered for funding at the upcoming VAB meeting. The sponsor will need to submit the project request for a subsequent meeting.</p> <p>When federal funds are not available for an eligible project as originally included in the federal AIP, a sponsor may request state funds for the project at the normal state share applicable to the project type with the intent to <i>continue pursuing</i> federal funding. Prior to requesting such a state-funded project, the sponsor must ensure that the project is included in the federal AIP.</p> <p>After a project request has been submitted, the only change DOAV will accept is a project cost change, either an increase or decrease. <i>A sponsor needs to notify DOAV in writing of a project cost change as soon as it is known.</i> If a sponsor identifies an error after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error. DOAV will make the appropriate changes and corrections to the project request <i>in ASM.</i> If a sponsor wants to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written withdrawal request.</p> <p>Projects included in ACIPs that will not involve state funding, such as a <i>hangar structure</i> funded with federal and local money or only with local money, should not be submitted for consideration.</p>	<p>Staff recommends changing <i>undertaken</i> to <i>requested</i> as projects requested for a May VAB meeting might not begin until the next fiscal year.</p> <p>Staff recommends updating the submission information.</p> <p>Staff recommends changing the timing reference for readability.</p> <p>Staff recommends changing the sentence to stress that notifications for all changes need to be made as soon as possible.</p> <p>Staff recommends adding <i>in ASM</i> for clarification.</p> <p>Staff recommends removing <i>submitted by regular mail or email</i> as this direction is no longer needed.</p> <p>Staff recommends changing <i>revenue-producing building</i> to <i>hangar structure</i> to provide a better example.</p>

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<p>5.7.2.1 Supporting Documents for Project Requests The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> • a project narrative; • a sketch; and • documentation of environmental coordination and findings. <p>Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices. For a privately-owned, public-use airport, a sponsor must have a valid credit line deed of trust, as described in 4.2.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The credit line deed of trust must be in place by the submission deadline and must have a sufficient balance to cover all phases of the overall development objective.</p> <p>All supporting documents must be submitted through Airport System Manager. The documents may be in Word, Excel, or PDF formats.</p>	<p>5.7.2.1 Supporting Documents for Project Requests The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> • a project narrative; • a sketch; and • documentation of environmental coordination and findings. <p>Additional supporting documents may be needed for some project types as noted in project descriptions in the appendices.</p> <p>All supporting documents must be submitted through Airport System Manager. It is preferred the documents be in Word, Excel, or PDF formats.</p>	<p>Staff recommends revising text for clarification.</p> <p>Staff recommends removing repeated deed of trust information now found in 3.5.3 Project Request Process.</p> <p>Staff recommends revising text for clarification.</p>
<p>5.7.2.1.1 Narrative The narrative shall provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor’s administrative costs should be noted in a narrative. When multiple projects are being requested for a VAB meeting, the sponsor may provide all the project narratives in one document.</p>	<p>5.7.2.1.1 Narrative The narrative shall provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. When multiple projects are being requested for a VAB meeting, the sponsor may provide all the project narratives in one document.</p>	<p>Staff recommends removing the sentence on administrative costs as they are no longer needed in narratives.</p>
<p>5.7.2.1.2 Sketch The sketch needs to show the location of a project as presented on the airport layout. The format of a sketch must:</p> <ul style="list-style-type: none"> • be legible; • be sized to 8 ½ by 11 inches; and • have a maximum file size of 250kb. <p>It is preferred that a sketch be at gray scale and not use aerial photography. If color and photos are used in a sketch, they must have a maximum file size of 250 kb. When multiple projects are being requested for a VAB meeting, the sponsor may show all projects on one sketch.</p> <p>For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p>	<p>5.7.2.1.2 Sketch The sketch needs to show the location of a project as presented on the airport layout. The format of a sketch must:</p> <ul style="list-style-type: none"> • be legible; and • be sized to 8 ½ by 11 inches; and <p>It is preferred that a sketch be in PDF format instead of a jpeg or similar format. When multiple projects are being requested for a VAB meeting, the sponsor may show all projects on one sketch.</p> <p>For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p>	<p>Staff recommends the removal of the maximum file size requirement and the preference for gray scale and no use of photography for consistency with 5.2.2.1.2 EURP Part 2 - Entitlement Utilization Plan.</p> <p>Staff recommends adding the preference on the PDF format as other formats create extra work for staff during the preparation of a board package.</p>
<p>5.7.2.1.3 Documentation of Environmental Findings Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for land acquisition, terminal buildings, signage, and landscaping. For environmental documents, such as an Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport is located in an area under the Virginia Coastal Zone Management Program.</p>	<p>5.7.2.1.3 Documentation of Environmental Findings Documentation of environmental findings is needed for land acquisition, design, construction, and design/construction projects, including projects for terminal buildings, signage, and landscaping. If a project is included in an environmental document such as an Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport is located in an area under the Virginia Coastal Zone Management Program.</p>	<p>Staff recommends moving land acquisition for consistency with overall airport development phasing.</p> <p>Staff recommends revising information on large environmental documents for clarification.</p>
<p>5.7.2.1.4 Documents for Federal Funding Eligibility When a project is eligible for federal funding and the project request is being submitted to DOAV as a state-funded request, the sponsor must provide DOAV with confirmation that federal funding was requested and not included in FAA’s AIP within one fiscal year. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must copy DOAV on the updated request for FAA funding, dated prior to the state funding request submission deadline. If FAA has denied a project request, the sponsor must provide DOAV with confirmation of that denial.</p>		<p>Staff recommends removing this section as current FAA processes do not provide documentation as was once done.</p>
<p>5.7.3 Submission of Requests for Increases If the project request is for an increase to an existing tentative allocation or an existing grant, the project request must include the amount of the increase for federal, state, and local funding sources as appropriate, not just the increase in the state funding.</p> <p>When a sponsor has an existing tentative allocation or an existing grant and needs an increase that exceeds 10 percent of the original grant amount, a project request must be submitted to the Virginia Aviation Board for</p>	<p>5.7.3 Submission of Requests for Increases When a sponsor needs an increase to an existing tentative allocation or needs an increase to an existing grant that exceeds 10 percent of the original grant amount, a project request must be submitted to the VAB for approval. This</p>	<p>Staff recommends combining the repeated information.</p> <p>Staff recommends revising the text to match the process recommendation in 5.9.1 Tentative Allocation.</p>

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<p>approval. This request needs to include the increase in all the applicable funding sources. If federal, state, and local funds are utilized, the projected cost of the increase can be used in the request. If state and local funds are to be utilized, the amount of the increase, along with supporting scope changes or bids, must be approved by DOAV and used in the request.</p> <p>The supporting documentation noted in 5.7.2.1 Supporting Documents for Project Requests must be provided for this type of request.</p>	<p>request must include the amount of the increase for federal, state, and local funding sources as appropriate, not just the increase in the state funding. For state-funded projects, the amount of the increase, along with supporting scope changes or bids, must be approved by DOAV and used in the request. For federally funded projects, the projected cost of the increase can be used in the request.</p> <p>The supporting documentation noted in 5.7.2.1 Supporting Documents for Project Requests must be provided for this type of request.</p>	
<p>5.7.4 Submission of Requests for Scope Modifications</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Changes in scope to federally funded projects where the change is initiated or has been approved by FAA do not need to be submitted through Airport System Manager for DOAV evaluation or presented to the VAB if the cost does not increase. These changes must be coordinated with DOAV.</p> <p>If a sponsor wants to use an existing tentative allocation for another eligible project, the sponsor must return the tentative allocation to the CAF and submit a project request for the new project. If a sponsor wants to use an existing grant for another eligible project, the sponsor must return the balance of the grant amount to the CAF and submit a project request for the new project.</p>	<p>5.7.4 Submission of Requests for Scope Modifications</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Changes in scope to federally funded projects where the change is initiated or has been approved by FAA do not need to be submitted through Airport System Manager for DOAV evaluation or presented to the VAB if the cost does not increase. If the cost increases, the submission of a project request and VAB approval are required. All changes must be coordinated with DOAV.</p> <p>A sponsor may not use an existing tentative allocation or existing grant for another project. If the tentative allocation or grant will not be used for the project associated with the VAB award, the funds must be returned. The sponsor will need to submit a project request for the other project.</p>	<p>Staff recommends adding information on cost increases due to scope changes for federally funded projects for clarification.</p> <p>Staff recommends revising text for clarification.</p>
<p>5.8.1 DOAV Review of Project Requests</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p style="text-align: center;">Table 3 DOAV Project Review Checklist</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Is the project shown on the approved ALP, and does it conform to the approved ALP? • Is environmental coordination required, and if so, has a finding been received? • Is a determination of coastal zone consistency required, and if so, has the finding been received? • Is the sponsor eligible for this project, based on the airport’s service role? • Has DOAV approved the scope of work or bids for a state-funded project? • Has the cost estimate been verified? • Do approach surfaces meet applicable obstruction standards? • Does the airport meet minimum standards for licensing? • What is the rating on pavement condition index, if applicable? </div>	<p>5.8.1 DOAV Review of Project Requests</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p style="text-align: center;">Table 3 DOAV Project Review Checklist</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Is the project shown on the approved ALP, and does it conform to the approved ALP? • Is environmental coordination required, and if so, has a finding been received? • Is the sponsor eligible for this project, based on the airport’s service role? • Has DOAV approved the scope of work or bids for a state-funded project? • Has the cost estimate been verified? • Do approach surfaces meet applicable obstruction standards? • Does the airport meet minimum standards for licensing? • What is the rating on pavement condition index, if applicable? • Is the A/E contract valid, if applicable to the project? </div>	<p>Staff recommends removing the bullet on coastal zone consistency as this item will be obtained for the FAA determinations.</p> <p>Staff recommends adding the validity of an A/E contract for consistency with 5.6 Project Scoping.</p>
<p>5.8.2 Project Priority Scoring</p> <p>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"> • a project’s merit, such as safety and capacity; • an airport’s activity and role within the state system; • a sponsor’s responsibility for maintenance and protection of the airport; and • bonus points as appropriate. <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>5.8.2 Project Priority Scoring</p> <p>The next evaluation step utilizes a project priority system 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"> • a project’s merit, such as safety and capacity; • an airport’s activity and role within the state system; • a sponsor’s responsibility for protection of the airport; and • bonus points as appropriate. <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>Staff recommends updating the information.</p> <p>Staff recommends removing <i>maintenance and</i> to reflect the recommendation for Appendix D.</p>
<p>5.8.3 Recommendations</p> <p>DOAV uses the scoring from the project priority system, individual project request evaluations, and compliance with 4.0 Sponsor Eligibility to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will recommend approval to the board only if FAA has the project programmed in the federal fiscal year corresponding to the state fiscal year. For example, if a project is in the state program for Fiscal Year 2017 and the federal program for Fiscal Year 2016, DOAV would recommend the</p>	<p>5.8.3 Recommendations</p> <p>DOAV uses the scoring from the project priority system, individual project request evaluations, and compliance with 4.0 Sponsor Eligibility to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will recommend approval of eligible federally funded project requests to the board only if FAA will be issuing its grant in the same calendar year.</p>	<p>Staff recommends aligning the projects in the same calendar year so the state’s project would be approved in the same calendar year as</p>

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<p>project. If the project is listed two years out in the FAA program, DOAV would not recommend matching the federal funding.</p> <p>DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings.</p> <p>DOAV recommendations are formally presented to the VAB at its regular meetings. VAB approval of a project request constitutes the issuance of a tentative allocation of funds, contingent on the sponsor certifying that local funds are available to support the cost of the proposed project. The VAB may disapprove project requests due to the lack of available state funding; incomplete technical elements of the project request; or unmet eligibility criteria. All disapproved project requests will be returned to sponsors through ASM. For project requests disapproved due to incomplete technical elements of the request or unmet eligibility criteria, the sponsor should work with DOAV to resolve outstanding issues prior to submitting the revised project requests and supporting documentation for a subsequent VAB meeting. For disapprovals based on funding limitations, sponsors should resubmit the project requests and supporting documentation for the next scheduled VAB meeting. The project request and supporting documentation should be revised as needed.</p>	<p>DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings.</p> <p>DOAV recommendations are formally presented to the VAB at its regular meetings. VAB approval of a project request constitutes the issuance of a tentative allocation of funds, as described in 5.9.1 Tentative Allocations. The VAB may disapprove project requests due to the lack of available state funding, incomplete technical elements of the project request, or unmet eligibility criteria. All disapproved project requests will be returned to sponsors through ASM. For project requests disapproved due to incomplete technical elements of the request or unmet eligibility criteria, the sponsor should work with DOAV to resolve outstanding issues prior to submitting the revised project requests and supporting documentation for a subsequent VAB meeting. For disapprovals based on funding limitations, sponsors should resubmit the project requests and supporting documentation for the next scheduled VAB meeting. The project request and supporting documentation should be revised as needed.</p>	<p>the FAA grant offer is issued. The example and note on outlying projects in the FAA project are no longer needed.</p> <p>Staff recommends removing the contingency certification as application forms are no longer used, based on changes for state-funded projects in 2018 and proposed changes for 2023, and referencing the details of tentative allocations below.</p>
<p>5.9.1 Tentative Allocations 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 usable 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 ASM 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>5.9.1 Tentative Allocations 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>If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor needs to submit a project request for the increase to be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through ASM as described in 5.7.3 Submission of Requests for Increases.</p> <p>If a tentative allocation is awarded for a federally funded project and the state's matching grant offer is not issued or is not executed by October 1, the tentative allocation will expire and the funds will be returned to the Commonwealth Aviation Fund.</p> <p>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 Commonwealth Aviation Fund for allocation to eligible projects.</p>	<p>Staff recommends that DOAV does not award administrative increases to tentative allocations and only awards administrative increases to grants. If staff were to make an increase up to 10 percent of a tentative allocation and a later increase up to 10 percent for a grant amount, the increase would be 20 percent higher than the original amount reviewed and awarded by the VAB.</p> <p>Staff recommends an expiration date for tentative allocations for federally funded projects so funds not being used can be made available for projects ready to move forward.</p> <p>Staff recommends removing the qualifier <i>For all projects</i> as it is not needed.</p>
<p>5.9.2 Grant Applications 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, sponsors do not need to submit grant applications.</p>		<p>Staff recommends removing the section on grant applications as application forms for state-funded projects were no longer required in the 2018 edition and the process for federally funded projects has changed.</p>
	<p>5.9.2 Grant Agreements For state-funded projects, DOAV will prepare a grant offer upon the VAB's award of a tentative allocation for a project. For federally funded projects, DOAV will prepare a grant offer for a project after the scope of work is approved and FAA issues its grant offer. If tentative allocations were awarded for both AIP and non-AIP portions of the same project, both state grant offers will be distributed after the federally funded project requirements have been met. The description of a grant agreement is provided in 3.4.2 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</p>	<p>Staff recommends updating the process for federally funded projects and adding information on AIP/non-AIP grant pairings.</p> <p>Staff recommends providing a reference to the new grant agreement section in Chapter 3 to support the new layout.</p>

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	<p>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 Commonwealth Aviation Fund is typically 20 years. The grant obligation term for some projects will vary based on the life expectancy or effective longevity of the deliverable. For land and easement acquisition projects, the grant obligation term is in perpetuity. Terms for specific projects are provided in Appendix F Grant Obligation Terms.</p>	<p>Staff recommends providing grant obligation terms for all programs in the new appendix is Appendix F Grant Obligation Terms for easy reference.</p>
	<p>5.10 Project Implementation Once a grant agreement becomes effective, work on a project may begin. All supplemental agreements and change orders must be approved by the department prior to the subject work being initiated.</p> <p>Additional implementation information is provided in 3.5.6.1 Design and Construction Standards, 3.5.6.2 Reimbursements, 3.5.6.3 Change Orders, 3.5.6.4 Amendments, and 3.5.6.5 Project Closeout.</p>	<p>Staff recommends providing a reference to the new sections in Chapter 3 to support the new layout.</p>
<p>5.10.1 Design and Construction Standards</p>		<p>Staff recommends removing the section to support the new information layout.</p>
	<p>5.10.1 Reimbursements Services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 5.4.1 Eligible Projects After the Fact.</p> <p>The description of the reimbursement process is provided in 3.5.6.2 Reimbursements. Key points of the process include, but are not limited to:</p> <ul style="list-style-type: none"> • Requests for reimbursements shall be made in a timely manner. • A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. • A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. • Final or one-time reimbursement requests do not have a minimum dollar amount limit. • The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice. • The requests must be made in the format required by DOAV. <p>Additional guidance on reimbursement payments for capital projects includes:</p> <ul style="list-style-type: none"> • For state-funded land and easement acquisition projects, reimbursement up to 95 percent of the grant amount will be made to the sponsor prior to closing. The balance will be reimbursed, upon request, after deeds are recorded and certificates of title have been provided to DOAV. • For projects at air carrier airports for which both state entitlement and discretionary funding have been approved, sponsors must spend all of their state entitlement funds before they may submit a reimbursement request for the state discretionary funds. 	<p>Staff recommends providing a reference to the new reimbursement section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>5.10.2 Change Orders When a sponsor becomes aware of conditions that will necessitate a change order, the sponsor should immediately contact the DOAV project manager to coordinate the activities needed to address the change. The description of the change order process is provided in 3.5.6.3 Change Orders.</p>	<p>Staff recommends providing a reference to the new change order section in Chapter 3.</p>
	<p>5.10.3 Amendments When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately contact the DOAV project manager to coordinate a grant amendment request. The approval of an amendment request is not guaranteed, and all increases are contingent on the availability of funds. All requests for change must be approved by DOAV prior to the subject work being initiated. The description of a grant amendment is provided in 3.4.3 Grant Amendment.</p>	<p>Staff recommends changing submit a grant amendment request to DOAV to contact the DOAV project manager to coordinate grant amendment request as the authority level for amendment depends on the amendment scenario. The change is supported by requirements in 2.4.2 Project Coordination.</p> <p>Staff recommends changing a grant amendment to an amendment request for clarification.</p>

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	<p>If an amendment request is for a funding increase exceeding 10 percent of the original grant amount or if modifications to the original scope of work for a state-funded project are needed, the request must be presented to the VAB for action at a regularly scheduled meeting as described in 5.7.3 Submission of Requests for Increases and 5.7.4 Submission of Requests for Scope Modifications. When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer.</p> <p>For a grant amendment request not being presented to the VAB, the sponsor shall provide DOAV the following information in the format required by DOAV:</p> <ul style="list-style-type: none"> • current expiration date if time extension is part of the request; • reason for the request; and • plan of action and revised project schedule for completion of the project. <p>DOAV will review the amendment request. DOAV can approve an administrative cost increase up to 10 percent of the grant amount awarded by the VAB, except in the case of multi-year funding, contingent on the availability of funds. The VAB has given DOAV the authority to approve changes in the original scope of work for a federally funded project as long as the grant amount does not increase. If the grant amount increases, the sponsor will have to submit a request to the VAB as described above.</p> <p>After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer.</p>	<p>Staff recommends changing <i>grant amendments</i> to <i>requests for change</i> to support the process of approving change orders throughout a project and amending a grant at or near the end of a project, mostly for use on a construction project.</p> <p>Staff recommends removing the generic grant agreement information as it is now provided in 3.4.4 Grant Amendment.</p> <p>Staff recommends consolidating information on amendment requests to be presented to the VAB.</p> <p>Staff recommends adding a reference to section 5.7.4 Submission of Requests for Scope Modifications for consistency.</p> <p>Staff recommends adding process information for clarity.</p> <p>Staff recommends changing <i>total grant amount</i> to <i>grant amount awarded by the VAB</i> to support the recommendation that DOAV no longer award increases to tentative allocations.</p>
<p>5.10.5 Project Close-out</p>		<p>Staff recommends removing the section to support the new layout.</p>
<p>5.11.1 Emergency Request</p> <p>[The section paragraph without change is not shown for space consideration.]</p> <p>A project request with appropriate supporting documentation will need to be submitted through ASM for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, 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>5.11.1 Emergency Request</p> <p>[The section paragraph without change is not shown for space consideration.]</p> <p>A project request with appropriate supporting documentation will need to be submitted through ASM for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, DOAV will issue a grant offer in accordance with 5.9.2 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 recommends updating the section reference.</p>
<p>5.11.2 Missed Opportunity</p> <p>An airport sponsor may not be aware of a need to request financial assistance until after the submittal due date. The situation generating the need may result in a missed opportunity, such as attracting an industry; the need is not an emergency as described in 5.11.1 Emergency Request. The sponsor must provide to DOAV a written explanation of the cause of the missed opportunity and submit the appropriate supporting documentation through Airport System Manager. In addition, for state-funded projects, a scope of work or bids shall be submitted for approval. Upon receipt of a missed opportunity request by a sponsor, DOAV will contact the VAB chair and member who represents the sponsor. They will determine if the project request justifies consideration by the VAB at its next regularly scheduled meeting. The sponsor will be notified of this decision. If the decision is to let the project be considered by the VAB, DOAV will evaluate the project in accordance with 5.8 Evaluation and Selection Process and present the request to the VAB.</p> <p>The late submittal of a project request from a sponsor does not constitute a missed opportunity. The VAB has directed DOAV to return late project request submittals to sponsors.</p>	<p>5.11.2 Missed Opportunity</p> <p>An airport sponsor may not be aware of a need to request financial assistance until after the submittal due date. The situation generating the need may result in a missed opportunity; the need is not an emergency as described in 5.11.1 Emergency Request. No later than 15 business days before the board meeting, the sponsor must provide to DOAV a written explanation of the cause of the missed opportunity and submit the appropriate supporting documentation through Airport System Manager. In addition, for state-funded projects, a scope of work or bids shall be submitted for approval. Upon receipt of a missed opportunity request by a sponsor, DOAV will contact the VAB chair and member who represents the sponsor. They will determine if the project request justifies consideration by the VAB at its next regularly scheduled meeting. The sponsor will be notified of this decision. If the decision is to let the project be considered by the VAB, DOAV will evaluate the project in accordance with 5.8 Evaluation and Selection Process and present the request to the VAB.</p>	<p>Staff recommends removing the example.</p> <p>Staff recommends providing a time period for missed opportunity submissions to allow staff time for an accelerated review of an individual request and corresponding supporting documents and coordination with the VAB as described.</p> <p>Staff recommends removing the late submittal information to allow the VAB members to determine if a request should be considered for a meeting based on the details of the project request.</p>

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<p>5.11.3 Multi-Year Funding 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 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 ASM, 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 the VAB’s approval of a multi-year project request, 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 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.</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. For federally-funded projects, the grant agreement will be amended for subsequent year allocations upon sponsor request. 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.</p>	<p>5.11.3 Multi-Year Funding 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 Commonwealth Aviation Fund. 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 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 ASM, using the first year of funding as the estimated project cost for the project entry. The narrative for the project request shall include the funding strategy for the life of the project. Upon the VAB’s approval of a multi-year project request, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. For state-funded projects, DOAV will issue a grant offer for only the first year of the project in accordance with 5.9.2 Grant Agreements. 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 in accordance with 5.9.2 Grant Agreements.</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. For state-funded projects, DOAV will issue a grant amendment upon the VAB’s award of the tentative allocation. For federally funded projects, the grant agreement will be amended for subsequent year allocations upon sponsor request. Amendments will be based on the annual project evaluations.</p>	<p>Editor added “for the project entry” for clarification.</p> <p>Staff recommends updating the section reference.</p> <p>Editor corrected typo.</p>								
<p>5.11.4 Facilities and Equipment, Security, and Maintenance Project Requests 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. 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.</p>	<p>5.11.4 Facilities and Equipment, Security, and Maintenance Project Requests 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 annual fiscal year limit for maintenance allocations, a sponsor may submit project requests under the Commonwealth Aviation Fund 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 Commonwealth Aviation Fund must be provided as part of the project request submission. The state participation rate for projects normally funded under these Aviation Special Fund programs will be the same when they are funded under the Commonwealth Aviation Fund. For example, if under the Voluntary Security Program the state participation rate for a security lighting project is 90 percent, the state participation rate for the same project under the Commonwealth Aviation Fund will be 90 percent.</p> <p>The purchase of maintenance equipment using the Commonwealth Aviation Fund will be applied to the limit of \$70,000 over a 5-year period as described in 8.2.2 Purchase of Maintenance Equipment.</p>	<p>Staff recommends changing the limit reference from <i>\$100,000 fiscal year limit to annual fiscal year limit</i> to match the current funding environment.</p> <p>Staff recommends revising text for readability.</p> <p>Staff recommends adding information on the purchase of maintenance equipment for clarification.</p>								
<p>5.12 Public-Private Partnerships 5.13 Utilization of Insurance Resources 5.14 Sale, Transfer, and Disposal of Property Acquired with State Resources</p>		<p>Staff recommends removing the sections to support the new layout.</p>								
<p>6.1 Project Eligibility Eligible projects for the Facilities and Equipment Program are DOAV-owned or sponsor-owned systems or equipment; operational costs are not eligible for funding under the program. For DOAV-owned equipment, a project must be identified in DOAV’s current <i>Virginia Facilities and Equipment Plan</i> to be eligible for this program. The types of systems and equipment eligible to be purchased and installed using Facilities and Equipment Program funds include, but are not limited to, the following listing:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DOAV Owned</th> <th style="text-align: center;">Sponsor Owned</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • localizer • glideslope to complete a Category I instrument landing system (ILS) • distance measuring equipment (DME) • non-directional beacon (NDB) • medium-intensity approach lighting system with runway alignment indicator lights (MALSR) • automated weather observing system networking system (AWOS) • UNICOM transceivers </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • visual aids such as: <ul style="list-style-type: none"> ○ obstruction marking and lighting ○ retro-reflective markers for taxiways and ramps ○ centerline retro-reflective markers ○ visual approach guidance aids ○ rotating beacons ○ wind cones ○ segmented circles ○ precision approach path indicators (PAPIs) ○ runway end identifier lights (REILs) ○ omni-direction approach light system (ODALS) </td> </tr> </tbody> </table>	DOAV Owned	Sponsor Owned	<ul style="list-style-type: none"> • localizer • glideslope to complete a Category I instrument landing system (ILS) • distance measuring equipment (DME) • non-directional beacon (NDB) • medium-intensity approach lighting system with runway alignment indicator lights (MALSR) • automated weather observing system networking system (AWOS) • UNICOM transceivers 	<ul style="list-style-type: none"> • visual aids such as: <ul style="list-style-type: none"> ○ obstruction marking and lighting ○ retro-reflective markers for taxiways and ramps ○ centerline retro-reflective markers ○ visual approach guidance aids ○ rotating beacons ○ wind cones ○ segmented circles ○ precision approach path indicators (PAPIs) ○ runway end identifier lights (REILs) ○ omni-direction approach light system (ODALS) 	<p>6.1 Project Eligibility Eligible projects for the Facilities and Equipment Program are DOAV-owned or sponsor-owned systems or equipment; operational costs are not eligible for funding under the program. For DOAV-owned equipment, a project must be identified in DOAV’s current <i>Virginia Facilities and Equipment Plan</i> to be eligible for this program. The types of systems and equipment eligible to be purchased and installed using Facilities and Equipment Program funds include, but are not limited to, the following listing:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DOAV Owned</th> <th style="text-align: center;">Sponsor Owned</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • localizer • glideslope to complete a Category I instrument landing system (ILS) • distance measuring equipment (DME) • non-directional beacon (NDB) • medium-intensity approach lighting system with runway alignment indicator lights (MALSR) • UNICOM transceivers </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • visual aids such as: <ul style="list-style-type: none"> ○ obstruction marking and lighting ○ retro-reflective markers for taxiways and ramps ○ centerline retro-reflective markers ○ visual approach guidance aids ○ rotating beacons ○ wind cones ○ segmented circles ○ precision approach path indicators (PAPIs) ○ runway end identifier lights (REILs) ○ omni-direction approach light system (ODALS) </td> </tr> </tbody> </table>	DOAV Owned	Sponsor Owned	<ul style="list-style-type: none"> • localizer • glideslope to complete a Category I instrument landing system (ILS) • distance measuring equipment (DME) • non-directional beacon (NDB) • medium-intensity approach lighting system with runway alignment indicator lights (MALSR) • UNICOM transceivers 	<ul style="list-style-type: none"> • visual aids such as: <ul style="list-style-type: none"> ○ obstruction marking and lighting ○ retro-reflective markers for taxiways and ramps ○ centerline retro-reflective markers ○ visual approach guidance aids ○ rotating beacons ○ wind cones ○ segmented circles ○ precision approach path indicators (PAPIs) ○ runway end identifier lights (REILs) ○ omni-direction approach light system (ODALS) 	<p>Staff recommends updating the DOAV owned list through the removal of the AWOS item.</p>
DOAV Owned	Sponsor Owned									
<ul style="list-style-type: none"> • localizer • glideslope to complete a Category I instrument landing system (ILS) • distance measuring equipment (DME) • non-directional beacon (NDB) • medium-intensity approach lighting system with runway alignment indicator lights (MALSR) • automated weather observing system networking system (AWOS) • UNICOM transceivers 	<ul style="list-style-type: none"> • visual aids such as: <ul style="list-style-type: none"> ○ obstruction marking and lighting ○ retro-reflective markers for taxiways and ramps ○ centerline retro-reflective markers ○ visual approach guidance aids ○ rotating beacons ○ wind cones ○ segmented circles ○ precision approach path indicators (PAPIs) ○ runway end identifier lights (REILs) ○ omni-direction approach light system (ODALS) 									
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	<p>6.7 Project Implementation Once an allocation has been awarded or a grant agreement has been executed by all parties, work may begin. Based on the type of project, DOAV may inspect a project as it progresses and/or when it is complete.</p> <p>The timing of work elements and reimbursement depends on the ownership of the system/equipment and type of project:</p> <ul style="list-style-type: none"> • When the sponsor will own the system/equipment and the project is only for design, design work and bidding will begin after the grant agreement becomes effective. Reimbursements may be requested throughout the design and bidding process. • When the sponsor will own the system/equipment and the project is for design and construction, preliminary design work and bidding may begin after the sponsor has received the tentative allocation notification. Construction may begin after the grant agreement becomes effective. Reimbursement for work beginning in the design phase may be requested after the grant agreement becomes effective. • When DOAV will own the system/equipment, DOAV will handle the design, equipment purchase, and bid advertisement for the project. The sponsor needs to coordinate its construction responsibilities for electricity and communications service with the department’s construction work so conflicts and delays are avoided. <p>Additional implementation information is provided in 3.5.6.1 Design and Construction Standards, 3.5.6.2 Reimbursements, 3.5.6.3 Change Orders, 3.5.6.4 Amendments, and 3.5.6.5 Project Closeout.</p>	<p>Staff recommends adding a reference to support the new layout.</p>
<p>6.7.1 Design and Construction Standards</p>		<p>Staff recommends removing the section to support the new layout.</p>
	<p>6.7.1 Reimbursements For projects where an allocation was issued, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where a grant agreement was issued, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.</p> <p>The description of the reimbursement process is provided in 3.5.6.2 Reimbursements. Key points of the process include, but are not limited to:</p> <ul style="list-style-type: none"> • Requests for reimbursements shall be made in a timely manner. • A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. • A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. • Final or one-time reimbursement requests do not have a minimum dollar amount limit. • The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice. • The requests must be made in the format required by DOAV. 	<p>Staff recommends providing a reference to the new reimbursement section in Chapter 3 to support the new layout.</p>
	<p>6.7.2 Change Orders When a sponsor becomes aware of conditions that will necessitate a change order, the sponsor should immediately contact the DOAV project manager to coordinate the activities needed to address the change. The description of the change order process is provided in 3.5.6.3 Change Orders.</p>	<p>Staff recommends providing a reference to the new change order section in Chapter 3 to support the new layout.</p>
	<p>6.7.3 Amendments When a sponsor becomes aware of conditions that will necessitate a change to an allocation or grant agreement, the sponsor should immediately contact the DOAV project manager to coordinate an amendment request. The approval of an amendment request is not guaranteed, and all increases are contingent on the availability of funds. All requests for change must be approved by DOAV prior to the subject work being initiated. The description of the amendment process is provided in 3.5.6.4 Amendments.</p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 to support the new layout.</p>
	<p>6.7.3.1 Projects Under Allocation For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. An allocation will not be increased in excess of 10 percent of the original allocations without prior written approval by DOAV. The description of an allocation amendment is provided in 3.4.5 Allocation Amendment.</p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 to support the new layout.</p>

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	<p>6.7.3.2 Projects Under Grant Agreement For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. <i>The description of a grant amendment is provided in 3.4.3 Grant Amendment.</i></p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 to support the new layout.</p>
<p>6.7.5 Project Close-out 6.8 Public-Private Partnerships 6.9 Utilization of Insurance Resources 6.10 Sale, Transfer, and Disposal of Property Acquired with State Resources</p>		<p>Staff recommends removing the sections to support the new layout.</p>
<p>7.1 Project Eligibility</p> <p>Before a general aviation airport sponsor can receive funding for a security improvement project, the airport must first be declared a “Secure Virginia Airport” as described in Chapter 11 General Aviation Airport Voluntary Security Certification Program. In addition, a security improvement project must be identified on the sponsor’s approved airport security plan to be eligible for state funding. Voluntary Security Program does not require prerequisites for projects to conduct security audits and develop security plans. The following are examples of eligible projects for Voluntary Security Program funding:</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>7.1 Project Eligibility</p> <p>A security improvement project must be identified on the sponsor’s approved airport security plan to be eligible for state funding. <i>The</i> Voluntary Security Program does not require prerequisites for projects to conduct security audits and develop security plans. The following are examples of eligible projects for Voluntary Security Program funding:</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p> <p><i>Details on basic project eligibility requirements are provided in 3.5.1 Project Eligibility.</i></p>	<p>Staff recommends removing the requirement for a sponsor to be certified as a Secure Virginia Airport to be eligible for this funding as the certification is voluntary and all airports have security needs. The requirement for a plan remains as the state had plans prepared for most airports at the beginning of the Voluntary Security Program.</p> <p><i>Editor added The for consistency.</i></p> <p>Staff recommends providing a reference to the new project eligibility section in Chapter 3 to support the new layout.</p>
<p>7.1.1 Basic Eligibility Requirements</p>		<p>Staff recommends removing the section to support the new layout.</p>
<p>7.2 State Participation</p> <p>Voluntary Security Program funds 100 percent of projects to conduct security audits and develop security plans. The program funds 90 percent of the design and installation of security improvements that address deficiencies identified in plans and audits.</p> <p>DOAV will review security audits and plans and will review and approve engineering agreements, plans, and specifications for security improvements.</p>	<p>7.2 State Participation</p> <p>Voluntary Security Program funds 100 percent of projects to conduct security audits and develop security plans. <i>For projects at airports certified as a Secure Virginia Airport, the program funds 90 percent of eligible costs for the design and installation of security improvements that address deficiencies identified in plans and audits. For projects at airports not certified as a Secure Virginia Airport, the program funds 80 percent of eligible costs for those projects.</i></p> <p>DOAV will review security audits and plans and will review and approve engineering agreements, plans, and specifications for security improvements.</p>	<p>Staff recommends maintaining the 90 percent funding rate for projects at certified airports as an incentive for sponsors to become certified and funding projects at other airports at the 80 percent rate.</p>
	<p>7.3 Project Scoping</p> <p>Every project needs some level of scoping for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. <i>Details on project scoping are provided in 3.5.2 Project Scoping.</i></p>	<p>Staff recommends providing a reference to the new project scoping process section in Chapter 3 to support the new layout.</p>
	<p>7.4 Project Request Process</p> <p>Sponsors will submit project requests as described in 3.5.3 Project Request Process. Each project request entry must include a project description and estimated cost, listed by funding sources as appropriate. The appropriate supporting documentation must be submitted with the project request. DOAV planners and engineers can assist sponsors with preparing project requests and identifying the appropriate supporting documentation.</p>	<p>Staff recommends providing a reference to the new project request process section in Chapter 3 to support the new layout.</p>
	<p>7.6.1 Allocations</p> <p>For projects where the state's participation is less than \$10,000, an allocation will be issued. <i>The description of an allocation is provided in 3.4.4 Allocation.</i></p>	<p>Staff recommends providing a reference to the new allocation process section in Chapter 3 to support the new layout.</p>
	<p>7.6.2 Grant Agreements</p> <p>For projects where the state's participation is equal to or greater than \$10,000, either a tentative allocation will be awarded or a grant offer will be issued, based on the scope of work. <i>The description of a grant agreement is provided in 3.4.2 Grant Agreement.</i></p> <p>The timing of the grant offer depends on the type of project:</p> <ul style="list-style-type: none"> For a design-only or construction-only project, DOAV will issue a grant offer after a tentative allocation is awarded. 	<p>Staff recommends providing a reference to the new grant agreement process section in Chapter 3 and highlights for the process to support the new layout.</p>

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	<ul style="list-style-type: none"> For a design and construction project, the sponsor may begin preliminary design work 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>The grant agreement must be in effect prior to the sponsor initiating any design work for a design-only project, construction work, or purchases.</p> <p>The grant obligation term for projects under the Voluntary Security Program varies, based on the type of maintenance equipment purchased. The terms are provided in Appendix F Grant Obligation Terms.</p>	<p>Staff recommends providing grant obligation terms for all programs in the new appendix is Appendix F Grant Obligation Terms for easy reference.</p>
	<p>7.7 Project Implementation</p> <p>Once an allocation has been awarded or a grant agreement has been executed by all parties, work may begin. Based on the type of project, DOAV may inspect a security improvement project as it progresses and/or when it is complete.</p> <p>Additional implementation information is provided in 3.5.6.1 Design and Construction Standards, 3.5.6.2 Reimbursements, 3.5.6.3 Change Orders, 3.5.6.4 Amendments, and 3.5.6.5 Project Closeout.</p>	<p>Staff recommends providing a reference to support the new layout.</p>
		<p>Staff recommends removing the section to support the new layout.</p>
	<p>7.7.1 Reimbursements</p> <p>For projects where an allocation was issued, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where a grant agreement was issued, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.</p> <p>The description of the reimbursement process is provided in 3.5.6.2 Reimbursements. Key points of the process include, but are not limited to:</p> <ul style="list-style-type: none"> Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. Final or one-time reimbursement requests do not have a minimum dollar amount limit. The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice. The requests must be made in the format required by DOAV. 	<p>Staff recommends providing a reference to the new reimbursement process section in Chapter 3 and highlights for the process.</p>
	<p>7.7.2 Change Orders</p> <p>When a sponsor becomes aware of conditions that will necessitate a change order, the sponsor should immediately contact the DOAV project manager to coordinate the activities needed to address the change. The description of the change order process is provided in 3.5.6.3 Change Orders.</p>	<p>Staff recommends providing a reference to the new change order section in Chapter 3 and highlights for the process.</p>
	<p>7.7.3 Amendments</p> <p>When a sponsor becomes aware of conditions that will necessitate a change to an allocation or grant agreement, the sponsor should immediately contact the DOAV project manager to coordinate an amendment request. The approval of an amendment request is not guaranteed, and all increases are contingent on the availability of funds. All requests for change must be approved by DOAV prior to the subject work being initiated. The description of the amendment process is provided in 3.5.6.4 Amendments.</p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 and highlights for the process.</p>
	<p>7.7.3.1 Projects Under Allocation For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. An allocation will not be increased in excess of 10 percent of the original allocations without prior written approval by DOAV. The description of an allocation amendment is provided in 3.4.5 Allocation Amendment.</p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 and highlights for the process.</p>

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	<p>7.7.3.2 Projects Under Grant Agreement For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. <i>The description of a grant amendment is provided in 3.4.3 Grant Amendment.</i></p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 and highlights for the process.</p>
<p>7.7.5 Project Close-out 7.8 Public-Private Partnerships 7.9 Utilization of Insurance Resources 7.10 Sale, Transfer, and Disposal of Property Acquired with State Resources</p>		<p>Staff recommends removing the sections to support the new layout.</p>
<p>8.1 Project Eligibility Eligible maintenance is identified as scheduled inspections; scheduled and unscheduled maintenance; and unscheduled repairs that are necessary to preserve existing airport facilities and operations.</p> <p>Maintenance funds cannot be used to upgrade, enhance, or expand facilities. In addition, <i>Code of Virginia</i> §5.1-55 does not allow Aviation Special Funds to be spent on recurring maintenance, which has been identified as work that must be performed daily, weekly, or monthly to maintain a facility’s appearance or operational use. Recurring maintenance involves activities, such as grass cutting, pavement sweeping, and snow removal. The replacement or repair of items damaged or lost due to negligence, accident, theft, or vandalism is not eligible for reimbursement. Operational costs are not eligible for state funding under the Maintenance Program.</p>	<p>8.1 Project Eligibility Eligible maintenance is identified as scheduled inspections; scheduled and unscheduled maintenance; and unscheduled repairs that are necessary to preserve existing airport facilities and operations.</p> <p>Maintenance funds cannot be used to upgrade, enhance, or expand facilities. In addition, <i>Code of Virginia</i> §5.1-55 does not allow Aviation Special Funds to be spent on recurring maintenance, which has been identified as work that must be performed daily, weekly, or monthly to maintain a facility’s appearance or operational use. Recurring maintenance involves activities, such as grass cutting, pavement sweeping, and snow removal. The replacement or repair of items damaged or lost due to, but not limited to, negligence, accident, theft, vandalism, <i>or natural events such as storms</i> is not eligible for reimbursement. Operational costs are not eligible for state funding under the Maintenance Program.</p> <p><i>Details on basic project eligibility requirements are provided in 3.5.1 Project Eligibility.</i></p>	<p>Staff recommends expanding the ineligible list to include damage due to natural events, such as storms, for clarification in response to sponsor questions and project requests received.</p> <p>Staff recommends providing a reference to support the new layout.</p>
<p>8.1.1 Facility Maintenance Projects</p> <p>[The first paragraph does not have changes and is not shown for space consideration.]</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction; • pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments, such as slurry seals; • removal of vegetation that causes pavement deterioration, impedes drainage, causes deterioration of facilities, and obstructs the visibility of fenced areas; • replacement of pavement markings; • repairs of airport lighting systems, visual aids, automated weather observing systems (AWOS), ground communication outlets, and pilot-briefing systems; • emergency repairs of a facility that will prevent its destruction or deterioration if not performed immediately; • replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices; • repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting; • repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Airport Capital Program; • scheduled inspections of airport lighting systems, visual aids, AWOS, and emergency generators; • obstruction removal and replacement of cones due to normal wear for grass runways; and • preservation, maintenance, and obstruction removal projects for runways not supported by the Federal Aviation Administration (FAA). <p>Sponsors should contact DOAV with questions on whether maintenance projects not listed here may be eligible under this program. If a facility is eligible for state funding under the Airport Capital Program, the Facilities and Equipment Program, and the Voluntary Security Program, maintenance of the facility or equipment is generally eligible under the Maintenance Program. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program.</p> <p>It is the intent of the VAB that the state should provide financial assistance for the clearing of obstructions once and a sponsor should have the capability to maintain such areas without seeking further funding under the Maintenance Program. In areas where a sponsor has acquired adequate property interest, either through ownership or easement,</p>	<p>8.1.1 Facility Maintenance Projects</p> <p>[The first paragraph does not have changes and is not shown for space consideration.]</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction; • pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments, such as slurry seals; • removal of vegetation that causes pavement deterioration, impedes drainage, causes deterioration of facilities, and obstructs the visibility of fenced areas; • replacement of pavement markings; • repairs of airport lighting systems, visual aids, automated weather observing systems (AWOS), ground communication outlets, and pilot-briefing systems; • emergency repairs of a facility that will prevent its destruction or deterioration if not performed immediately; • replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices; • repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting; • repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Commonwealth Aviation Fund; • scheduled inspections of airport lighting systems, visual aids, AWOS, and standby power systems; • obstruction removal and replacement of cones due to normal wear for grass runways; and • preservation, maintenance, and obstruction removal projects for runways not supported by the Federal Aviation Administration (FAA). <p>Sponsors should contact DOAV with questions on whether maintenance projects not listed here may be eligible under this program. If a facility is eligible for state funding under the Commonwealth Aviation Fund, the Facilities and Equipment Program, and the Voluntary Security Program, maintenance of the facility or equipment is generally eligible under the Maintenance Program. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program.</p> <p>It is the intent of the VAB that the state should provide financial assistance for the clearing of obstructions once and a sponsor should have the capability to maintain such areas without seeking further funding under the Maintenance Program. In areas where a sponsor has acquired adequate property interest, either through ownership or easement,</p>	<p>Staff recommends changing <i>emergency generators to standby power systems</i> to reflect the recommendation for A.16 Standby Power System.</p>

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<p>and clear cutting or clearing-and-grubbing activities have been done using state funding, the sponsor is responsible for maintaining these areas free and clear of obstructions without any additional state financial support. Maintenance of areas where the sponsor has acquired only the right to top trees is eligible for state funding. Cost-effective methods of limiting tree growth, such as controlled spraying, are eligible under this program. Obstruction removal projects must meet the environmental requirements noted in 8.1.5 Basic Eligibility Requirements.</p>	<p>and clear cutting or clearing-and-grubbing activities have been done using state funding, the sponsor is responsible for maintaining these areas free and clear of obstructions without any additional state financial support. Maintenance of areas where the sponsor has acquired only the right to top trees is eligible for state funding. Cost-effective methods of limiting tree growth, such as controlled spraying, are eligible under this program. Obstruction removal projects must meet the environmental requirements noted in 3.5.1 Basic Eligibility Requirements.</p>	<p>Staff recommends updating the section reference.</p>								
<p>8.1.3 Purchase of Maintenance Equipment So that sponsors have the necessary equipment to handle recurring maintenance, the VAB has identified the purchase of certain pieces of maintenance equipment and their upkeep as eligible for funding assistance. Listed below are examples of maintenance equipment eligible and ineligible for purchase under the Maintenance Program.</p> <table border="1" data-bbox="136 506 1153 983"> <thead> <tr> <th>Eligible Equipment</th> <th>Ineligible Equipment</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> self-propelled mowers tractors mower attachments spray attachments for vegetation control sweeper attachments snow blades front-end loader vehicles trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, dump body, and cab to seat a maximum of three people small utility vehicles and attachments specifically made for those vehicles where the vehicle may be two or four wheel drive and shall not exceed gross vehicle weight of 2,600 pounds nor 133 inches in length and 65 inches in width </td> <td> <ul style="list-style-type: none"> chain saws, weed trimmers, etc. hand tools fuel trucks courtesy vehicles aircraft tugs snowblowers not included in a snow removal equipment plan for a FAR Part 139 airport </td> </tr> </tbody> </table> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	Eligible Equipment	Ineligible Equipment	<ul style="list-style-type: none"> self-propelled mowers tractors mower attachments spray attachments for vegetation control sweeper attachments snow blades front-end loader vehicles trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, dump body, and cab to seat a maximum of three people small utility vehicles and attachments specifically made for those vehicles where the vehicle may be two or four wheel drive and shall not exceed gross vehicle weight of 2,600 pounds nor 133 inches in length and 65 inches in width 	<ul style="list-style-type: none"> chain saws, weed trimmers, etc. hand tools fuel trucks courtesy vehicles aircraft tugs snowblowers not included in a snow removal equipment plan for a FAR Part 139 airport 	<p>8.1.3 Purchase of Maintenance Equipment So that sponsors have the necessary equipment to handle recurring maintenance, the VAB has identified the purchase of certain pieces of maintenance equipment and their upkeep as eligible for funding assistance. Listed below are examples of maintenance equipment eligible and ineligible for purchase under the Maintenance Program.</p> <table border="1" data-bbox="1236 506 2253 955"> <thead> <tr> <th>Eligible Equipment</th> <th>Ineligible Equipment</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> self-propelled mowers tractors mower attachments spray attachments for vegetation control sweeper attachments snow blades front-end loader vehicles trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, and dump body small utility vehicles and attachments specifically made for those vehicles where the vehicle may be 2 or 4 wheel drive and shall not exceed gross vehicle weight of 2,600 pounds nor 133 inches in length and 65 inches in width </td> <td> <ul style="list-style-type: none"> chain saws, weed trimmers, etc. hand tools fuel trucks courtesy vehicles aircraft tugs snowblowers not included in a snow removal equipment plan for a FAR Part 139 airport </td> </tr> </tbody> </table> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	Eligible Equipment	Ineligible Equipment	<ul style="list-style-type: none"> self-propelled mowers tractors mower attachments spray attachments for vegetation control sweeper attachments snow blades front-end loader vehicles trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, and dump body small utility vehicles and attachments specifically made for those vehicles where the vehicle may be 2 or 4 wheel drive and shall not exceed gross vehicle weight of 2,600 pounds nor 133 inches in length and 65 inches in width 	<ul style="list-style-type: none"> chain saws, weed trimmers, etc. hand tools fuel trucks courtesy vehicles aircraft tugs snowblowers not included in a snow removal equipment plan for a FAR Part 139 airport 	<p>Staff recommends removing the cab requirement as vehicles meeting this specification are no longer readily available.</p> <p>Editor changed formatting for consistency.</p>
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<p>8.1.5 Basic Eligibility Requirements</p>		<p>Staff recommends removing the section to support the new layout.</p>								
<p>8.2 State Participation The state's participation rate for projects under the Maintenance Program is 80 percent, except for AWOS equipment; fueling systems; terminal buildings; the purchase of maintenance equipment; and the maintenance of equipment. The state's participation in the maintenance of sponsor-owned AWOS equipment will be 95 percent. Maintenance for fueling systems will be funded at the ratio the state originally used to install the system as described in Appendix A, item A.12 Fueling Systems for Aircraft. Maintenance for terminal buildings will be based on the amount of public-use space as described in Appendix B, B.6.1 Terminal Building Maintenance. The funding rates for the purchase of maintenance equipment and the maintenance of equipment are described in 8.2.2 Purchase of Maintenance Equipment and 8.2.3 Maintenance of Equipment, respectively.</p> <p>Each airport sponsor may receive up to \$100,000 per fiscal year for eligible maintenance projects, contingent on the availability of state funds.</p>	<p>8.2 State Participation The state's participation rate for projects under the Maintenance Program is 80 percent, except for AWOS equipment; fueling systems; terminal buildings; the purchase of maintenance equipment; and the maintenance of equipment. The state's participation in the maintenance of sponsor-owned AWOS equipment will be 95 percent. The state's participation in the maintenance of fueling systems will be based on the participation rate for the latest capital project for an airport's fueling system, which is based on the ratio as described in Appendix A, A.13 Fueling Systems for Aircraft and is available from the DOAV project manager. Maintenance for terminal buildings will be based on the amount of public-use space as described in Appendix B, B.6.1 Terminal Building Maintenance. The funding rates for the purchase of maintenance equipment and the maintenance of equipment are described in 8.2.2 Purchase of Maintenance Equipment and 8.2.3 Maintenance of Equipment, respectively.</p> <p>Each airport sponsor may receive up to the annual fiscal year limit for eligible maintenance projects, contingent on the availability of state funds.</p>	<p>Staff recommends changing the fueling system rate from that originally used to install the system to the rate used for the latest capital project for the airport's fueling system.</p> <p>Staff recommends changing the limit reference from <i>\$100,000 per fiscal year</i> to <i>the annual fiscal year limit</i> to match the current funding environment.</p>								
<p>8.2.1 Facility Maintenance Projects</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>The supporting documentation needed for reimbursement is described in 8.7.4 Reimbursement.</p> <p>When a private contractor will be hired or where the cost of sponsor-installed materials or equipment will meet or exceed \$5,000, the sponsor shall solicit a minimum of three bids for a project or a combination of projects. Similar projects should be combined whenever possible. Copies of all the bids shall be submitted to DOAV for review and concurrence. When warranted, DOAV may waive the requirement for three bids. When the total cost of a project is less than \$5,000, only one bid is required. If a private contractor is already under contract with a sponsor in</p>	<p>8.2.1 Facility Maintenance Projects</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>The supporting documentation needed for reimbursement is described in 8.7.1 Reimbursement.</p> <p>When a private contractor will be hired or where the total project cost of sponsor-installed materials or equipment will meet or exceed \$5,000, the sponsor shall solicit a minimum of three bids for a project or a combination of projects. Similar projects should be combined whenever possible. Copies of all the bids shall be submitted to DOAV for review and concurrence. When warranted, DOAV may waive the requirement for three bids. When the total cost of a project is less than \$5,000, only one bid is required. If a private contractor is already under contract with a</p>	<p>Staff recommends updating the section reference.</p> <p>Staff recommends changing <i>the cost to the total project cost</i> for clarification.</p>								

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accordance with the <i>Virginia Public Procurement Act</i> , a sponsor may use that contractor instead of soliciting bids for contractor services.	sponsor in accordance with the <i>Virginia Public Procurement Act</i> , a sponsor may use that contractor instead of soliciting bids for contractor services.	
<p>8.2.1.1 Obstruction Removal When federal funding will be used for an obstruction-removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction-removal project, a sponsor needs to use the balance of the sponsor’s fiscal year maintenance allocation, up to \$100,000, for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Airport Capital Program funds for the state’s participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state’s participation rate will be 80 percent.</p> <p>[The section paragraphs without change are not shown for space consideration.]</p>	<p>8.2.1.1 Obstruction Removal When federal funding will be used for an obstruction-removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction-removal project, a sponsor needs to use the balance of the sponsor’s fiscal year maintenance allocation, up to the annual fiscal year limit, for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Commonwealth Aviation Fund for the state’s participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state’s participation rate will be 80 percent.</p> <p>[The section paragraphs without change are not shown for space consideration.]</p>	<p>Staff recommends changing the limit reference from <i>\$100,000 per fiscal year</i> to <i>the annual fiscal year limit</i> to match the current funding environment.</p>
<p>8.2.2 Purchase of Maintenance Equipment A sponsor may receive up to \$50,000 over a 5-year period to purchase eligible maintenance equipment. The dollar limit and time period begin with the final reimbursement date for the first grant related to an equipment purchase and will begin again at the end of every 5 years.</p> <p>The department will fund 50 percent of the acquisition of eligible maintenance equipment. The funds that can be used to purchase maintenance equipment are part of the \$100,000 fiscal year limit for maintenance allocation.</p> <p>If a sponsor uses state entitlement funds to purchase maintenance equipment as noted in 8.2.5 Utilization of State Entitlement Funds, the state’s participation rate is 80 percent. The dollar limits and time period do not apply to such purchases.</p>	<p>8.2.2 Purchase of Maintenance Equipment A sponsor may receive up to \$70,000 over a 5-year period to purchase eligible maintenance equipment. The dollar limit and time period begin with the final reimbursement date for the first grant related to an equipment purchase and will begin again at the end of every 5 years.</p> <p>The department will fund 50 percent of the acquisition of eligible maintenance equipment. The funds that can be used to purchase maintenance equipment are part of the annual fiscal year limit for maintenance allocation.</p> <p>If a sponsor uses state entitlement funds to purchase maintenance equipment as noted in 8.2.5 Utilization of State Entitlement Funds, the state’s participation rate is 80 percent. The dollar limits and time period do not apply to such purchases.</p>	<p>Staff recommends changing the funding limit from <i>\$50,000</i> to <i>\$70,000</i> to allow for inflation and other factors affecting costs.</p> <p>Staff recommends changing the limit reference from <i>\$100,000 fiscal year limit</i> to <i>annual fiscal year limit</i> to match the current funding environment.</p>
<p>8.2.2.2 Purchase of Used Maintenance Equipment If a sponsor chooses to purchase used equipment, the sponsor will determine the specifications for the equipment and submit the specifications to the assigned DOAV Security and Facilities engineer for approval prior to any further action being taken. The sponsor will then acquire three quotes for equipment meeting the specifications. DOAV will issue a 60-day tentative allocation to the sponsor for the purchase of equipment based on the three quotes. Within this 60-day period, if the sponsor chooses to purchase the equipment through a surplus sale, auction, or other source approved by DOAV, the sponsor can use the tentative allocation at the 50 percent state participation rate to set its maximum purchase price or bid for the equipment; the sponsor may exceed this maximum amount but would be responsible for all costs over that amount. The equipment must meet or exceed the specifications approved by DOAV. After the equipment is purchased, DOAV will issue a grant agreement as it does for the purchase of new equipment. If the sponsor does not purchase the equipment within the 60-day period, the tentative allocation will revert back to the Maintenance Program for reallocation.</p>	<p>8.2.2.2 Purchase of Used Maintenance Equipment If a sponsor chooses to purchase used equipment, the sponsor will determine the specifications for the equipment and submit the specifications to the assigned DOAV engineer for approval prior to any further action being taken. The sponsor will then acquire three quotes for equipment meeting the specifications. DOAV will issue a 60-day tentative allocation to the sponsor for the purchase of equipment based on the three quotes. Within this 60-day period, if the sponsor chooses to purchase the equipment through a surplus sale, auction, or other source approved by DOAV, the sponsor can use the tentative allocation at the 50 percent state participation rate to set its maximum purchase price or bid for the equipment; the sponsor may exceed this maximum amount but would be responsible for all costs over that amount. The equipment must meet or exceed the specifications approved by DOAV. After the equipment is purchased, DOAV will issue a grant agreement as it does for the purchase of new equipment. If the sponsor does not purchase the equipment within the 60-day period, the tentative allocation will revert to the Maintenance Program for reallocation.</p>	<p>Staff recommends updating the position reference <i>DOAV Security and Facilities engineer</i> to <i>DOAV engineer</i> to reflect agency reorganization.</p> <p>Editor removed redundant word.</p>
<p>8.2.3 Maintenance of Equipment Repairs to eligible equipment and the replacement of worn equipment components are eligible for state funding at a 50 percent participation rate. The costs of repairs accumulate toward the \$100,000 fiscal year limit for maintenance allocations. Equipment eligible for repair using Maintenance Program funds includes, but is not limited to:</p> <ul style="list-style-type: none"> • maintenance equipment purchased under the Maintenance Program; • aircraft rescue and fire fighting equipment (ARFF) for air carrier airports; • snow removal equipment for air carrier airports; and • snow removal attachments for general aviation airports. <p>The cost to make surplus or used equipment operational at the time of purchase is eligible for state funding at a 50 percent participation rate and accumulates toward the total state share of \$50,000 for equipment purchases.</p>	<p>8.2.3 Maintenance of Equipment Repairs to eligible equipment and the replacement of worn equipment components are eligible for state funding at a 50 percent participation rate. The costs of repairs accumulate toward the annual fiscal year limit for maintenance allocations. Equipment eligible for repair using Maintenance Program funds includes, but is not limited to:</p> <ul style="list-style-type: none"> • maintenance equipment purchased under the Maintenance Program; • aircraft rescue and fire fighting equipment (ARFF) for air carrier airports; • snow removal equipment for air carrier airports; and • snow removal attachments for general aviation airports. <p>The cost to make surplus or used equipment operational at the time of purchase is eligible for state funding at a 50 percent participation rate and accumulates toward the total state share of \$70,000 for equipment purchases.</p>	<p>Staff recommends changing the limit reference from <i>\$100,000 fiscal year limit</i> to <i>annual fiscal year limit</i> to match the current funding environment.</p> <p>Staff recommends changing the limit to match the recommendation in 8.2.2 Purchase of Maintenance Equipment.</p>
<p>8.2.4 Utilization of Airport Capital Program Funds When a sponsor has reached the \$100,000 fiscal year limit for maintenance allocations per airport or when funds are not available under the Maintenance Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the VAB. The projects must meet the eligibility requirements of the Maintenance Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.</p>	<p>8.2.4 Utilization of Commonwealth Aviation Funds When a sponsor has reached the annual fiscal year limit for maintenance allocations per airport or when funds are not available under the Maintenance Program, a sponsor may submit project requests under the Commonwealth Aviation Fund for consideration by the VAB. The projects must meet the eligibility requirements of the Maintenance Program, and the required supporting documents for the Commonwealth Aviation Fund must be provided as part of the project request submission.</p>	<p>Staff recommends changing the limit reference from <i>\$100,000 fiscal year limit</i> to <i>annual fiscal year limit</i> to match the current funding environment.</p>

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<p>8.2.5 Utilization of State Entitlement Funds</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • crackseal equipment; • large embankment mowers; • mobile and fixed lifts; • bucket trucks; • FOD collectors; • runway sweepers; • friction testers; and • airfield rubber and paint removal equipment. 	<p>8.2.5 Utilization of State Entitlement Funds</p> <p>[The section paragraphs without change are not shown for space consideration.]</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • crackseal equipment; • large embankment mowers; • mobile and fixed lifts; • bucket trucks; • FOD collectors; • pavement sweepers; • friction testers; and • airfield rubber and paint removal equipment. 	<p>Staff recommends changing <i>runway sweepers</i> to <i>pavement sweepers</i> to reflect the many paved surfaces on an airport in need of maintenance.</p>
	<p>8.3 Project Scoping</p> <p>Every project needs some level of scoping for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. <i>Details on project scoping are provided in 3.5.2 Project Scoping.</i></p>	<p>Staff recommends providing a reference to the new project scoping process section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>8.4 Project Request Process</p> <p>Sponsors will submit project requests as described in 3.5.3 Project Request Process. Each project request entry must include a project description and estimated cost, listed by funding sources as appropriate. The appropriate supporting documentation must be submitted with the project request. DOAV planners and engineers can assist sponsors with preparing project requests and identifying the appropriate supporting documentation.</p>	<p>Staff recommends providing a reference to the new project request process section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>8.6.1 Facility Maintenance Projects</p> <p>After a facility maintenance project is approved, DOAV will issue an allocation to the sponsor. <i>The description of an allocation is provided in 3.4.4 Allocation.</i></p>	<p>Staff recommends providing a reference to the new allocation section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>8.6.2 Purchase of Maintenance Equipment</p> <p>After the procurement of maintenance equipment is approved, DOAV will prepare a grant offer for the project. The grant agreement must be in effect before a sponsor may purchase equipment. <i>The description of a grant agreement is provided in 3.4.2 Grant Agreement.</i></p> <p>The grant obligation term for projects under the Maintenance Program varies, based on the type of maintenance equipment purchased. <i>The terms are provided in Appendix F Grant Obligation Terms.</i></p> <p>A sponsor is responsible for the upkeep of maintenance equipment funded through DOAV’s Maintenance Program for the term specified in the grant agreement. If the equipment is sold or traded, the sponsor shall compensate DOAV in accordance with 3.8 Sale, Transfer, and Disposal of Property Acquired with State Resources.</p>	<p>Staff recommends providing a reference to the new grant agreement section in Chapter 3 and highlights for the process to support the new layout.</p> <p>Staff recommends providing grant obligation terms for all programs in the new appendix is Appendix F Grant Obligation Terms for easy reference.</p> <p>Staff recommends updating the section reference.</p>
	<p>8.6.3 Maintenance of Equipment</p> <p>After an equipment maintenance project is approved, DOAV will issue an allocation to the sponsor. <i>The description of an allocation is provided in 3.4.4 Allocation.</i></p>	<p>Staff recommends providing a reference to the new allocation section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>8.7 Project Implementation</p> <p>Once a notification is received for a facility maintenance project or maintenance of equipment project or a grant agreement has been executed by all parties, work may begin. Based on the type of project, DOAV may inspect a facility maintenance project as it progresses and/or when it is complete.</p> <p><i>Additional implementation information is provided in 3.5.6.1 Design and Construction Standards, 3.5.6.2 Reimbursements, 3.5.6.3 Change Orders, 3.5.6.4 Amendments, and 3.5.6.5 Project Closeout.</i></p>	<p>Staff recommends providing a reference to support the new layout.</p>
<p>8.7.1 Design and Construction Standards</p>		<p>Staff recommends removing the section to support the new layout.</p>

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	<p>8.7.1 Reimbursement For projects where an allocation was issued, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where a grant agreement was issued, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.</p> <p>The description of the reimbursement process is provided in 3.5.6.2 Reimbursements. Key points of the process include, but are not limited to:</p> <ul style="list-style-type: none"> • Requests for reimbursements shall be made in a timely manner. • A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. • A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request or a partial request for AWOS annual inspections. • Final or one-time reimbursement requests do not have a minimum dollar amount limit. • The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice. • The requests must be made in the format required by DOAV. <p>For the three approaches for funding eligible maintenance projects described in 8.2.1 Facility Maintenance Projects, the following supporting documentation is needed:</p> <p>[The remaining text does not contain changes and is not shown for space consideration.]</p>	<p>Staff recommends providing a reference to the new reimbursement section in Chapter 3 and highlights for the process to support the new layout.</p> <p>Staff recommends the allowance of small reimbursement requests for the quarterly or triannual AWOS inspections to keep maintenance funds flowing and reduce confusion during each fiscal year.</p> <p>Editor corrected section number.</p>
	<p>8.7.2 Change Orders When a sponsor becomes aware of conditions that will necessitate a change order, the sponsor should immediately contact the DOAV project manager to coordinate the activities needed to address the change. The description of the change order process is provided in 3.5.6.3 Change Orders.</p>	<p>Staff recommends providing a reference to the new change order section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>8.7.3 Amendments When a sponsor becomes aware of conditions that will necessitate a change to an allocation or grant agreement, the sponsor should immediately contact the DOAV project manager to coordinate an amendment request. The approval of an amendment request is not guaranteed, and all increases are contingent on the availability of funds. All requests for change must be approved by DOAV prior to the subject work being initiated. The description of the amendment process is provided in 3.5.6.4 Amendments.</p>	<p>Staff recommends providing a reference to the amendment section in Chapter 3 and highlights for the process to support the new layout.</p>
	<p>8.7.3.1 Projects Under Allocation For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. An allocation will not be increased in excess of 10 percent of the original allocations without prior written approval by DOAV. The description of an allocation amendment is provided in 3.4.5 Allocation Amendment.</p>	<p>Staff recommends providing a reference to the amendment section in Chapter 3 to support the new layout.</p>
	<p>8.7.3.2 Projects Under Grant Agreement For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. The description of a grant amendment is provided in 3.4.3 Grant Amendment.</p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 to support the new layout.</p>
<p>8.7.5 Project Close-out 8.9 Utilization of Insurance Resources 8.10 Sale, Transfer, and Disposal of Property Acquired with State Resources</p>		<p>Staff recommends removing the sections to support the new layout.</p>
<p>9.1.4 Consultants, Subscriptions, and Data Collection for Air Carrier Airports Projects and items eligible under the Aviation and Airport Promotion Program for consultants, subscriptions, and data collection for the air carrier airports include, but are not limited to:</p> <ul style="list-style-type: none"> • airline visits including presentation preparation; consultant services; travel and lodging for airport sponsor representatives; and administrative, legal, and incidental costs; • training courses in air service development, marketing, and enhancement; • consulting services; • air service data subscriptions and/or memberships; 	<p>9.1.4 Consultants, Subscriptions, and Data Collection for Airports Projects and items eligible under the Aviation and Airport Promotion Program for consultants, subscriptions, and data collection for airports include, but are not limited to:</p> <ul style="list-style-type: none"> • airline visits including presentation preparation; consultant services; travel and lodging for airport sponsor representatives; and administrative, legal, and incidental costs; • training courses in air service development, marketing, and enhancement; • consulting services; • air service data and airport monitoring subscriptions and/or memberships; 	<p>Staff recommends removing the <i>air carrier</i> qualifier as requests are being received for general aviation airports.</p> <p>Staff recommends adding <i>airport monitoring</i> as requests are being received for this project type.</p>

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<ul style="list-style-type: none"> component market research services, such as surveys and data analysis; and flight information display systems including data subscription, but not including monitors or other hardware. 	<ul style="list-style-type: none"> component market research services, such as surveys and data analysis; and flight information display systems including data subscription, but not including monitors or other hardware. 	
	<p>9.3 Project Scoping Every project needs some level of scoping for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. Details on project scoping are provided in 3.5.2 Project Scoping.</p>	<p>Staff recommends providing a reference to the project scoping section in Chapter 3 to support the new layout.</p>
	<p>9.4 Project Request Process Sponsors will submit project requests for funding through Airport System Manager. Each project request entry must include:</p> <ul style="list-style-type: none"> project description, including the date of an event if the project involves an event; and estimated cost, entered by state- and local-funding sources along with the sponsor’s administrative costs. <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> approved scope of work; and estimated budget, using the Aviation and Airport Promotion Program Project Estimate Budget form. <p>Additional details for project requests are provided in 3.5.3 Project Request process.</p>	<p>Staff recommends providing a reference to the new project request process section in Chapter 3 to support the new layout.</p>
	<p>9.6 Agreement Process DOAV will prepare a grant offer for a promotion project after the request has been approved. The description of a grant agreement is provided in 3.4.2 Grant Agreement.</p> <p>The grant agreement must be in effect prior to the sponsor initiating any work or making any purchases.</p> <p>The grant obligation term for projects under the Aviation and Airport Promotion Program varies, based on the grant amount. The terms are provided in Appendix F Grant Obligation Terms.</p>	<p>Staff recommends providing a reference to the new agreement section in Chapter 3 to support the new layout.</p> <p>Staff recommends providing grant obligation terms for all programs in the new appendix is Appendix F Grant Obligation Terms for easy reference.</p>
	<p>9.7 Project Implementation DOAV will provide technical assistance for promotion projects. The department will also review and provide comments on project deliverables, such as brochures, videos, web sites, and event plans.</p> <p>Additional implementation information is provided in 3.5.6.2 Reimbursements, 3.5.6.4 Amendments, and 3.5.6.5 Project Closeout.</p>	<p>Staff recommends providing a reference to support the new layout.</p>
	<p>9.7.1 Reimbursement Services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.</p> <p>The description of the reimbursement process is provided in 3.5.6.2 Reimbursements. Key points of the process include, but are not limited to:</p> <ul style="list-style-type: none"> Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. Final or one-time reimbursement requests do not have a minimum dollar amount limit. The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice. The requests must be made in the format required by DOAV. <p>Additional guidance on supporting documents for reimbursement payments includes:</p> <ul style="list-style-type: none"> The descriptions on submitted invoices must clearly identify the invoices as supporting items or services approved for the grant. 	<p>Staff recommends providing a reference to the new reimbursement section in Chapter 3 and highlights for the process to support the new layout.</p>

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	<ul style="list-style-type: none"> • DOAV suggests highlighting the amount of payment on each invoice and/or including a summary of invoices submitted to help expedite the review process. • For services and goods provided by a third party, the dated vendor, consultant or contractor invoices must clearly and specifically describe the specific service or purchased item provided. The invoice should be marked paid; show a zero balance; or have a cancelled check copy attached. • If an item was printed in bulk, the sponsor should submit one copy of the printed item. • If a poster or sign was printed, the sponsor should submit a copy of the design or a photograph of the item. • If a print advertisement was placed, the sponsor should submit a copy of the design or the medium in which it was printed. • If a radio advertisement was aired, the sponsor should submit a copy of the script, a digital recording, or the location of the advertisement on the radio station website. • If a business, strategic, or finance plan or a marketing study was created, the sponsor should submit two copies of the printed item or a digital copy of the study. • If an advertisement or promotional item was created for digital use, a link to or a copy of the item in PDF format must be submitted. <p>Supporting documents are subject to the Virginia Freedom of Information Act (FOIA). If a sponsor submits supporting documents or the descriptions to explain the documents that contain information it would not have to release under FOIA, the sponsor must provide DOAV a written notification identifying the basis for non-disclosure, including a specific reference to the provision in FOIA providing the exemption.</p>	
	<p>9.7.2 Amendments</p> <p>When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit a grant amendment request to DOAV. The approval of a grant amendment is not guaranteed, and all increases are contingent on the availability of funds. All grant amendments must be approved by DOAV prior to the subject work being initiated. The description of a grant amendment is provided in 3.4.3 Grant Amendment.</p> <p>For the Aviation and Airport Promotion Program, if part of the project was not originally included in the project request and resulting grant agreement, a sponsor must submit a grant amendment application form to add the change in scope of the project. If an event is involved in a change of scope, the dates of the event must be provided.</p>	<p>Staff recommends providing a reference to the new amendment section in Chapter 3 to support the new layout.</p>
<p>9.7.3 Project Close-out</p>		<p>Staff recommends removing the section to support the new layout.</p>
<p>10.0 Virginia Airports Revolving Fund</p> <p>The Virginia Resources Authority (VRA) partners with the Virginia Aviation Board (VAB) and the Virginia Department of Aviation (DOAV) to provide innovative financing resources to public-use, publicly-owned airports. Airport sponsors are encouraged to contact VRA at 804-644-3100 or www.virginiareources.gov for information about the Virginia Airports Revolving Fund (VARF) or other financing options available through VRA.</p>	<p>10.0 Virginia Airports Revolving Fund</p> <p>The Virginia Resources Authority (VRA) partners with the Virginia Aviation Board (VAB) and the Virginia Department of Aviation (DOAV) to provide innovative financing resources to public-use, publicly-owned airports. Airport sponsors are encouraged to contact VRA at 804-644-3100 or https://www.virginiareources.gov/page/virginia-airports-revolving-fund for information about the Virginia Airports Revolving Fund (VARF) or other financing options available through VRA.</p>	<p>VRA asked for the web address to be updated from www.virginiareources.gov to https://www.virginiareources.gov/page/virginia-airports-revolving-fund.</p>
<p>10.2 Project Eligibility</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • any airport-related capital project on an airport’s approved layout plan, including revenue-producing projects; • local matching share of projects eligible for funding through other federal and state sources; and • debt refinancing. <p>Specific project examples include:</p> <ul style="list-style-type: none"> • hangars; • terminal buildings; • machinery and equipment; • lands and rights-in-land; • roadways; • parking facilities; • utilities; and • fuel farms. 	<p>10.2 Project Eligibility</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • any airport-related capital project on an airport’s approved layout plan, including revenue-producing projects; • local matching share of projects eligible for funding through other federal and state sources; and • debt refinancing. <p>Specific project examples include:</p> <ul style="list-style-type: none"> • hangars; • terminal buildings; • machinery and equipment; • lands and rights-in-land; • roadways; • parking facilities; • utilities; and • fueling systems. 	<p>Staff recommends changing <i>fuel farm</i> to <i>fueling systems</i> for consistency.</p>

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<p>11.3 Project Priority System Points 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>[The remainder of the section text until Table 6 and the improvements in Table 6 without recommended changes are not shown for space consideration.]</p> <p style="text-align: center;">Table 6 Examples of Eligible Security Improvements</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Improvements</th> <th style="text-align: center;">Eligibility Details</th> </tr> </thead> <tbody> <tr> <td>terminal area fencing</td> <td>Terminal area fencing prevents individuals from having easy access to the flight line and other airport facilities, such as hangars, fuel farms, and navigational aid equipment. This fencing is limited to the terminal area and needs to be depicted on an airport's airport layout plan. If economical, terminal area fencing should be connected to existing perimeter fencing. At a terminal building, the use of 500 feet of vinyl coated fencing is eligible.</td> </tr> <tr> <td>security barriers</td> <td>Security barriers can be installed or berms can be constructed to protect: <ul style="list-style-type: none"> • fueling facilities • hazardous materials storage areas • electrical vaults • navaid equipment • airport access points on airport property </td> </tr> </tbody> </table>	Improvements	Eligibility Details	terminal area fencing	Terminal area fencing prevents individuals from having easy access to the flight line and other airport facilities, such as hangars, fuel farms, and navigational aid equipment. This fencing is limited to the terminal area and needs to be depicted on an airport's airport layout plan. If economical, terminal area fencing should be connected to existing perimeter fencing. 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The points are included in the airport category within the Commonwealth Aviation Fund project priority system, as shown in Appendix D Project Priority System Scoring Values.</p> <p>[The remainder of the section text until Table 6 and the improvements in Table 6 without recommended changes are not shown for space consideration.]</p> <p style="text-align: center;">Table 6 Examples of Eligible Security Improvements</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Improvements</th> <th style="text-align: center;">Eligibility Details</th> </tr> </thead> <tbody> <tr> <td>terminal area fencing</td> <td>Terminal area fencing prevents individuals from having easy access to the flight line and other airport facilities, such as hangars, fueling systems, and navigational aid equipment. This fencing is limited to the terminal area and needs to be depicted on an airport's airport layout plan. 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<p>12.0 Licensing of Public-Use Airports Public-use airports are required to be licensed with the Virginia Department of Aviation (DOAV) under <i>Code of Virginia</i> §5.1-7 and <i>Virginia Administrative Code</i> 24VAC5-20-120 et seq. The licensure of an airport does not relieve the sponsor of any compliance responsibilities relating to any law, ordinance, or regulation of any local governmental body. The minimum requirements for licensure and the conditional license process are provided in Appendix E Minimum Requirements for Licensing.</p> <p>[The remainder of the section text is not shown for space consideration.]</p>	<p>12.0 Licensing of Public-Use Airports Public-use airports are required to be licensed with the Virginia Department of Aviation (DOAV) under <i>Code of Virginia</i> §5.1-7 and <i>Virginia Administrative Code</i> 24VAC5-20-120 et seq. The licensure of an airport does not relieve the sponsor of any compliance responsibilities relating to any law, ordinance, or regulation of any local governmental body. The minimum requirements for licensure and the conditional license process are provided in Appendix I Minimum Requirements for Airport Licensing.</p> <p>[The remainder of the section text is not shown for space consideration.]</p>	<p>Staff recommends updating the appendix reference.</p>												
<p>12.1 Public-Use Airport License</p> <p>[The first paragraph does not have changes and is not shown for space consideration.]</p> <p>A fee is charged to initiate, amend, or renew a license for a public-use airport. The fee cannot exceed \$100; the current licensing fee is \$25. Licensing fees are placed in the Aviation Special Fund and must be used for aviation purposes.</p>	<p>12.1 Public-Use Airport License</p> <p>[The first paragraph does not have changes and is not shown for space consideration.]</p> <p>A fee is charged to initiate, amend, renew, or transfer a license for a public-use airport. In accordance with 24VAC5-20-180, the licensing fee is \$25. Licensing fees are placed in the Aviation Special Fund and must be used for aviation purposes.</p>	<p>Staff recommends correcting the fee information to match the VAC section.</p>												
<p>12.1.2 License Renewal</p> <p>[The first and third paragraphs do not have changes and are not shown for space consideration.]</p> <p>Sponsors need to complete a <i>Virginia Public-Use Airport License Renewal Form</i> and submit it to DOAV along with the license fee and a copy of the annual certification of financial responsibility. If a sponsor does not take action upon notification and the license is not renewed, the sponsor will not be eligible to receive any state funding for a new project.</p>	<p>12.1.2 License Renewal</p> <p>[The first and third paragraphs do not have changes and are not shown for space consideration.]</p> <p>Sponsors need to complete a <i>Virginia Public-Use Airport License Renewal Form</i> and submit it to DOAV along with the license fee. If a sponsor does not take action upon notification and the license is not renewed, the sponsor will not be eligible to receive any state aviation funding for new project requests, reimbursement requests for existing grants and special fund allocations, and, for air carrier airports, entitlement payments.</p>	<p>Staff recommends removing <i>and a copy of the annual certification of financial responsibility</i> as the current certification will be on file with DOAV and does not need to be submitted again.</p> <p>Staff recommends revising the sentence on funding for consistency with previous sections of the manual.</p>												
	<p>12.1.3 License Modification for Ownership Transfer</p>	<p>Staff recommends adding a section to address the need to apply for a license modification when the airport ownership changes to provide process guidance as is done for other license processes.</p>												

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	<p>In accordance with <i>24VAC5-20-150 Transfer of licenses</i>, an airport license may not be transferred to another sponsor without DOAV approval. A new sponsor will need to apply for a license. The completed application form and licensing fee will need to be submitted with the following supporting documents:</p> <ul style="list-style-type: none"> • copy of the sales agreement; • copy of the assumption agreement recorded by transferee; • copy of the <i>Certificate of Financial Responsibility</i> (DOAV ASD03-1) in accordance with <i>Code of Virginia §5.1-88.7</i> for the new owner; • copy of the airport layout plan; • copy of the deed of transfer with airport property plat; and • copy of the notification to FAA of ownership transfer that includes FAA site number; the location identification of the airport; and the name, address, and phone of the new owner. <p>If the airport name will change with ownership, application form should also indicate this change.</p>																																																																																																																	
	<p>12.1.4 License Modification for Name Change When the sponsor changes the name of airport, the sponsor must submit an application for a license modification. The completed application form and licensing fee will need to be submitted with the following supporting documents must be submitted with the application:</p> <ul style="list-style-type: none"> • copy of the notification to FAA of the airport name change that includes FAA site number and the location identification of the airport; and • copy of the instrument used by the airport’s governing body to approve the name change (resolution, minutes, etc.). 	Staff recommends adding a section to address the need to apply for a license modification when an airport name changes to provide process guidance as is done for other license processes.																																																																																																																
<p>Appendix A: Airport Capital Program Eligible Projects</p> <p>This appendix provides details on the most common types of eligible projects under the Airport Capital Program. Unless otherwise specified within the manual or federal regulations as appropriate, these projects are applicable for all airports in the <i>Virginia Air Transportation System Plan (VATSP)</i> and the state participation rate follows the description in 3.3 Utilization of State and Federal Funding Resources. 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Unless otherwise specified within the manual or federal regulations as appropriate, these projects are applicable for all airports in the <i>Virginia Air Transportation System Plan (VATSP)</i> and the state participation rate follows the description in 3.3 Utilization of State and Federal Funding Resources. 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<p>A.2 Environmental Compliance and Mitigation Projects</p> <p>The construction of facilities, purchase of equipment, and participation in mitigation activities needed to comply with Virginia Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) regulations, as well as Best Management Practices as determined as reasonable by DOAV, are eligible.</p> <p>Eligible environmental projects include, but are not limited to:</p> <ul style="list-style-type: none"> • wash racks; • oil and water separators; • deicing fluid containment and treatment systems and equipment; • silviculture; • purchase of wetlands credits; and • stream mitigation. 		<p>A.2 Environmental Compliance and Mitigation Projects</p> <p>The construction of facilities, purchase of equipment, and participation in mitigation activities needed to comply with Virginia Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) regulations, as well as Best Management Practices as determined as reasonable by DOAV, are eligible.</p> <p>Eligible environmental projects include, but are not limited to:</p> <ul style="list-style-type: none"> • oil and water separators; • deicing fluid containment and treatment systems and equipment; • silviculture; • purchase of wetlands credits; and • stream mitigation. 	<p>Staff recommends removing wash racks as eligible items as they are amenities, are being used for vehicles other than aircraft, and are not providing a good return on the state's investment.</p>																																																																				
<p>A.5 Land Release</p> <p>Land that had been acquired with state funds and is no longer required for aeronautical purposes or future airport development may be disposed in accordance with state and federal laws and regulations, as applicable. If a sponsor disposes of land acquired using state funds and the sponsor receives a payment from the disposal, the sponsor must reimburse the state with a percentage of the selling price. That percentage must match the state's participation rate in the grant agreement for the land acquisition.</p> <p>Appraisal, environmental review, survey, and legal costs are eligible for reimbursement only when property is exchanged to support aeronautical requirements.</p> <p>The airport layout plan and property map must be updated after land release is complete.</p>		<p>A.5 Land Release</p> <p>Land that had been acquired with state funds and is no longer required for aeronautical purposes or future airport development may be disposed in accordance with state and federal laws and regulations, as applicable.</p> <p>If a sponsor disposes of land acquired using state funds and the sponsor receives a payment from the disposal, the sponsor must reimburse the state a portion of the current market value at the percentage of the state's participation rate in the grant agreement and follow the terms of the grant assurances for the initial purchase. The sponsor must reimburse the state 60 days after settlement.</p> <p>Appraisal, environmental review, survey, and legal costs are eligible for reimbursement only when property is exchanged to support aeronautical requirements.</p> <p>After land release is complete, the airport layout plan and property map must be updated and provided to DOAV and FAA, if appropriate.</p>	<p>Staff recommends consolidating the information on land release in the existing section A.5 Land Release.</p> <p>Staff recommends reimbursement to the state for land released at NPIAS and non-NPIAS airports with the reimbursement being placed in the CAF.</p> <p>Staff recommends adding text for clarification.</p>																																																																				
<p>A.8 Sinkholes</p> <p>The repair of sinkholes on airport property that are not considered an immediate hazard is eligible under the Airport Capital Program.</p> <p>The repair of a sinkhole that requires immediate action as it is a public safety or operational hazard is eligible under the Maintenance Program in accordance with 8.8 Emergency Maintenance Request. If the sponsor has reached the \$100,000 fiscal year limit; the project would cause the sponsor to reach the limit; or funding</p>		<p>A.8 Sinkholes</p> <p>The repair of sinkholes on airport property that are not considered an immediate hazard is eligible under the Commonwealth Aviation Fund.</p> <p>The repair of a sinkhole that requires immediate action as it is a public safety or operational hazard is eligible under the Maintenance Program in accordance with 8.8 Emergency Maintenance Request. If the sponsor has reached the annual fiscal year limit; the project would cause the sponsor to reach the limit; or funding</p>	<p>Staff recommends changing the limit reference from \$100,000 fiscal year limit to annual fiscal year limit to match the current funding environment.</p>																																																																				

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<p>is not available under the Maintenance Program, the emergency needs would be handled under the Airport Capital Program in accordance with 5.10.1 Emergency Request.</p>	<p>is not available under the Maintenance Program, the emergency needs would be handled under the Commonwealth Aviation Fund in accordance with 5.11.1 Emergency Request.</p>	<p>Editor corrected section reference.</p>
<p>A.9 Grading, Paving, Pavement Rehabilitation, and Drainage</p> <p>Grading, paving, pavement rehabilitation, and drainage projects that support public-use, non-revenue producing facilities located on airport property are eligible. Hangar site preparation is the exception to the non-revenue producing facility criteria, as noted in section A.11 Hangar Site Preparation.</p> <p>Examples of eligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> • runways; • public-use taxiways and taxilanes; • public aprons; • public tie-down areas; • aprons for clear-span hangars that will be owned and maintained by the sponsor; <ul style="list-style-type: none"> • automobile parking for public-use that: <ul style="list-style-type: none"> ○ is not revenue producing, ○ does not exclusively support a revenue-producing facility, ○ does not provide reserved parking, ○ does not provide parking for airport employees; • public-access roads on airport property as described in Appendix C Access Roads; • airfield perimeter roads as described in Appendix C Access Roads; • taxiways serving T-hangars; • public-use taxiways serving industrial parks where: <ul style="list-style-type: none"> ○ industrial parks are established or proposed, ○ industrial parks are included in the local jurisdiction’s approved comprehensive land-use plan, ○ the land on which the taxiway is to be constructed must be dedicated as airport property, ○ state funding participation cannot exceed a third of the eligible project’s cost; • pavement overlays and rehabilitation where a determination is made of a strength deficiency, an unsafe condition, or a requirement to preserve a facility which would otherwise develop into an unsafe or unusable public facility; and • pavement grooving when justified. 	<p>A.9 Grading, Paving, Pavement Rehabilitation, and Drainage</p> <p>Grading, paving, pavement rehabilitation, and drainage projects that support aeronautical facilities located on airport property are eligible.</p> <p>Examples of eligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> • runways; • taxiways and taxilanes; • aprons; • tie-down areas; <ul style="list-style-type: none"> • parking for vertical takeoff and landing (VTOL) aircraft, including, but not limited to, helicopters: <ul style="list-style-type: none"> • automobile parking that: <ul style="list-style-type: none"> ○ is not revenue producing, ○ does not provide reserved parking; • public-access roads on airport property as described in Appendix C Access Roads; • airfield service roads as described in Appendix C Access Roads; • taxiways serving T-hangars; • taxiways serving industrial parks where: <ul style="list-style-type: none"> ○ industrial parks are established or proposed, ○ industrial parks are included in the local jurisdiction’s approved comprehensive land-use plan, ○ the land on which the taxiway is to be constructed must be dedicated as airport property, ○ state funding participation cannot exceed a third of the eligible project’s cost; • pavement overlays and rehabilitation where a determination is made of a strength deficiency, an unsafe condition, or a requirement to preserve a facility which would otherwise develop into an unsafe or unusable public facility; and • pavement grooving when justified. <p>Sponsors are encouraged to use indexing for liquid asphalt and diesel fuel when preparing for bids for state-funded projects. Indexing rates may be found at https://www.virginiadot.org/business/const/indices-asphalt.asp.</p> <p>If a sponsor converts aeronautical use space on a facility built with state funding participation to non-aeronautical use space during the grant obligation term specified in a grant agreement, the sponsor must reimburse the state for its share of the cost to build. That amount will be prorated based on the number of months remaining in the grant obligation term of the grant agreement.</p>	<p>Staff recommends removing the redundant qualifiers <i>public-use</i> and <i>pubic</i> throughout the section.</p> <p>Staff recommends changing the qualifier <i>public-use, non-revenue producing facilities</i> to <i>aeronautical facilities</i> for consistency with other recommendations to support initiatives promoting aviation in Virginia.</p> <p>Staff recommends removing the sentence on hangar site preparation as it is not current with other recommendations to support initiatives promoting aviation in Virginia.</p> <p>Staff recommends removing the item <i>aprons for clear-span hangars that will be owned and maintained by the sponsor</i> as it duplicates the item <i>aprons</i>.</p> <p>Staff recommends adding parking for VTOL aircraft to accommodate current helicopter needs and evolving VTOL aircraft needs.</p> <p>Staff recommends removing <i>does not exclusively support a revenue-production facility</i> to support initiatives promoting aviation in Virginia and removing <i>does not provide parking for airport employees</i> as this is reserved parking, which is already listed.</p> <p>Staff recommends changing <i>perimeter roads</i> to <i>services roads</i> for consistency with the recommendation for Appendix C.</p> <p>Staff recommends adding text for liquid asphalt and diesel fuel indexing.</p> <p>Staff recommends adding text on the change in space usage to protect the state’s investment in the project. This text is based on space usage change found in Appendix B Terminal Buildings.</p>
	<p>A.10 Site Preparation for Aircraft Storage Hangars A.12 Site Preparation for Aviation-Related Business Facilities A.12 Runways Not Supported by FAA A.13 Fueling Systems for Aircraft A.14 Maintenance Equipment Storage Buildings A.15 Utility Systems A.16 Standby Power Systems A.17 Relocation of Facilities</p>	<p>Staff recommends reordering Appendix A sections to allow for new sections on site preparation for aviation-related business facilities and advanced air mobility initiatives and to improve flow.</p>

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	<p>A.18 Demolition of Facilities A.19 Obstruction Removal A.20 Landscaping A.21 Landside Entrance and Directional Signage A.22 Cargo Area Facilities A.23 Communication Systems A.24 Sustainability Initiatives A.25 Advanced Air Mobility Initiatives A.26 Air Traffic Control Towers A.27 Safety Management System Projects A.28 Disadvantages Business Enterprise Plan A.29 Aircraft Rescue and Fire Fighting Equipment A.30 Aircraft Rescue and Fire Fighting Buildings A.31 Aircraft Rescue and Fire Fighting Building Furniture A.32 Snow Removal Equipment A.33 Snow Removal Equipment Buildings A.34 Fueling Systems for Airport Operation Vehicles at FA Part 139 Airports A.35 Pavement Sensor Systems A.36 FAR Part 139 Airports – Facilities and Equipment Projects A.37 FAR Part 139 Airports – Airport Security Facilities, Systems, and Equipment A.38 FAR Part 139 Airports – Maintenance of Facilities A.39 FAR Part 139 Airports – Maintenance Equipment Purchases A.40 Debt Service Retirement</p>	
<p>A.11 Site Preparation for Aircraft Storage Hangars</p> <p>Hangar site preparation is eligible as described below. Hangar site preparation includes:</p> <ul style="list-style-type: none"> grading; drainage; and paving for public access and parking on both air and land sides. <p>Design and construction projects for hangar site preparation are eligible only if a sponsor has followed the appropriate laws regarding land use. If a hangar building is not started within the 36-month period after the site preparation construction is completed, the sponsor shall reimburse the state. A sponsor may request of the VAB two 12-month extensions to the 36-month period; the request must be supported by a plan detailing how hangar construction on the site will be accomplished.</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"> specialty items associated with identification and beautification, such as signage and shrubbery; and construction of a hangar building. <p>Hangars built on sites funded at least in part with CAF funding shall be used for aircraft storage only. This does not prohibit a private entity operating an aviation business from storing aircraft in the hangars. Hangars shall not be used as an area for non-aeronautical purposes. If, during the grant obligation term, the sponsor elects to convert aircraft storage space to some use other than aircraft storage, the sponsor must reimburse the state on 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>A.10 Site Preparation for Aircraft Storage Hangars</p> <p>Site preparation for aircraft storage hangars, including grading and drainage, is eligible. Design and construction projects for hangar site preparation are eligible only if a sponsor has followed the appropriate laws regarding land use. 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"> utilities specialty items associated with identification and beautification, such as signage and shrubbery; and construction of a hangar building. <p>Hangars built for aircraft storage shall not be used as an area for non-aeronautical purposes. If the sponsor elects to convert aircraft storage space to some use other than an aeronautical use during the grant obligation term, the sponsor must reimburse the state on 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 recommends removing <i>paving for public access and parking on both air and land sides</i> as site preparation should not be creating impervious surfaces and pavement could be damaged during hangar construction.</p> <p>Staff recommends removal of the floor plan review to match current practice.</p> <p>Staff recommends removing the reimbursement requirement to support initiatives promoting aviation in Virginia.</p> <p>Staff recommends adding <i>utilities</i> for clarification and to match the recommendation for A.15 Utility Systems.</p> <p>Staff recommends revising the text to support initiatives promoting aviation in Virginia.</p>

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	<p>A.11 Site Preparation for Aviation-Related Business Facilities</p> <p>Site preparation for facilities to support aviation-related businesses, such as flight schools; fixed based operators; and maintenance, repair, and overhaul operators, is eligible. Design and construction projects for such site preparation, including grading and drainage, are eligible only if a sponsor has followed the appropriate laws regarding land use, a sponsor has followed the local and state public procurement processes as applicable, the lease/franchise agreement protects the sponsor and the investment made by the state, the structure reverts to the sponsor at the end of the lease, and any master agreement or grant assurances are not violated. 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"> • utilities • specialty items associated with identification and beautification, such as signage and shrubbery; and • construction of a building. <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 building area.</p> <p>The facilities shall not be used as an area for non-aeronautical purposes. If, during the grant obligation term, the facility use is converted from an aeronautical purpose to some use other than aeronautical, the sponsor must reimburse the state on a prorated share.</p>	<p>Staff recommends adding a section on site preparation for aviation-related business facilities to support initiatives promoting aviation in Virginia.</p>																
<p>A.10 Runways Not Supported by FAA</p> <p>For general aviation airports, capital projects for runways not supported by FAA are ineligible for state participation. DOAV may participate in the maintenance and preservation of a runway that is not supported by FAA. This participation includes safety, preservation, maintenance, and obstruction removal projects under the Maintenance Program and the Facility and Equipment Program, as applicable. Runway rehabilitation or reconstruction is not considered preservation.</p> <p>For air carrier airports, capital projects for runways not supported by FAA are eligible as entitlement-only projects if all airside needs are met for the primary runway.</p>	<p>A.12 Runways Not Supported by FAA</p> <p>For general aviation airports in the NPIAS, capital projects for runways not supported by FAA, such as secondary or crosswind runways are ineligible for state participation. Under the Commonwealth Aviation Fund, DOAV may participate in the maintenance and preservation of a runway that is not supported by FAA. Under the Maintenance Program and the Facility and Equipment Program, as applicable, DOAV may participate in safety, preservation, maintenance, and obstruction removal projects for such runways. The rehabilitation of runway pavement is not considered preservation for these facilities.</p> <p>For air carrier airports, capital projects for runways not supported by FAA are eligible as entitlement-only projects if all airside needs are met for the primary runway.</p>	<p>Staff recommends adding the qualifier <i>in the NPIAS</i> for clarification.</p> <p>The committee recommends adding qualifiers to identify the type of runways.</p> <p>Staff recommends revising the second and third sentences for clarification.</p> <p>The committee recommends changing <i>runway rehabilitation or reconstruction</i> to <i>rehabilitation of runway pavement</i> for clarification.</p>																
<p>A.12 Fueling Systems for Aircraft</p> <p>The removal of old aircraft fueling systems and the construction or installation of new systems are eligible as described below. A sponsor may receive up to \$200,000 over a 25-year period to remove old systems and construct or install new systems. The 25-year period begins with the final reimbursement date for the first grant related to the fueling system at the airport.</p> <p>For the removal of an old fueling system, the state’s funding participation is 80 percent of all costs associated with the closure and removal of a system.</p> <p>For the construction or installation of a new state-funded fueling system that will be owned by the sponsor, the state’s funding participation in the total project cost is based on the total fuel flowage for the 12 months prior to the project request as follows:</p> <table border="1" data-bbox="376 1598 935 1715"> <thead> <tr> <th>Fuel Flowage (gals)</th> <th>State Participation</th> </tr> </thead> <tbody> <tr> <td>≤ 75,000</td> <td>67%</td> </tr> <tr> <td>75,001 – 150,000</td> <td>50%</td> </tr> <tr> <td>>150,000</td> <td>33%</td> </tr> </tbody> </table> <p>For the construction or installation of a new federally funded fueling system that will be owned by the sponsor, the state’s funding participation follows the prevailing rate for federally funded projects. If the state’s share of a federally funded project would exceed the balance of the limit, the state’s share will be reduced accordingly.</p>	Fuel Flowage (gals)	State Participation	≤ 75,000	67%	75,001 – 150,000	50%	>150,000	33%	<p>A.13 Fueling Systems for Aircraft</p> <p>The removal of existing aircraft fueling systems, installation of new systems, and upgrade of existing systems are eligible as described below. A sponsor may receive up to \$300,000 over a 20-year period to remove old systems and construct or install new systems. The 20-year period begins with the final reimbursement date for the first grant related to the fueling system at the airport.</p> <p>For the removal of an existing fueling system, the state’s funding participation is 80 percent of all costs associated with the closure and removal of a system.</p> <p>For the installation of a new state-funded fueling system or upgrade of an existing system that will be owned by the sponsor, the state’s funding participation in the total project cost is based on the total fuel flowage for the 12 months prior to the project request as follows:</p> <table border="1" data-bbox="1473 1598 2032 1715"> <thead> <tr> <th>Fuel Flowage (gals)</th> <th>State Participation</th> </tr> </thead> <tbody> <tr> <td>≤ 75,000</td> <td>67%</td> </tr> <tr> <td>75,001 – 150,000</td> <td>50%</td> </tr> <tr> <td>>150,000</td> <td>33%</td> </tr> </tbody> </table> <p>For the installation or upgrade of a federally funded fueling system that will be owned by the sponsor, the state’s funding participation follows the prevailing rate for federally funded projects. If the state’s share of a federally funded project would exceed the balance of the limit, the state’s share will be reduced accordingly.</p>	Fuel Flowage (gals)	State Participation	≤ 75,000	67%	75,001 – 150,000	50%	>150,000	33%	<p>Staff recommends removing the construction references and adding references for system upgrades to reflect current needs.</p> <p>Staff recommends changing the funding limit from <i>\$200,000 over a 25-year period</i> to <i>\$300,000 over a 20-year period</i> to allow for inflation and other factors affecting costs and to match the grant obligation term for this project type as found in Appendix F Grant Obligation Terms.</p>
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<p>The prerequisites for this type of project are that:</p> <ul style="list-style-type: none"> the new system will be owned by the sponsor; and the new system will comply with EPA requirements. <p>For the relocation of a fuel system due to airport development, the state's funding participation is 80 percent of all costs associated with the relocation. The relocation costs do not count against the dollar limit.</p>	<p>The prerequisites for this type of project are that:</p> <ul style="list-style-type: none"> the new system will be owned by the sponsor; and the new system will comply with EPA requirements. <p>For the relocation of a fueling system due to airport development, the state's funding participation is 80 percent of all costs associated with the relocation. The relocation costs do not count against the dollar limit.</p>	<p>Staff recommends changing <i>fuel system</i> to <i>fueling system</i> for consistency.</p>
<p>A.13 Maintenance Equipment Storage Buildings</p> <p>For the design and construction costs of a basic storage building for the protection of airport maintenance equipment, the state's funding participation is 80 percent for up to 1,250 square feet of eligible building space and 50 percent for footage exceeding 1,250 square feet. The maximum eligible project cost shall not exceed \$50 per square foot. Sponsors would be responsible for all costs exceeding \$50 per square foot. DOAV will evaluate design plans to determine square footage needs and state participation.</p> <p>Private areas, such as office space and restrooms, are not eligible for state participation. The costs for designing and constructing utility systems to service the storage building are not eligible for state funding.</p> <p>If at any time during the 20 years of the grant term the sponsor elects to convert storage space to other uses, the sponsor must reimburse the state for the usage change at a prorated share.</p>	<p>A.14 Maintenance Equipment Storage Structures</p> <p>For the design and construction costs of a basic storage building for the protection of airport maintenance equipment, the state's funding participation is based on the type of capital funds used. For projects funded with discretionary funds only or with a combination of entitlement and discretionary funds, the state participation rate is 80 percent for up to 1,500 square feet of eligible structure space and 50 percent for footage exceeding 1,500 square feet. For projects funded with entitlement funds only, the state participation rate is 80 percent. DOAV will evaluate design plans to determine square footage needs for eligible maintenance equipment and state participation. DOAV encourages sponsors to consider a building with a long life and low maintenance needs when discussing design and budget.</p> <p>Private areas, such as office space and restrooms, are not eligible for state participation. The costs for designing and constructing utility systems to service the storage building are not eligible for state funding.</p> <p>If at any time during the 20 years of the grant term the sponsor elects to convert storage space to other uses, the sponsor must reimburse the state for the usage change at a prorated share.</p>	<p>The committee recommends increasing the state's participation rate beyond an increase for price indexing and allowing lean-to structures for maintenance equipment storage. This is done by removing dollar limits for the project type, increasing the eligible area, and basing state participation on the type of capital funding used, consistent with the participation rates for other project types such as landscaping. As lean-to structures are eligible, the committee recommends changing the project description to maintenance equipment storage structures.</p> <p>Staff recommends a building design that will provide a long life and low maintenance.</p>
<p>A.14 Utility Systems</p> <p>The design and construction of utility systems that serve eligible public-use facilities within the contiguous airport property boundary are eligible for Airport Capital Program funding. These utilities include electricity, water, sewer, and communications. Utilities to private or revenue-producing areas, including hangars, are not eligible. The cost of utility systems serving both public spaces and private or revenue-producing areas will be prorated on the basis of the percentage of the public space to the total building area or facilities to be served by the utility. Utility systems serving facilities and equipment (F&E) systems will be funded in accordance with the Facilities and Equipment Program.</p> <p>If any existing utility systems need to be relocated due to eligible project development, the relocation costs are eligible, even if the utility service is provided to private or revenue-producing areas.</p>	<p>A.15 Utility Systems</p> <p>The design and construction of utility systems that serve terminal, aircraft rescue and fire fighting, and snow removal equipment buildings are eligible under the Commonwealth Aviation Fund. These utilities include electricity, water, sewer, and communications. The cost of utility systems serving both public spaces and private areas in a terminal building will be prorated on the basis of the percentage of the public space to the total building area. Utility systems serving facilities and equipment (F&E) systems will be funded in accordance with the Facilities and Equipment Program.</p> <p>If any existing utility systems need to be relocated due to eligible project development, the relocation costs are eligible, even if the utility service is provided to private areas.</p>	<p>Staff recommends updating the eligible facilities to match the current process.</p> <p>Staff recommends adding the qualifier <i>in a terminal building</i> for clarification.</p>
<p>A.15 Emergency Generators</p> <p>For airports with ground-based navigational aids, emergency generators that provide auxiliary power for ground-based navigational aids, airside lighting, fuel farms, and terminal buildings are eligible. This eligibility includes the purchase and installation of the generator and the modifications to facilities to accept the generator. An analysis to determine generator size will be required and is eligible for funding. The state participation rate is 80 percent of the eligible project costs. Funding will be available from the Airport Capital Program or the Facilities and Equipment Program at DOAV's discretion.</p> <p>State entitlement funds may be used for generators at air carrier airports. The provision of an emergency generator at ARFF and snow removal equipment buildings is eligible as an entitlement-only project.</p> <p>Maintenance of generators, including scheduled and unscheduled service, is eligible through the Maintenance Program.</p>	<p>A.16 Standby Power Systems</p> <p>For airports with ground-based navigational aids, standby power systems that provide auxiliary power for ground-based navigational aids, airside lighting, fueling systems, and terminal buildings are eligible. This eligibility includes the purchase and installation of a standby power system and the modifications to facilities to accept a standby power system. An analysis to determine the size of a standby power system will be required and is eligible for funding. The state participation rate is 80 percent of the eligible project costs. Funding will be available from the Commonwealth Aviation Fund or the Facilities and Equipment Program at DOAV's discretion.</p> <p>State entitlement funds may be used for standby power systems at air carrier airports. The provision of a standby power system at ARFF and snow removal equipment buildings is eligible as an entitlement-only project.</p> <p>Maintenance of standby power systems, including scheduled and unscheduled service, is eligible through the Maintenance Program. Sponsors are expected to follow manufacturer guidelines for system maintenance.</p>	<p>Staff recommends expanding this section to incorporate standby power systems beyond emergency generators to allow sponsors to take advantage of alternate systems, such as battery banks.</p> <p>Staff recommends changing <i>fuel farms</i> to <i>fueling systems</i> for consistency.</p> <p>Staff recommends clarifying the expectation that sponsors follow manufacturer guidelines for maintenance.</p>
<p>A.16 Relocation of Facilities</p> <p>The relocation of a facility is eligible when a facility:</p>	<p>A.17 Relocation of Facilities</p> <p>The relocation of a facility is eligible when a facility:</p>	

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<ul style="list-style-type: none"> creates an obstruction to navigable airspace in accordance with FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, or <i>FAA Advisory Circular 150/5300-13 Airport Design</i>; interferes with approved development; is or will be impacted by development; and is or will be used in a manner not consistent with airport operations or minimum standards. 	<ul style="list-style-type: none"> creates an obstruction to navigable airspace in accordance with FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, or <i>FAA Advisory Circular 150/5300-13 Airport Design</i>, as applicable; interferes with approved development; is or will be impacted by development; and is or will be used in a manner not consistent with airport operations or minimum standards. 	<p>Staff recommends adding <i>as applicable</i> for clarification.</p>
<p>A.17 Demolition of Facilities</p> <p>The demolition of a facility is eligible when a facility:</p> <ul style="list-style-type: none"> creates an obstruction to navigable airspace in accordance with FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, or <i>FAA Advisory Circular 150/5300-13 Airport Design</i>; interferes with approved development; is or will be impacted by development; is or will be used in a manner not consistent with airport operations or minimum standards; and has no aeronautical purpose. <p>For example, if a safety area is being expanded and a hangar sits within the expanded area, the demolition of the hangar is eligible as part of the safety area project.</p> <p>The demolition of a public-use facility as a stand-alone project is eligible. An environmental due diligence audit must be completed prior to the award of a tentative allocation, if applicable. The sponsor is responsible for the mitigation of any environmental findings.</p> <p>The demolition of a private-use or revenue-producing facility as a stand-alone project is not eligible.</p>	<p>A.18 Demolition of Facilities</p> <p>The demolition of a facility is eligible when a facility:</p> <ul style="list-style-type: none"> creates an obstruction to navigable airspace in accordance with FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, or <i>FAA Advisory Circular 150/5300-13 Airport Design</i>, as applicable; interferes with approved development; is or will be impacted by development; is or will be used in a manner not consistent with airport operations or minimum standards; and has no aeronautical purpose. <p>For example, if a safety area is being expanded and a hangar sits within the expanded area, the demolition of the hangar is eligible as part of the safety area project.</p> <p>The demolition of a public-use facility as a stand-alone project is eligible. An environmental due diligence audit must be completed prior to the award of a tentative allocation, if applicable. The sponsor is responsible for the mitigation of any environmental findings.</p> <p>The demolition of a private-use facility as a stand-alone project is not eligible.</p>	<p>Staff recommends adding <i>as applicable</i> for clarification.</p> <p>Staff recommends removing <i>or revenue-producing</i> to support initiatives promoting aviation in Virginia.</p>
<p>A.18 Obstruction Removal</p> <p>An obstruction removal project to bring an airport into compliance with FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, or <i>FAA Advisory Circular 150/5300-13 Airport Design</i> is eligible.</p> <p>When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an airport sponsor needs to use the balance of the sponsor's fiscal year maintenance allocation up to \$100,000 for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the Virginia Aviation Board for Airport Capital Program funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. These state rates apply regardless of the funding program utilized.</p> <p>[The remainder of the section text is not shown for space consideration.]</p>	<p>A.19 Obstruction Removal</p> <p>An obstruction removal project to bring an airport into compliance with FAR Part 77, <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements for licensing</i>, or <i>FAA Advisory Circular 150/5300-13 Airport Design</i>, as applicable, is eligible.</p> <p>When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an airport sponsor needs to use the balance of the sponsor's annual fiscal year limit for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the Virginia Aviation Board for Commonwealth Aviation Fund funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. These state rates apply regardless of the funding program utilized.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>Staff recommends adding <i>as applicable</i> for clarification.</p> <p>Staff recommends changing the limit reference from <i>\$100,000 fiscal year limit</i> to <i>annual fiscal year limit</i> to match the current funding environment.</p>
<p>A.19 Landscaping</p> <p>Landscaping as an element of a project, such as the construction of a terminal building or public-access road, is eligible. The state's funding participation will match that of the project unless otherwise specified during the scoping process.</p> <p>Stand-alone landscaping projects are eligible as described below. The state's funding participation is 50 percent of eligible costs. A sponsor may receive up to \$50,000 in state discretionary funds over a 10-year period for these landscaping projects. Sponsors of Part 139 airports may use state entitlement funds for landscaping, and the limit does not apply.</p> <p>Eligible stand-alone landscaping items include, but are not limited to:</p> <ul style="list-style-type: none"> landscaping plans prepared by qualified landscape architect or planner; landscaping required by environmental mitigation measures as described in section A.2 environmental compliance and mitigation projects; 	<p>A.20 Landscaping</p> <p>Landscaping as an element of a project, such as the construction of a terminal building or public-access road, is eligible. The state's funding participation will match that of the project unless otherwise specified during the scoping process.</p> <p>Stand-alone landscaping projects are eligible as described below. The state's funding participation is 50 percent of eligible costs. A sponsor may receive up to \$70,000 in state discretionary funds over a 10-year period for these landscaping projects. Sponsors of Part 139 airports may use state entitlement funds for landscaping, and the limit does not apply.</p> <p>Eligible stand-alone landscaping items include, but are not limited to:</p> <ul style="list-style-type: none"> landscaping plans prepared by qualified landscape architect or planner; landscaping required by environmental mitigation measures as described in section A.2 environmental compliance and mitigation projects; 	<p>Staff recommends changing the funding limit from <i>\$50,000</i> to <i>\$70,000</i> to allow for inflation and other factors affecting costs.</p>

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<ul style="list-style-type: none"> landscaping for erosion and drainage control; landscaping to existing facilities; and replacement of aging trees and plants, such as those planted at terminal building over 20 years ago. <p>Ineligible landscaping items include, but are not limited to:</p> <ul style="list-style-type: none"> landscaping at entrances other than airport entrance signage as described in A.20 Landside entrance and directional signage; installation, maintenance, or replacement of irrigation systems; landscaping to assist in noise control; replacement of vegetation lost to obstruction removal outside of silviculture activities; outdoor patios and terraces; containers for plants, trees, or other vegetation; landscaping in buildings, including plants, planters, and terraces; and utilities and specialized equipment to support the maintenance of landscaping. <p>[The reminder of the section text was not shown for space consideration.]</p>	<ul style="list-style-type: none"> landscaping for erosion and drainage control; landscaping to existing facilities; and replacement of aging trees and plants, such as those planted at terminal building over 20 years ago. <p>Ineligible landscaping items include, but are not limited to:</p> <ul style="list-style-type: none"> landscaping at entrances other than airport entrance signage as described in A.21 Landside entrance and directional signage; installation, maintenance, or replacement of irrigation systems; landscaping to assist in noise control; replacement of vegetation lost to obstruction removal outside of silviculture activities; outdoor patios and terraces; containers for plants, trees, or other vegetation; landscaping in buildings, including plants, planters, and terraces; and utilities and specialized equipment to support the maintenance of landscaping. <p>[The reminder of the section text is not shown for space consideration.]</p>	<p>Staff recommends updating section number.</p>
<p>A.20 Landside Entrance and Directional Signage</p> <p>Landside entrance and directional signage are eligible as described below. The state's funding participation is 80 percent of eligible costs. A sponsor may receive up to \$80,000 of state discretionary funding over a 10-year period for signage projects. The limit applies to a combination of projects for the main airport entrance sign and directional signs, not to each type of signage project. Sponsors of Part 139 airports may use state entitlement funds for signage and the limit does not apply.</p> <p>[The reminder of the section text was not shown for space consideration.]</p>	<p>A.21 Landside Entrance and Directional Signage</p> <p>Landside entrance and directional signage are eligible as described below. The state's funding participation is 80 percent of eligible costs. A sponsor may receive up to \$110,000 of state discretionary funding over a 10-year period for signage projects. The limit applies to a combination of projects for the main airport entrance sign and directional signs, not to each type of signage project. Sponsors of Part 139 airports may use state entitlement funds for signage, and the limit does not apply.</p> <p>[The reminder of the section text is not shown for space consideration.]</p>	<p>Staff recommends changing the funding limit from \$80,000 to \$110,000 to allow for inflation and other factors affecting costs.</p> <p>Editor corrected punctuation.</p>
<p>A.22 Sustainability Initiatives</p> <p>Stand-alone projects that support sustainability initiatives should be consistent with the <i>Virginia Airports Sustainability Management Plan</i>.</p>	<p>A.24 Sustainability Initiatives</p> <p>Stand-alone projects that support sustainability initiatives should be consistent with the <i>Virginia Airports Sustainability Management Plan</i>. An example of a sustainability initiative is the conversion of existing light fixtures or systems to LED fixtures or systems.</p>	<p>The committee recommends adding light conversion to LED as an example.</p>
	<p>A.25 Advanced Air Mobility Initiatives</p> <p>Projects that support advanced air mobility should be consistent with state initiatives and will be reviewed individually for eligibility.</p>	<p>Staff recommends including an eligible capital item for advanced air mobility initiatives. The item description is not specific as the topic is new, and flexibility is needed at this time. Staff acknowledges that as AAM advances, the description will be expanded in future updates.</p>
<p>A.23 Disadvantaged Business Enterprise Plan</p> <p>A Disadvantaged Business Enterprise (DBE) Plan is eligible as part of a federally funded project for which FAA has approved the DBE Plan scope.</p> <p>A stand-alone DBE Plan is not eligible as a state-funded project as the DBE plan is a federal requirement.</p>	<p>A.28 Disadvantaged Business Enterprise Plan</p> <p>A Disadvantaged Business Enterprise (DBE) Plan is eligible as part of a federally funded project for which FAA has approved the DBE Plan scope.</p> <p>A stand-alone DBE Plan is not eligible as a state-funded project as a DBE plan is a federal requirement.</p>	<p>Editor changed <i>the</i> to <i>a</i> for readability.</p>
<p>A.28 Aircraft Rescue and Fire Fighting Equipment</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. If state entitlement funds are used for the purchase, the state funding participation will be 80 percent. If state discretionary funds are used for the purchase, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</p> <p>Eligible equipment includes, but is not limited to:</p> <ul style="list-style-type: none"> ARFF trucks; and trailer to transport additional foam materials. <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>A.29 Aircraft Rescue and Fire Fighting Equipment</p> <p>Sponsors of FAR Part 139 airports may use funding from the Commonwealth Aviation Fund to purchase aircraft rescue and fire fighting (ARFF) equipment related to compliance with FAR Part 139. If state entitlement funds are used for the purchase, the state funding participation will be 80 percent. If state discretionary funds are used for the purchase, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</p> <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 recommends removing the breakout of eligible equipment as no trailers have been requested to date.</p>

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<p>A.29 Aircraft Rescue and Fire Fighting Buildings</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. If state entitlement funds are used for the construction, the state funding participation will be 80 percent. If state discretionary funds are used for the construction, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</p> <p>The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.</p>	<p>A.30 Aircraft Rescue and Fire Fighting Buildings</p> <p>The Commonwealth Aviation Fund may be used for the construction of aircraft rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139. If state entitlement funds are used for the construction, the state funding participation will be 80 percent. If state discretionary funds are used for the construction, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation. DOAV encourages sponsors to consider a building with a long life and low maintenance needs when discussing design and budget.</p> <p>The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.</p>	<p>Staff recommends a building design that will provide a long life and low maintenance.</p>
<p>A.30 Aircraft Rescue and Fire Fighting Building Furniture</p> <p>Sponsors of FAR Part 139 airports may purchase eligible furniture for an aircraft rescue and fire fighting building using state entitlement funds only.</p> <p>Eligible furniture items include, but are not limited to:</p> <ul style="list-style-type: none"> • basic furniture, such as chairs and tables; and • built-in furniture, such as bunk beds. <p>Ineligible furniture items include, but are not limited to:</p> <ul style="list-style-type: none"> • business and communications equipment, such as telephones and computers; • entertainment amenities; and • outside furniture. 	<p>A.31 Aircraft Rescue and Fire Fighting Building Furniture</p> <p>Sponsors of FAR Part 139 airports may purchase, refinish, and refurbish eligible furniture for an aircraft rescue and fire fighting building using state entitlement funds only. DOAV encourages sponsors to use commercial grade furniture in their aircraft rescue and fire fighting buildings due to its durability.</p> <p>Eligible furniture items include, but are not limited to:</p> <ul style="list-style-type: none"> • basic furniture, such as chairs and tables; and • built-in furniture, such as bunk beds. <p>Ineligible furniture items include, but are not limited to:</p> <ul style="list-style-type: none"> • business and communications equipment, such as telephones and computers; • entertainment amenities; and • outside furniture. 	<p>Staff recommends adding furniture refinishing and refurbishment to support extending the life of existing furniture and reducing costs.</p> <p>Staff recommends adding text to encourage the use of commercial grade furniture due to its durability. This recommendation is consistent with the recommendation for B.9 Terminal Building Furniture.</p>
<p>A.31 Snow Removal Equipment</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. If state entitlement funds are used for the purchase, the state funding participation will be 80 percent. If state discretionary funds are used for the purchase, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</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>A.32 Snow Removal Equipment</p> <p>The purchase of equipment for snow removal and treatment is eligible for FAR Part 139 airports, in accordance with their approved snow and ice control plans as they relate to meeting federal certification requirements of FAR Part 139. If state entitlement funds are used for the purchase, the state funding participation will be 80 percent. If state discretionary funds are used for the purchase, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</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 recommends updating the nomenclature for the federal plan.</p>
<p>A.32 Snow Removal Equipment Buildings</p> <p>Airport Capital Program funds may be used for the construction of snow removal equipment (SRE) buildings at FAR Part 139 airports. If state entitlement funds are used for the construction, the state funding participation will be 80 percent. If state discretionary funds are used for the construction, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</p>	<p>A.33 Snow Removal Equipment Buildings</p> <p>The Commonwealth Aviation Fund may be used for the construction of snow removal equipment (SRE) buildings at FAR Part 139 airports. If state entitlement funds are used for the construction, the state funding participation will be 80 percent. If state discretionary funds are used for the construction, the state participation rate will be 50 percent, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation. DOAV encourages sponsors to consider a building with a long life and low maintenance needs when discussing design and budget.</p>	<p>Staff recommends a building design that will provide a long life and low maintenance.</p>
<p>A.34 FAR Part 139 Airports - Airport Security Facilities, Systems, and Equipment</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"> • security fencing and gates; • access control systems; • CCTV systems covering airside locations only; 	<p>A.37 FAR Part 139 Airports - Airport Security Facilities, Systems, and Equipment</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"> • security fencing and gates; • access control systems; • CCTV systems covering airside locations only; 	

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<ul style="list-style-type: none"> perimeter lighting; security checkpoints; terminal building modifications to provide for the screening of people and baggage; and fingerprinting and badging stations. <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>	<ul style="list-style-type: none"> perimeter lighting; security checkpoints; terminal building modifications to provide for the screening of people and baggage; and fingerprinting and badging stations. <p>Public service operation vehicles, including police cars, are not eligible for state participation.</p> <p>Projects that provide for cyber security monitoring and computer servers for centralized IT systems as required for Part 139 airports and 49 CFR Part 1542 are eligible for funding at the state participation rate of 80 percent. Such projects for dedicated systems, such as access control or badging, are eligible at a state participation rate of 80 percent. These are eligible as entitlement-only projects.</p> <p>All other projects related to facilities, systems, and equipment that exceed the minimum requirements of 49 CFR Part 1542 or that are necessary to support law enforcement are not eligible.</p>	<p>Staff recommends adding the eligibility of cyber security monitoring to support recommendations from FAA and TSA.</p> <p>Staff recommends removing <i>local</i> for clarification as this does not apply to locality law enforcement offices.</p>								
<p>B.1 Public-Use Space</p> <p>Public-use space is defined as terminal building space that:</p> <ul style="list-style-type: none"> is used for public benefit and convenience; and does not produce revenue for the sponsor or any other public or private entity. <p>[The section paragraphs without changes, including the last, are not shown for space consideration.]</p> <table border="1" data-bbox="121 897 1149 1407"> <thead> <tr> <th>Public-Use Space</th> <th>Private-Use Space</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> lobbies flight planning areas pilot lounges conference room space as described in B.1.2 Conference Room Space public restrooms baggage claim delivery areas associated automated baggage handling equipment public-use corridors to boarding areas loading bridges passenger vehicles moving between or within terminal facilities exclusively within airside areas central waiting areas non-revenue producing baggage handling areas, such as areas used by TSA </td> <td> <ul style="list-style-type: none"> cleaning and laundry areas public lockers and showers pilot sleep rooms restaurants sponsor and management offices fixed base operations aircraft maintenance areas rental car services entertainment areas, such as game rooms communication equipment, such as telephones and fax machines, in business and related centers </td> </tr> </tbody> </table>	Public-Use Space	Private-Use Space	<ul style="list-style-type: none"> lobbies flight planning areas pilot lounges conference room space as described in B.1.2 Conference Room Space public restrooms baggage claim delivery areas associated automated baggage handling equipment public-use corridors to boarding areas loading bridges passenger vehicles moving between or within terminal facilities exclusively within airside areas central waiting areas non-revenue producing baggage handling areas, such as areas used by TSA 	<ul style="list-style-type: none"> cleaning and laundry areas public lockers and showers pilot sleep rooms restaurants sponsor and management offices fixed base operations aircraft maintenance areas rental car services entertainment areas, such as game rooms communication equipment, such as telephones and fax machines, in business and related centers 	<p>B.1 Public-Use Space</p> <p>Public-use space is defined as terminal building space that:</p> <ul style="list-style-type: none"> is used for public benefit and convenience; and does not produce revenue for the sponsor or any other public or private entity. <p>[The section paragraphs without changes, including the last, are not shown for space consideration.]</p> <table border="1" data-bbox="1218 897 2247 1407"> <thead> <tr> <th>Public-Use Space</th> <th>Private-Use Space</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> lobbies flight planning areas pilot lounges conference room space as described in B.1.2 Conference Room Space public restrooms baggage claim delivery areas associated automated baggage handling equipment public-use corridors to boarding areas passenger loading equipment passenger vehicles moving between or within terminal facilities exclusively within airside areas central waiting areas non-revenue producing baggage handling areas, such as areas used by TSA </td> <td> <ul style="list-style-type: none"> cleaning and laundry areas public lockers and showers pilot sleep rooms restaurants sponsor and management offices fixed base operations aircraft maintenance areas rental car services entertainment areas, such as game rooms communication equipment, such as telephones and fax machines, in business and related centers </td> </tr> </tbody> </table>	Public-Use Space	Private-Use Space	<ul style="list-style-type: none"> lobbies flight planning areas pilot lounges conference room space as described in B.1.2 Conference Room Space public restrooms baggage claim delivery areas associated automated baggage handling equipment public-use corridors to boarding areas passenger loading equipment passenger vehicles moving between or within terminal facilities exclusively within airside areas central waiting areas non-revenue producing baggage handling areas, such as areas used by TSA 	<ul style="list-style-type: none"> cleaning and laundry areas public lockers and showers pilot sleep rooms restaurants sponsor and management offices fixed base operations aircraft maintenance areas rental car services entertainment areas, such as game rooms communication equipment, such as telephones and fax machines, in business and related centers 	<p>The committee recommends changing <i>loading bridges</i> to <i>passenger loading equipment</i> to provide a generic reference to the eligible project type.</p>
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<p>B.1.2 Conference Room Space</p> <p>[The section paragraph without changes is not shown for space consideration.]</p> <p>For reliever and general aviation airports, the maximum square footage eligible for state funding participation is up to 15 percent of the building's public-use space not to exceed 750 square feet or 500 square feet if 15 percent of such space is less than 500 square feet. For air carrier airports, the square footage eligible for state funding participation is 750 square feet. Conference rooms for terminals at local service airports are not eligible for state participation.</p>	<p>B.1.2 Conference Room Space</p> <p>[The section paragraph without changes is not shown for space consideration.]</p> <p>For reliever and general aviation airports, the maximum square footage eligible for state funding participation is up to 15 percent of the building's public-use space not to exceed 750 square feet or 500 square feet if 15 percent of such space is less than 500 square feet. Conference rooms for terminals at local service airports are not eligible for state participation.</p>	<p>The committee recommends removing the limitation for conference room space in air carrier terminal buildings due the varied use of these rooms and need for additional space for these uses.</p>								
<p>B.1.3 Federal Inspection Facilities</p> <p>The construction or improvement of federal inspection facilities, including baggage handling equipment, is eligible for state funding. Administrative office space and special purpose equipment are not eligible. Sponsors may not charge for the use of this space or related equipment.</p>	<p>B.1.3 Federal Inspection Facilities</p> <p>The construction or improvement of federal inspection facilities to the minimum standards of the requiring federal agency, including baggage handling equipment, is eligible for state funding. Administrative office space and special purpose equipment are not eligible. Sponsors may not charge for the use of this space or related equipment.</p>	<p>The committee recommends limiting the facility eligibility to the minimum standards required by the federal agency.</p> <p>Editor corrected spelling error.</p>								

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<p>B.1.5 State Participation The state’s participation in the design, construction, and maintenance activities for terminal buildings is based on the amount of public-use space provided inside a terminal building as follows:</p> <ul style="list-style-type: none"> For new terminal buildings, the public-use space is based on the 20-year forecast of operations from the <i>Virginia Air Transportation System Plan (VATSP)</i> as described in B.2 Terminal Building Conceptual Study. For existing terminal buildings built with state funds, the public-use space is based on the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement. For existing terminal buildings not built with state funds, the public-use space is based on the lesser of the 20-year forecast of operations from the <i>VATSP</i> as described in B.2 Terminal Building Conceptual Study or the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement. 	<p>B.1.5 State Participation The state’s participation in the design, construction, and maintenance activities for terminal buildings is based on the amount of public-use space provided inside a terminal building as follows:</p> <ul style="list-style-type: none"> For new terminal buildings, the public-use space is based on the 20-year forecast of operations from the <i>Virginia Air Transportation System Plan (VATSP)</i> as described in B.2 Terminal Building Conceptual Study. For existing terminal buildings built with state funds, the public-use space is based on the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement. For existing terminal buildings not built with state funds, the public-use space is based on the lesser of the 20-year forecast of operations from the <i>VATSP</i> as described in B.2 Terminal Building Conceptual Study or the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement. The state funding percentage will be calculated to 1 decimal point for construction and maintenance projects. 	<p>Staff recommends specifying how the funding rate will be formatted for clarification.</p>																																		
<p>B.2 Terminal Building Conceptual Studies Terminal building conceptual studies approved by DOAV are required for all airports, except local service airports, before design can begin for a new structure; a replacement structure; or an expansion of an existing structure. These studies need to include:</p> <ul style="list-style-type: none"> detailed project description, including landscaping; justification for the proposed project; conceptual analysis; geometric design for a 40-year life cycle; justification for requested deviations from standards; construction cost analysis; project schedule; project cost; and project budget. <p>For reliever, regional, and community service general aviation airports, the studies must provide an analysis of the public and non-public use space based on DOAV’s 20-year funding eligibility model to determine maximum funding eligibility. For general aviation terminal buildings at air carrier airports, only general aviation operations will be used for the model. A final determination made by such a study is the ratio of eligible DOAV-funded space to total building space. DOAV will provide the model calculation to a sponsor upon request. Federal Aviation Administration guidelines for terminal buildings should be used for air carrier airports.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>B.2 Terminal Building Conceptual Studies Terminal building conceptual studies approved by DOAV are required for all airports, except local service airports, before design can begin for a new structure; a replacement structure; or an expansion of an existing structure. These studies need to include:</p> <ul style="list-style-type: none"> detailed project description, including landscaping; justification for the proposed project; conceptual analysis; geometric design for a building with a long life and low maintenance needs; justification for requested deviations from standards; construction cost analysis; project schedule; project cost; and project budget. <p>For reliever, regional, and community service general aviation airports, the studies must provide an analysis of the public and non-public use space based on DOAV’s 20-year funding eligibility model to determine maximum funding eligibility. If any dedicated space usage or footage determined by the model is not necessary for an airport’s needs, the associated square footage may be applied to another space usage, subject to DOAV approval. For general aviation terminal buildings at air carrier airports, only general aviation operations will be used for the model. A final determination made by such a study is the ratio of eligible DOAV-funded space to total building space. DOAV will provide the model calculation to a sponsor upon request. Federal Aviation Administration guidelines for terminal buildings should be used for air carrier airports.</p> <p>[The remainder of the section text does not have changes and is not shown for space consideration.]</p>	<p>Staff recommends changing a 40-year life cycle to a building with a long life and low maintenance needs to reflect the recommendation for B.4 Terminal Building Design and Construction.</p> <p>Staff recommends moving the sentence on space flexibility from B.3 Terminal Buildings for Local Service Airports as it applies to all terminal buildings.</p>																																		
<p>B.3 Terminal Buildings for Local Service Airports For local service airports, eligible terminal design and construction are limited to a maximum of 1,236 square feet of public-use, non-revenue producing space, with the state share limited to 90 percent of the total eligible project costs.</p> <p>A maximum square footage for local service airports has been determined for specific uses as follows:</p> <table border="1" data-bbox="323 1568 988 1836"> <thead> <tr> <th>Space Usage</th> <th>Maximum Square Footage</th> </tr> </thead> <tbody> <tr> <td>passenger and pilot lobby</td> <td>400</td> </tr> <tr> <td>flight planning area</td> <td>100</td> </tr> <tr> <td>restrooms – men’s</td> <td>144</td> </tr> <tr> <td>restrooms – women’s</td> <td>144</td> </tr> <tr> <td>vending area</td> <td>100</td> </tr> <tr> <td>mechanical rooms</td> <td>100</td> </tr> <tr> <td>storage</td> <td>100</td> </tr> <tr> <td>circulation</td> <td>148</td> </tr> </tbody> </table>	Space Usage	Maximum Square Footage	passenger and pilot lobby	400	flight planning area	100	restrooms – men’s	144	restrooms – women’s	144	vending area	100	mechanical rooms	100	storage	100	circulation	148	<p>B.3 Terminal Buildings for Local Service Airports For local service airports, eligible terminal design and construction are limited to a maximum of 1,250 square feet of public-use, non-revenue producing space, with the state share limited to 90 percent of the total eligible project costs.</p> <p>A maximum eligible square footage for local service airports has been determined for specific uses as follows:</p> <table border="1" data-bbox="1423 1568 2088 1836"> <thead> <tr> <th>Space Usage</th> <th>Maximum Square Footage</th> </tr> </thead> <tbody> <tr> <td>passenger and pilot lobby</td> <td>400</td> </tr> <tr> <td>restrooms – men’s</td> <td>150</td> </tr> <tr> <td>restrooms – women’s</td> <td>150</td> </tr> <tr> <td>vending area</td> <td>150</td> </tr> <tr> <td>mechanical rooms</td> <td>150</td> </tr> <tr> <td>storage</td> <td>100</td> </tr> <tr> <td>circulation</td> <td>150</td> </tr> </tbody> </table>	Space Usage	Maximum Square Footage	passenger and pilot lobby	400	restrooms – men’s	150	restrooms – women’s	150	vending area	150	mechanical rooms	150	storage	100	circulation	150	<p>Staff recommends updating the eligible square footage for local service airport terminal buildings.</p> <p>Staff recommends removing flight planning space as flight planning technology longer requires dedicated space.</p>
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<p>If any dedicated space usage listed above is excluded from a terminal, the associated square footage is deducted from eligible state participation, and it may not be applied to another space usage. The usage listed above is recommended but not required.</p>		<p>Staff recommends moving the paragraph as dedicated space is addressed in B.2 Terminal Building Conceptual Studies.</p>
<p>B.4 Terminal Building Design and Construction Terminal development for the purpose of accommodating passengers and cargo activities is eligible for state funding. The development can be a new structure; a replacement structure; or an expansion of an existing structure. The state’s participation rate towards the cost of the design and construction of public-use, non-revenue producing areas is up to 100 percent, not to exceed 90 percent of the total project cost. The eligible costs include building design; building site preparation; and the extension of utilities for water, sewer, power, and communications to the building. A terminal building site is considered to be the area of a terminal building’s foundation plus a nominal space five feet outside the perimeter of the building’s foundation.</p> <p>Approved terminal building conceptual studies are required for all airports, except those with a local service role, before design work can begin. Terminal buildings should be designed for a 40-year life cycle. DOAV has the authority to approve or reject any design, construction method, and materials proposed for a terminal. All costs for a terminal building that exceed criteria approved by the department will be borne by the sponsor.</p> <p>As terminal projects usually involve eligible and ineligible items, the state’s participation is prorated for eligible items. When prorating on a square footage basis, construction costs and costs for eligible items are prorated on the ratio of eligible square footage to the total usable square footage of the structure.</p> <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> • a project narrative that provides the justification for the terminal building; • a terminal floor plan with area calculations, sized to 8 ½ x 11 inches and 250kb; and • task order for consulting services. 	<p>B.4 Terminal Building Design and Construction Terminal development for the purpose of accommodating passengers and cargo activities is eligible for state funding. The development can be a new structure; a replacement structure; or an expansion of an existing structure. The state’s participation rate towards the cost of the design and construction of public-use, non-revenue producing areas is up to 100 percent, not to exceed 90 percent of the total project cost. The eligible costs include building design; building site preparation; and the extension of utilities for water, sewer, power, and communications to the building. A terminal building site is considered to be the area of a terminal building’s foundation plus a nominal space 5 feet outside the perimeter of the building’s foundation.</p> <p>Approved terminal building conceptual studies are required for all airports, except those with a local service role, before design work can begin. <i>For the construction of a terminal building with a long life and low maintenance, DOAV encourages sponsors to consider the following when discussing design and budget:</i></p> <ul style="list-style-type: none"> • exterior walls with all masonry backup or metal studs, instead of wood studs; • ultra-low maintenance exteriors such as masonry or fiber cement siding; • curtain wall systems instead of storefront windows; • high quality flashing materials; • high quality roof assemblies such as seam metal roofs instead of shingled roofs or membrane roofing; • increased construction oversight; and • maintenance of building elements. <p>DOAV has the authority to approve or reject any design, construction method, and materials proposed for a terminal. All costs for a terminal building that exceed criteria approved by the department will be borne by the sponsor.</p> <p><i>In accordance with the Virginia Public Procurement Act, firms specializing in architectural services must design terminal buildings.</i></p> <p>As terminal projects usually involve eligible and ineligible items, the state’s participation is prorated for eligible items. When prorating on a square footage basis, construction costs and costs for eligible items are prorated on the ratio of eligible square footage to the total usable square footage of the structure.</p> <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> • a project narrative that provides the justification for the terminal building; • a terminal floor plan with area calculations, sized to 8 ½ x 11 inches; and • task order for consulting services. 	<p>Editor revised formatting for consistency.</p> <p>Staff recommends removing the building life cycle and providing design points to support buildings with long life and low maintenance to reflect current industry practices.</p> <p>The committee recommends adding maintenance to the list of items to consider.</p> <p>Staff recommends adding a reminder on the procurement requirements for consultant contracts for the design of terminal buildings.</p> <p>Staff recommends removing <i>and 250kb</i> for consistency with the recommendation for 5.2.2.1.2 EUR Part 2 - Entitlement Utilization Plan.</p>
<p>B.5 Terminal Area Site Preparation The area designated for improvements related to a terminal building, such as aircraft parking and auto parking, that is outside of the five-foot perimeter around a terminal building is considered to be the terminal area. Terminal area site preparation is eligible for state funding at a participation rate of 80 percent.</p> <p>DOAV reserves the right to limit the number of auto parking spaces that will receive state funding participation, based on the public-use space in a terminal building. On average, the state funds 13.5 parking spaces per 1,000 square feet of public-use space. Only non-revenue, public-use auto parking is eligible as part of terminal area site preparation. This applies to new terminal buildings as well as terminal building renovation, expansion, and replacement.</p>	<p>B.5 Terminal Area Site Preparation The area designated for improvements related to a terminal building, such as aircraft parking and auto parking, that is outside of the 5-foot perimeter around a terminal building is considered to be the terminal area. Terminal area site preparation is eligible for state funding at a participation rate of 80 percent.</p> <p>DOAV reserves the right to limit the number of auto parking spaces that will receive state funding participation, based on the public-use space in a terminal building <i>and minimum parking requirements of the locality.</i> Only non-revenue, public-use auto parking is eligible as part of terminal area site preparation. This applies to new terminal buildings as well as terminal building renovation, expansion, and replacement.</p>	<p>Editor revised formatting for consistency.</p> <p>Staff recommends adding a locality’s parking requirements for the calculation of the number of parking spaces.</p>
<p>B.6 Terminal Building Operation and Maintenance [The section paragraph without changes is not shown for space consideration.]</p> <p>If the repair of a terminal building or the repair/replacement of a terminal building system involves insurable property, sponsors should refer to 5.13 Utilization of Insurance Resources.</p>	<p>B.6 Terminal Building Operation and Maintenance [The section paragraph without changes is not shown for space consideration.]</p> <p>If the repair of a terminal building or the repair/replacement of a terminal building system involves insurable property, sponsors should refer to 3.7 Utilization of Insurance Resources.</p>	<p>Staff recommends updating the section number to support the new information layout.</p>

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<p>B.6.1 Terminal Building Maintenance</p> <p>The state’s participation in the maintenance of a terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed, the public-use space ratio will be recalculated for the project evaluation process. If the maintenance will affect only public-use space, the state’s participation rate will be 80 percent. If the maintenance will affect only private-use space, the state will not participate in the project. Terminal building maintenance will be funded through the Maintenance Program.</p> <p>Eligible maintenance activities include, but are not limited to:</p> <ul style="list-style-type: none"> • exterior and interior painting; • repairs to plumbing systems, electrical systems, and roofs; • window replacement; and • lighting repairs. <p>Ineligible maintenance activities include, but are not limited to:</p> <ul style="list-style-type: none"> • janitorial services; • wallpapering; • window treatments; • lamp replacement; and • exterior power washing. 	<p>B.6.1 Terminal Building Maintenance</p> <p>The state’s participation in the maintenance of a terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed, the public-use space ratio will be recalculated for the project evaluation process. If the maintenance will affect only public-use space, the state’s participation rate will be 90 percent. If the maintenance will affect only private-use space, the state will not participate in the project. The state will not participate in the maintenance of a building if it is no longer the current terminal building for an airport. Terminal building maintenance will be funded through the Maintenance Program.</p> <p>Eligible maintenance activities include, but are not limited to:</p> <ul style="list-style-type: none"> • exterior and interior painting; • repairs to plumbing systems, electrical systems, and roofs; • window replacement; and • lighting repairs. <p>Ineligible maintenance activities include, but are not limited to:</p> <ul style="list-style-type: none"> • janitorial services; • wallpapering; • decorative window treatments; • replacement of lamps with like lamps; and • exterior power washing. 	<p>Staff recommends increasing the state participation rate for the maintenance of only public-use space from 80 percent to 90 percent to match the limit of state participation in a terminal’s public-use space.</p> <p>Staff recommends adding text for clarification and to support the recommendation for B.12 Terminal Building Status Change.</p> <p>Staff recommends adding the qualifier <i>decorative</i> for clarification.</p> <p>The committee recommends adding the lamp description to distinguish lamp replacement from LED conversion.</p>
<p>B.7 Terminal Building Renovation, Expansion, and Replacement</p> <p>Changes in operational needs, the physical condition of a building, and other factors can create the need for the renovation, expansion, or replacement of a terminal building. The 40-year life cycle noted in B.4 Terminal Building Design and Construction should be followed for terminal building renovation, expansion, and replacement.</p>	<p>B.7 Terminal Building Renovation, Expansion, and Replacement</p> <p>Changes in operational needs, the physical condition of a building, and other factors can create the need for the renovation, expansion, or replacement of a terminal building. The suggestions for buildings with long life and low maintenance noted in B.4 Terminal Building Design and Construction should be followed for terminal building renovation, expansion, and replacement. Some level of a conceptual study will be required for renovation, expansion, and replacement projects, to be coordinated with DOAV planners in accordance with 2.4.2 Project Coordination.</p> <p>In accordance with the Virginia Public Procurement Act, firms specializing in architectural services must design terminal buildings.</p>	<p>Staff recommends changing <i>40-year life cycle</i> to <i>suggestions for buildings with long life and low maintenance</i> to reflect the recommendation for B.4 Terminal Building Design and Construction.</p> <p>Staff recommends adding the requirement for some level of conceptual study to guide the development of a design scope and protect the state’s investment in the terminal building.</p> <p>Staff recommends adding a reminder on the procurement requirements for consultant contracts for the design work for terminal buildings.</p>
<p>B.7.1 Terminal Building Renovation</p> <p>Renovations to a terminal building are architectural or cosmetic changes made within the existing footprint of the building. These changes may include new carpeting, lighting, wall treatments, furniture, sound proofing, interior structural change, and features to improve access under the Americans with Disabilities Act (ADA).</p> <p>The state’s participation in the renovation of an entire terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed or the renovation will alter the amount of public-use space, the public-use space ratio will be recalculated for the project evaluation process. If the renovation will affect only public-use space, the state’s participation rate is 80 percent of the total eligible cost of the project. If the renovation will affect only private-use space, the state will not participate in the project. Terminal building renovations will be funded through the Airport Capital Program.</p> <p>When a project request is for the renovation of a terminal building, DOAV must first inspect the current condition of the building to determine necessary improvements. Based on the scope of the project, a terminal building conceptual study addressing the renovation may be required. DOAV will review and approve plans and specifications.</p>	<p>B.7.1 Terminal Building Renovation</p> <p>Renovations to a terminal building are architectural or cosmetic changes made within the existing footprint of the building. These changes may include new carpeting, lighting, wall treatments, furniture, sound proofing, interior structural change, and features to improve access under the Americans with Disabilities Act (ADA).</p> <p>The state’s participation in the renovation of an entire terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed or the renovation will alter the amount of public-use space, the public-use space ratio will be recalculated for the project evaluation process. If the renovation will affect only public-use space, the state’s participation rate is 80 percent of the total eligible cost of the project. If the renovation will affect only private-use space, the state will not participate in the project. Terminal building renovations will be funded through the Commonwealth Aviation Fund.</p> <p>When a project request is for the renovation of a terminal building, DOAV must first inspect the current condition of the building to determine necessary improvements. DOAV will review and approve plans and specifications.</p>	<p>Staff recommends removing the sentence on the conceptual study in conjunction with the change in B.7 Terminal Building Renovation, Expansion, and Replacement.</p>

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<p>B.7.2 Terminal Building Expansion An expansion of a terminal building will create a change in the existing footprint of the building. A terminal building conceptual study will be required for an expansion.</p> <p>The state’s participation in the expansion of a terminal building is based on the public-use space ratio of the expanded space only. Terminal building expansions will be funded through the Airport Capital Program. DOAV will review and approve plans and specifications.</p>	<p>B.7.2 Terminal Building Expansion An expansion of a terminal building will create a change in the existing footprint of the building. The state’s participation in the expansion of a terminal building is based on the public-use space ratio of the expanded space only. Terminal building expansions will be funded through the Commonwealth Aviation Fund. DOAV will review and approve plans and specifications.</p>	<p>Staff recommends removing the sentence on the conceptual study in conjunction with the change in B.7 Terminal Building Renovation, Expansion, and Replacement.</p>
<p>B.7.3 Terminal Building Renovation and Expansion When a sponsor wishes to undertake a project that involves the simultaneous renovation and expansion of a terminal building, a terminal building conceptual study will be required. This study must include the estimated cost of the renovation and the estimated cost of the expansion as separate cost schedules. The square footage of each portion of the project must also be included. During the bid process, the actual cost of the renovation and the actual cost of the expansion must be provided as separate cost schedules.</p>	<p>B.7.3 Terminal Building Renovation and Expansion A project may involve the simultaneous renovation and expansion of a terminal building. The conceptual study as described in B.7 Terminal Building Renovation, Expansion, and Replacement does need to specify estimated cost of the renovation and the estimated cost of the expansion as separate cost schedules. The square footage of each portion of the project must also be included. During the bid process, the actual cost of the renovation and the actual cost of the expansion must be provided as separate cost schedules.</p>	<p>Staff recommends modifying the sentence on the conceptual study in conjunction with the change in B.7 Terminal Building Renovation, Expansion, and Replacement.</p>
<p>B.7.4 Terminal Building Replacement The age or physical condition of a terminal building; inadequate capacity; or lack of space for expansion could necessitate the replacement of a terminal building. The state’s participation rate towards the cost of the design and construction of public-use, non-revenue producing areas for a terminal building replacement is up to 100 percent. The state’s participation shall not exceed 90 percent of the total project cost.</p> <p>A terminal building conceptual study specifying why a replacement facility is needed will be required for a terminal building replacement. DOAV will fund one such study project that follows through to the design and construction of a replacement terminal.</p>	<p>B.7.4 Terminal Building Replacement The age or physical condition of a terminal building; inadequate capacity; or lack of space for expansion could necessitate the replacement of a terminal building. The state’s participation rate towards the cost of the design and construction of public-use, non-revenue producing areas for a terminal building replacement is up to 100 percent. The state’s participation shall not exceed 90 percent of the total project cost.</p> <p>The conceptual study as described in B.7 Terminal Building Renovation, Expansion, and Replacement does need to specify why a replacement facility is needed. DOAV will fund one such study project that follows through to the design and construction of a replacement terminal.</p>	<p>Staff recommends modifying the sentence on the conceptual study in conjunction with the change in B.7 Terminal Building Renovation, Expansion, and Replacement.</p>
<p>B.9 Terminal Building Furniture The purchase of furnishings for the public-use portions of terminal buildings is eligible. Eligible furnishings include seating for waiting areas, conference rooms, and pilot lounges.</p> <p>Ineligible furniture items include, but are not limited to:</p> <ul style="list-style-type: none"> • trash cans; • window treatments; • artwork; • plants; • business and communications equipment: <ul style="list-style-type: none"> ○ telephones, ○ fax machines; • entertainment amenities: <ul style="list-style-type: none"> ○ WiFi, ○ stereos, ○ CD players, ○ radios, ○ televisions, ○ display cabinets; and • outside furniture: <ul style="list-style-type: none"> ○ benches, ○ rocking chairs, ○ lounge chairs, and ○ stackable non-permanent chairs. <p>The state will participate in the purchase of public-use furniture for any public-use space that the state originally funded at 100 percent, which excludes joint-use areas as defined in B.1.1 Joint-Use Space. For air carrier terminal buildings, the state’s participation is 80 percent of a maximum of \$30,000 per 1,000 square feet of public-use space. For general aviation terminal buildings, the state’s participation is 80 percent of a maximum of \$9,000 per 1,000 square feet of public-use space. The department reserves the right to limit the state’s participation in the purchase of furniture based on the number of pieces of furniture, style, material requested, and other considerations. The department also reserves the right to limit the state’s participation in the purchase of replacement furniture based on the age and condition of existing furniture.</p>	<p>B.9 Terminal Building Furniture The purchase, refinishing, and refurbishment of furnishings for the public-use portions of terminal buildings is eligible. Eligible furnishings include seating for waiting areas, conference rooms, and pilot lounges.</p> <p>Ineligible furniture items include, but are not limited to:</p> <ul style="list-style-type: none"> • trash cans; • decorative window treatments; • artwork; • plants; • business and communications equipment <ul style="list-style-type: none"> • entertainment amenities: <ul style="list-style-type: none"> ○ WiFi, ○ stereos, ○ CD players, ○ radios, ○ televisions, ○ display cabinets; and • outside furniture: <ul style="list-style-type: none"> ○ benches, ○ rocking chairs, ○ lounge chairs, and ○ stackable non-permanent chairs. <p>The state will participate in the purchase of public-use furniture for any public-use space that the state originally funded at 100 percent, which excludes joint-use areas as defined in B.1.1 Joint-Use Space. For air carrier terminal buildings, the state’s participation is 80 percent of a maximum of \$40,000 per 1,000 square feet of public-use space. For general aviation terminal buildings, the state’s participation is 80 percent of a maximum of \$12,000 per 1,000 square feet of public-use space. The department encourages sponsors to use commercial grade furniture in their terminal buildings due to its durability and the availability of replacement parts. The department reserves the right to limit the state’s participation in the purchase of furniture based on the number of pieces of furniture, style, material requested, and other considerations. The department also reserves the right to limit the state’s participation in the purchase of replacement furniture based on the age and condition of existing furniture.</p>	<p>Staff recommends adding refinishing and refurbishment to support extending the life of existing furniture and reducing costs.</p> <p>Staff recommends adding the qualifier decorative to match the recommendation for B.6.1 Terminal Building Maintenance.</p> <p>Staff recommends removing telephones and fax machines as this equipment is no longer readily available.</p> <p>Staff recommends changing the per 1,000 square feet of public-use space limit for air carrier terminal buildings from \$30,000 to \$40,000 and for general aviation terminal buildings from \$9,000 to \$12,000 to allow for inflation and other factors affecting costs.</p> <p>Staff recommends adding text to encourage the use of commercial grade furniture due to its durability and the availability of replacement parts.</p>

2021 Edition	Proposal	Reasoning for Proposal
<p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> • a project narrative that provides the justification for the furniture purchase; • a furniture layout plan shown on a terminal building floor plan, sized to 8 ½ x 11 inches; and • three itemized quotes for comparable furniture or an itemized quote from a state contract. 	<p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"> • a project narrative that provides the justification for the furniture purchase; • a furniture layout plan shown on a terminal building floor plan, sized to 8 ½ x 11 inches; and • three itemized quotes for comparable furniture or an itemized quote from a state contract. 	
<p>B.12 Terminal Building Status Change</p> <p>When the intended use of a terminal building changes or ceases, DOAV will assist with the maintenance of the public-use space at the current participation rate for the first 12 months after the use changes or ceases. After the initial 12 months, the entirety of the facility will not be eligible for maintenance assistance from the state.</p> <p>If at any time after the use of a terminal building changes or ceases and space usage changes from public-use to private-use, the sponsor will reimburse state as described in B.1 Public-Use Space.</p>		<p>Staff recommends removing this section to reflect the maintenance eligibility change in B.6 Terminal Building Operations and Maintenance and reduce the usage change redundancy with B.1 Public-Use Space.</p>
<p>Appendix C: Access Roads</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. 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.</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>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>Appendix C: Access Roads</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 Commonwealth Aviation Fund. Access roads on airport property that run directly to or from a terminal building and exclusively serve airport traffic are eligible. For roads that support access to aeronautical and non-aeronautical uses on an airport, only the portion of the road that is beyond the non-aeronautical access points is eligible; an access road cannot be prorated.</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>If an access road is eligible for federal funding, federal funding must be maximized before a sponsor applies for a state project. Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding 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; VDOT funds cannot be used as the local share of a project. The department will work with a sponsor to determine the overall funding levels for these projects.</p>	<p>Staff recommends revising the information for clarification.</p> <p>Staff recommends consolidating information on access roads funding from 5.5.2 Application of Other Funding Sources.</p>
<p>C.1 VDOT Airport Access Program</p> <p>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"> • new access roads constructed outside of the airport property for a new airport or a new facility being constructed on airport property, such as an air cargo apron or building; and • upgrades to an existing access road 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. <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>	<p>C.1 VDOT Airport Access Program</p> <p>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"> • new access roads constructed outside of the airport property for a new airport or a new facility being constructed on airport property, such as an air cargo apron or building; and • upgrades to an existing access road 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. <p>Eligible reimbursable 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 state VDOT funds and up to an additional \$150,000 in matching state funds at a dollar for dollar match, for a total project allocation of \$800,000. The locality shall be responsible for:</p>	<p>VDOT provided updates to for its Airport Access Program.</p> <p>VDOT added <i>reimbursable</i> to the description of the items.</p> <p>VDOT revised the program funding information.</p>

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<ul style="list-style-type: none"> providing the matching share from sources other than those administered by VDOT; providing clear title to the right-of-way prescribed by VDOT; incurring the cost for utility adjustments; incurring the cost for environmental studies; and incurring the cost for project-related permits. <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, www.virginiadot.org/business/local-assistance.asp, provides program and contact information.</p>	<ul style="list-style-type: none"> providing the matching share from sources other than those administered by VDOT; providing clear title to the right-of-way prescribed by VDOT; incurring the cost for utility adjustments; incurring the cost for environmental studies; and incurring the cost for project-related permits. <p>Department of Aviation (DOAV) funds may be used to assist with securing right of way; utility relocation; and environmental studies.</p> <p>Localities or airport sponsors interested in the Airport Access Program should contact VDOT's Local Assistance Division. Airport Access Program documentation and the Airport Access Program Manager's contact information can be found at the following website, www.virginiadot.org/local_assistance_division-access_programs.asp.</p>	<p>VDOT updated the program contact information.</p>																																																																														
<p>C.2 Perimeter Roads</p> <p>A perimeter road provides restricted access within an airport's airfield. These perimeter roads are used by airport, DOAV, Federal Aviation Administration staff, and authorized users to conduct business activities, such as security checks and maintenance work, on an airport. Airport Capital Program funds may be used to design and construct perimeter roads.</p>	<p>C.2 Service Roads</p> <p>A service road provides restricted access within an airport's airfield. These service roads are used by airport, DOAV, Federal Aviation Administration staff, and authorized users to conduct business activities on an airport. Funds from the Commonwealth Aviation Funds may be used to design and construct the following eligible airfield service roads:</p> <ul style="list-style-type: none"> a service road for aircraft rescue and fire fighting access to a runway or runway safety area; a service road for the separation of aircraft and vehicles justified for safety; and a gravel service road for the purpose of security, safety, or access to NAVAID equipment, limited to 15-foot in width. 	<p>Staff recommends aligning state eligibility with FAA eligibility and changing <i>perimeter roads</i> to <i>service roads</i> for better coverage of access needs on an airport.</p>																																																																														
<p>C.3 Maintenance of Access and Perimeter Roads</p> <p>State funding may be used to maintain portions of access and perimeter roads for which state aviation funding was used for road design and construction. The state participation rate for access and perimeter road maintenance follows the rate structure described in 8.2.1 Facility Maintenance Projects. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program.</p> <p>When a project request is for the maintenance of an access or perimeter road constructed without state aviation funding, DOAV must inspect the road prior determining necessary improvements and eligibility.</p>	<p>C.3 Maintenance of Access and Service Roads</p> <p>State funding may be used to maintain portions of access and service roads for which state aviation funding was used for road design and construction. The state participation rate for access and service road maintenance follows the rate structure described in 8.2.1 Facility Maintenance Projects. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program.</p> <p>When a project request is for the maintenance of an access or service road constructed without state aviation funding, DOAV must inspect the road prior determining necessary improvements and eligibility.</p>	<p>Staff recommends changing <i>perimeter road</i> to <i>service road</i> for consistency with the recommendation in C.2 Service Roads.</p>																																																																														
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T-hangar taxiways and T-hangar site preparation	15	auto access road capacity increase (additional lanes or to new area of airport)	14	auto parking	13	<p>Staff recommends updating the references.</p> <p>Staff recommends the addition of control towers based on knowledge of possible upcoming projects, including BIL projects for which state matching funds may be sought.</p> <p>Staff recommends adding <i>lighting and signage</i> for clarification.</p>
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Comparison of 2021 Edition and 2023 Proposals for Consideration

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signage	80% up to \$80,000 over a 10-year period	A.21 Landside Entrance and Directional Signage	80%	A.20 Landside Entrance and Directional Signage	signage	80% up to \$110,000 over a 10-year period	A.21 Landside Entrance and Directional Signage	80%	A.21 Landside Entrance and Directional Signage	<p>Staff recommends changing <i>perimeter roads</i> to <i>services roads</i> for consistency with the recommendation for Appendix C.</p> <p>Staff recommends clarifying the funding participation rates for certified airports and airports not certified.</p> <p>Staff recommends changing the description from <i>150-pound fire extinguishers for apron</i> to <i>fire extinguishers for apron</i> for consistency with A.29 Aircraft Rescue and Fire Fighting Equipment.</p> <p>The promotion project information is included here as a placeholder pending final FY2024 budget determinations.</p> <p>Staff recommends adding an appendix to consolidate the provision of obligation terms for easy reference, especially as some projects are eligible under more than one funding program.</p>						
terminal building furniture for air carrier airports	80% of maximum \$30,000 per 1,000 square feet of public-use space	B.9 Terminal Building Furniture	80% of maximum \$30,000 per 1,000 square feet of public-use space	B. 9 Terminal Building Furniture	terminal building furniture for air carrier airports	80% of maximum \$40,000 per 1,000 square feet of public-use space	B.9 Terminal Building Furniture	80% of maximum \$40,000 per 1,000 square feet of public-use space	B. 9 Terminal Building Furniture							
terminal building furniture for general aviation airports	80% of maximum \$9,000 per 1,000 square feet of public-use space	B.9 Terminal Building Furniture	not applicable	not applicable	terminal building furniture for general aviation airports	80% of maximum \$12,000 per 1,000 square feet of public-use space	B.9 Terminal Building Furniture	not applicable	not applicable							
perimeter roads	80%	5.5 State Participation	80%	5.5 State Participation	service roads	80%	5.5 State Participation	80%	5.5 State Participation							
VSP projects	90%	7.2 State Participation	not applicable	not applicable	VSP projects for airports certified as a Secure Virginia Airport	90%	7.2 State Participation	not applicable	not applicable							
					VSP projects for airports not certified as a Secure Virginia Airport	80%	7.2 State Participation	not applicable	not applicable							
purchase of maintenance equipment	50% up to \$50,000 over a 5-year period	8.2.2 Purchase of Maintenance Equipment	80%	8.2.2 Purchase of Maintenance Equipment	purchase of maintenance equipment	50% up to \$70,000 over a 5-year period	8.2.2 Purchase of Maintenance Equipment	80%	8.2.2 Purchase of Maintenance Equipment							
ARFF equipment for FAR Part 139 airports	50%	A.28 Aircraft Rescue and Fire Fighting Equipment	80%	A.28 Aircraft Rescue and Fire Fighting Equipment	ARFF equipment for FAR Part 139 airports	50%	A.29 Aircraft Rescue and Fire Fighting Equipment	80%	A.29 Aircraft Rescue and Fire Fighting Equipment							
150-pound fire extinguishers for apron	80%	5.5 State Participation	80%	5.5 State Participation	fire extinguishers for apron	80%	5.5 State Participation	80%	5.5 State Participation							
ARFF buildings for FAR Part 139 airports	50%	A.29 Aircraft Rescue and Fire Fighting Buildings	80%	A.29 Aircraft Rescue and Fire Fighting Buildings	ARFF buildings for FAR Part 139 airports	50%	A.30 Aircraft Rescue and Fire Fighting Buildings	80%	A.30 Aircraft Rescue and Fire Fighting Buildings							
snow and ice removal equipment for FAR Part 139 airports	50%	A.31 Snow Removal Equipment	80%	A.31 Snow Removal Equipment	snow and ice removal equipment for FAR Part 139 airports	50%	A.32 Snow Removal Equipment	80%	A.32 Snow Removal Equipment							
debt service retirement	not applicable	not applicable	varies	A.37 Debt Service Retirement	debt service retirement	not applicable	not applicable	varies	A.40 Debt Service Retirement							
promotion projects for air carrier airports with ≤ 25,000 annual enplanements	67% up to \$35,000	9.2 State Participation	not applicable	not applicable	promotion projects for air carrier airports with ≤ 25,000 annual enplanements	67% up to \$35,000	9.2 State Participation	not applicable	not applicable							
promotion projects for air carrier airports with >25,000 annual enplanements	50% up to \$35,000	9.2 State Participation	not applicable	not applicable	promotion projects for air carrier airports with >25,000 annual enplanements	50% up to \$35,000	9.2 State Participation	not applicable	not applicable							
promotion projects for reliever and general aviation airports with ≤ 25 based aircraft	67% up to \$10,000	9.2 State Participation	not applicable	not applicable	promotion projects for reliever and general aviation airports with ≤ 25 based aircraft	67% up to \$10,000	9.2 State Participation	not applicable	not applicable							
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For federally funded projects for which state discretionary funds will be used, the state's participation rate is 80 percent of the non-federal share of eligible project costs.					For federally funded projects for which state discretionary funds will be used, the state's participation rate is 80 percent of the non-federal share of eligible project costs.											
					<p>Appendix F Grant Obligation Terms</p> <p>The following table summarizes grant obligation terms for different project types. Most project types have a set grant obligation term. The obligation terms for some project types are based on the life expectancy or effective longevity of the deliverable.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Project Type</th> <th style="text-align: center;">Grant Obligation Term</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">access road</td> <td style="text-align: center;">20 years</td> </tr> <tr> <td style="text-align: center;">aircraft rescue and fire fighting building</td> <td style="text-align: center;">20 years</td> </tr> </tbody> </table>					Project Type	Grant Obligation Term	access road	20 years	aircraft rescue and fire fighting building	20 years	
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Airport Program Manual
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2021 Edition	Proposal		Reasoning for Proposal
	aircraft rescue and fire fighting building furniture	10 years	
	aircraft rescue and fire fighting equipment	15 years	
	airport layout plan study	20 years	
	airport property map	20 years	
	apron	20 years	
	automobile parking	20 years	
	AWOS new	20 years	
	computer for weather observing system	5 years	
	debt service retirement	20 years	
	easement acquisition	perpetuity	
	easement acquisition services	20 years	
	environmental assessment	20 years	
	external surveillance system	5 years	
	fire extinguisher	5 years	
	fueling system	20 years	
	ground communication outlets	10 years	
	herbicide sprayer	10 years	
	internal surveillance system	5 years	
	land acquisition	perpetuity	
	land acquisition services	20 years	
	landscaping	10 years	
	lighting system, new	20 years	
	maintenance equipment storage building	20 years	
	master plan study	20 years	
	mowers	10 years	
	NAVAIDS	20 years	
	obstruction removal	20 years	
	oil discharge contingency plan	5 years	
	PAPI-REIL wiring replacement	10 years	
	partial weather observing systems, including sensors	10 years	
	promotion project with a grant amount of \$10,001-\$35,000	5 years	
	promotion project with a grant amount of \$10,000 or less	2 years	
	REILs	20 years	
	rotating beacon	20 years	
	runway	20 years	
	security audit	5 years	
	security barriers	10 years	
	security fencing	20 years	
	security gates	20 years	
	security lighting	10 years	
	security plan	10 years	
	security signage	5 years	
	self-propelled mower	5 years	
	service road	20 years	
	site preparation for aircraft storage hangars	20 years	
	small utility vehicle	10 years	
	snow blade	5 years	
	snow removal equipment	15 years	
	snow removal equipment building	20 years	
	spill prevention control and countermeasures plan	5 years	
	standby power system	10 years	
	stormwater pollution prevention plan	5 years	
	supplemental wind cone	10 years	
	sweeper	10 years	
	taxiway	20 years	
	terminal building	30 years	
	terminal building conceptual study	20 years	
	terminal building furniture	10 years	

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">terminal building site preparation</td> <td style="width: 40%;">20 years</td> </tr> <tr> <td>tractors</td> <td>20 years</td> </tr> <tr> <td>trucks</td> <td>20 years</td> </tr> <tr> <td>wind cone</td> <td>10 years</td> </tr> </table>	terminal building site preparation	20 years	tractors	20 years	trucks	20 years	wind cone	10 years																																									
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<p>Appendix H: Basic Airport Unit</p> <p>The Virginia Aviation Board passed a resolution on December 15, 2004, that defined the facilities that comprise the Basic Airport Unit in Virginia. The elements of the Basic Airport Unit are:</p> <ul style="list-style-type: none"> • runway; • airport lighting system; • visual navigational aids; • stub taxiway; • aircraft parking apron; • terminal facility; • automobile parking; • airport access road; and • fuel facility. <p>This resolution also included a definition of a terminal facility. A suitable terminal facility will make provisions for:</p> <ul style="list-style-type: none"> • adequate shelter from inclement weather; • electric lighting; and • accessible public telephone and restroom facilities. 	<p>Appendix H: Basic Airport Unit</p> <p>The Virginia Aviation Board defines the facilities that comprise the Basic Airport Unit in Virginia. The elements of the Basic Airport Unit are:</p> <ul style="list-style-type: none"> • runway; • airport lighting system; • visual navigational aids; • stub taxiway; • aircraft parking apron; • terminal facility; • automobile parking; • airport access road; and • fueling system. <p>A suitable terminal facility will make provisions for:</p> <ul style="list-style-type: none"> • adequate shelter from inclement weather; • electric lighting; and • accessible restroom facilities. 	<p>Staff recommends removing <i>passed a resolution on December 15, 2004, that</i> as the VAB now adopts such policy as part of the <i>Airport Program Manual</i> and changing “defined” to “defines” to reflect this adoption.</p> <p>Staff recommends changing <i>fuel facility</i> to <i>fueling system</i> for consistency.</p> <p>Staff recommends removing the reference to the resolution to match the previous recommendation.</p> <p>Staff recommends removing <i>public telephone</i> as these communication devices are obsolete.</p>
<p>Appendix E: Minimum Requirements for Licensing</p> <p><i>Code of Virginia</i> §5.1-7 sets the requirement that an airport must meet minimum requirements to receive and maintain a license. These minimum requirements are specified in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements of licensing</i> as follows:</p> <p>[The text on Standard Airport License, Day/VFR Use Only Airport License, and other requirements was not included here for space consideration.]</p> <p>Heliport License</p> <ul style="list-style-type: none"> • minimum standard dimensions as provided in the FAA Advisory Circular 150/5390-2B <i>Heliport Design</i>, effective September 30, 2004. <p>Seaplane Base License</p> <ul style="list-style-type: none"> • minimum standard dimensions as provided in the FAA Advisory Circular 150/5395 <i>Seaplane Bases</i>, effective June 29, 1994. 	<p>Appendix I: Minimum Requirements for Airport Licensing</p> <p><i>Code of Virginia</i> §5.1-7 sets the requirement that an airport must meet minimum requirements to receive and maintain a license. These minimum requirements are specified in <i>Virginia Administrative Code 24VAC5-20-140 Minimum requirements of licensing</i> as follows:</p> <p>[The text on Standard Airport License, Day/VFR Use Only Airport License, and other requirements was not included here for space consideration.]</p> <p>Heliport License</p> <ul style="list-style-type: none"> • minimum standard dimensions as provided in the current FAA Advisory Circular 150/5390-2 <i>Heliport Design</i>. <p>Seaplane Base License</p> <ul style="list-style-type: none"> • minimum standard dimensions as provided in the current FAA Advisory Circular 150/5395 <i>Seaplane Bases</i>. 	<p>Staff recommends reordering the appendices, moving this appendix after Appendix H Basic Airport Unit.</p> <p>Editor added airport for clarification.</p> <p>Staff recommends changing the references to current instead of using an effective date and removing the letter that may no longer current.</p>
<p>E.1 Conditional Licenses</p> <p>[The section text does not contain changes and is not shown for space consideration.]</p>	<p>I.1 Conditional Licenses</p> <p>[The section text does not contain changes and is not shown for space consideration.]</p>	<p>Staff recommends updating the section number to support the new layout.</p>
	<p>Appendix J Rural Airport Runway Rehabilitation Program</p> <p>The Rural Airport Runway Rehabilitation Program provides funding for the rehabilitation of runway pavement at designated local service airports and to meet the state minimum airport licensing standards for pavement width if needed. Projects under this program are to be undertaken as economically as possible, with limits on the extent of scope and services. The program is to be viable until one cycle of runway rehabilitation has been completed at the remaining designated airports; the remaining airports are Bridgewater Airport, Chase City Municipal Airport, Crewe Municipal Airport, Falwell Airport, Lunenburg County Airport, New London Airport, and Smith Mountain Lake Airport.</p> <p>The Virginia Aviation Board (VAB) has delegated the authority to review and approve requests for funding from the Rural Airport Runway Rehabilitation Program to DOAV.</p> <p>J.1 Project Eligibility</p> <p>Eligible projects for the Rural Airport Runway Rehabilitation Program are limited to preliminary engineering, construction, and construction phased services/testing to rehabilitate the existing runway length, width, stub taxiway(s), and runway end turnarounds. Preliminary engineering for this program is limited to geo-technical</p>	<p>Staff recommends adding an appendix for the Rural Airport Runway Rehabilitation Program. As the program is temporary, an appendix is more appropriate than a chapter.</p>

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	<p>services, survey, environmental determination, preparation of engineers cost estimate, and preparation of bid documents.</p> <p>A runway with width of less than 50 feet would be widened to comply with state minimum airport licensing standards. Runway widths that exceed the state licensing standards will be addressed on a case-by-case basis to determine the benefit to the state system of rehabilitating to the wider runway width.</p> <p>Runway lighting systems are eligible when the runway width is widened to meet state minimum airport licensing standards. When appropriate, the lighting phase of the project will include cable replacement, labor, and installation. DOAV reserves the right to independently evaluate each proposed lighting project to determine the benefit to the state system.</p> <p>J.2 State Participation The state’s participation in the Rural Airport Runway Rehabilitation Program is 95 percent of eligible costs.</p> <p>DOAV will review and approve preliminary engineering agreements, plans, and specification for the runway rehabilitation projects.</p> <p>J.2.1 Utilization of Commonwealth Aviation Funds When funds are not available under the Rural Airport Runway Rehabilitation, a sponsor may submit project requests under the Commonwealth Aviation Fund for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Rural Airport Runway Rehabilitation, and the required supporting documents for the Commonwealth Aviation Fund must be provided as part of the project request submission. The project request will be evaluated but not scored as described in 5.8.2 Project Priority Scoring; the project request will be presented to the VAB after the board takes action on the capital project requests.</p> <p>J.3 Project Scoping The program shall be used only to carry out the work needed to rehabilitate existing runways, including the costs of preliminary engineering, pavement widening to meet standards, and installing runway markings. Any other work shall be provided through the Commonwealth Aviation Fund, and the state’s participation rate for eligible costs is 80 percent.</p> <p>DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. The base scope of work items for this program include:</p> <ul style="list-style-type: none"> • geo-technical services; • survey; • environmental finding based on local requirements; • milling and overlay or full-depth reclamation of runway payments; • materials testing; • erosion control; • cost estimates; and • bid documents. <p>The details of contractor utilization are provided in 3.5.2 Project Scoping.</p> <p>J.4 Project Request Process Sponsors will submit project requests as described in 3.5.3 Project Request Process. Each project request entry must include a project description and estimated cost, listed by funding sources as appropriate. The appropriate supporting documentation must be submitted with the project request. DOAV planners and engineers can assist sponsors with preparing project requests and identifying the appropriate supporting documentation.</p> <p>The following supporting documentation must be submitted with the project request, as appropriate to the project type:</p> <ul style="list-style-type: none"> • scope of work for preliminary engineering work; and • quote or bid for construction. <p>J.5 Evaluation and Selection Process Upon receipt of a project request, DOAV will review the project request for project eligibility and completeness. If the criteria are met and funds are available within the program, DOAV will approve the project request.</p>	

2021 Edition	Proposal	Reasoning for Proposal
	<p>DOAV will notify sponsors of its decision. The notification will specify the amount of funding allocated to the project and identify the scope of work in which DOAV will participate.</p> <p>J.6 Agreement Process DOAV will prepare a grant offer for a project after approval. The description of a grant agreement is provided in 3.4.2 Grant Agreement.</p> <p>J.7 Project Implementation Once a grant agreement has been executed by all parties, work may begin. DOAV may inspect a project as it progresses and/or when it is complete.</p> <p>J.7.1 Preliminary Engineering and Construction Standards VDOT standards and specifications shall be used in the rehabilitation of the runways. FAA standards and specifications shall apply only when VDOT does not have a standard or specification for a portion of a project, unless modifications are approved by DOAV.</p> <p>The state’s minimum airport licensing standards for airports are provided in Appendix I Minimum Standards for Airport Licensing; and the VDOT construction standards can be found online at www.virginiadot.org.</p> <p>J.7.2 Reimbursement Services completed prior to the execution of the grant agreement will not be eligible for reimbursement. The description of the reimbursement process is provided in 3.5.6.2 Reimbursements. Key points of the process include, but are not limited to:</p> <ul style="list-style-type: none"> • Requests for reimbursements shall be made in a timely manner. • A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. • A reimbursement request for less than \$1,000 shall not be submitted unless it is a final reimbursement request. • Final or one-time reimbursement requests do not have a minimum dollar amount limit. • The reimbursement request must be submitted with the required supporting documentation, such as a contractor invoice. • The requests must be made in the format required by DOAV. <p>J.7.3 Change Orders When a sponsor becomes aware of conditions that will necessitate a change order, the sponsor should immediately contact the DOAV project manager to coordinate the activities needed to address the change. The description of the change order process is provided in 3.5.6.3 Change Orders.</p> <p>J.7.4 Amendments When a sponsor becomes aware of conditions that will necessitate a change to an allocation or grant agreement, the sponsor should immediately contact the DOAV project manager to coordinate an amendment request. The approval of an amendment request is not guaranteed, and all increases are contingent on the availability of funds. All requests for change must be approved by DOAV prior to the subject work being initiated. The description of an amendment is provided in 3.4.4 Grant Amendment, and the description of the amendment process is provided in 3.5.6.4 Amendments.</p>	

Editor will modify text to match recommendations throughout the manual.