

**Virginia Aviation Board
Meeting Agenda
Thursday, January 14, 2021**

The Virginia Aviation Board will hold a meeting at 10:00 a.m., Thursday, January 14, 2021 at the Virginia Department of Aviation, Passenger Terminal Hangar, 5702 Gulfstream Road, Richmond, VA 23250. The meeting is available through webex: <https://covaconf.webex.com/covaconf/onstage/g.php?MTID=e00b7e60cfbdf7c51143867768f458cb> or by calling 1-866-692-4530 with access code: 178 536 1787

In response to amended Executive Order 67, anyone wishing to attend the meeting is encouraged to take advantage of participating virtually through the Webex. In accordance with Executive Order 63, those attending in person are required to wear face coverings. Per agency COVID-19 response policy, body temperatures of all staff and visitors are taken prior to building entry.

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| 1. Call to Order | Rod Hall, Chairman | (5 minutes) |
| 2. Review and approve September 17, 2020 minutes | Rod Hall, Chairman | (5 minutes) |
| 3. Review and Consideration of Proposed Changes to the <i>Airport Program Manual</i> and related policy changes | Cliff Burnette/
Susan Simmers
DOAV | (60 minutes) |
| 4. Updates and Announcements: | | |
| A. DOAV Update | Mark Flynn
DOAV | (15 minutes) |
| B. Commonwealth Aviation Fund Status | Cliff Burnette
DOAV | (5 minutes) |
| 5. New Business | | |
| A. Falwell Airport Public Use License | Cliff Burnette/
Vernon Carter
DOAV | (5 minutes) |
| B. VRA Loan Request for ROA | Mike Swain
DOAV | (5 minutes) |
| C. Consideration of Amended FY21 Entitlement Utilization Plans | Mike Swain
DOAV | (10 minutes) |
| D. Virginia Aviation Board Review
Tentative Allocations from the Commonwealth Aviation Fund | Mike Swain
DOAV | (5 minutes) |
| 6. Public Comment Period
(3 minutes per person to address the board) | Rod Hall, Chairman | |
| 7. Board Member Comments and Reports | Rod Hall, Chairman | (5 minutes) |
| 8. Adjournment | Rod Hall, Chairman | |



Virginia Aviation Board Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, September 17, 2020, at the Virginia Department of Aviation, Passenger Terminal Hangar, 5702 Gulfstream Road, Richmond, VA 23250. The meeting was also available by electronic media and was audio recorded. The audio recording, meeting documents, and presentation materials are available on the Virginia Department of Aviation's website, www.doav.virginia.gov.

MEMBERS

Roderick D. Hall, Chairman	Present
J. Jack Kennedy, Jr., Region 1	Present
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3	Present
Alan C. Abbott, Region 4	Present
Maggie Ragon, Region 5	Present
Region 6	Vacant
Vanessa Christie, Region 7	Present

OTHER ATTENDEES

Shannon Valentine	Secretary of Transportation
Julie Whitlock	Office of the Attorney General
Mark K. Flynn, Director	Virginia Department of Aviation

DOAV staff, state government representatives, federal government representatives, airport sponsors and managers, consultants, engineers, business owners, and city and county representatives were also present.

1. Call to Order Rod Hall, Chairman

The chairman called the meeting to order at 10:15 a.m.

2. Consideration of Motion: Remote Participation Policy Rod Hall, Chairman

The Remote Participation Policy: Disability or Medical Condition or Personal Matter That Prevents Physical Attendance (Attachment A) was presented for consideration.

Motion to adopt: Mr. Abbott

Second: Ms. Ragon

Vote: Aye-Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

3. Review and approve June 18, 2020 minutes Rod Hall, Chairman

Motion to approve: Mr. Abbott

Second: Mr. Hardwick

Roll call vote: Aye-Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Mr. Flynn requested item 6.c., Hampton Roads-Missed Opportunity, be added to the agenda under New Business.

4. Update and Announcements:

- A. DOAV Update Mark Flynn, DOAV

Mr. Flynn provided an update on department activities. He reported that the Governor had signed a proclamation to recognize October 2020 as General Aviation Appreciation Month.

- Safety Update Watson Felts, DOAV

Mr. Felts provided an update on aviation safety activities and concerns.

- Communication and Education Update John Campbell, DOAV

Mr. Campbell provided an update on the division's communication and education program activities.

- B. FAA-FSDO Update Maury Dacey, FAA

Mr. Dacey provided an update of activities at the Richmond FSDO.

- C. VAOC Report Keith Holt, VAOC

Mr. Holt provided an update on VAOC activities.

- D. VABA Report Bud Oakey, VABA

Mr. Oakey provided an update on VABA activities.

5. Old Business

- A. Commercial Air Service Plan Update Mark Flynn, DOAV

Mr. Hall stated that Virginia Code requires the board adopt a Commercial Air Service Plan. The focus of the plan was redirected to determining how to support airports in recovery due to the impacts of COVID-19. Mr. Hall noted that recommendations will be sent to the Governor's Office. Secretary Valentine noted that this report brings in focus the impact of COVID-19 on transportation, particularly on the aviation and aerospace industries. She added that revenue loss for transportation is estimated to be \$870 million through FY22, with new numbers expected in December for updated estimates.

Mr. Hall asked David Dague, Vice President of InterVISTAS Consulting, to provide an overview of the Commercial Air Service Plan VA Airport COVID-19 Response and Financial Implications study recently completed. Six Recovery Plan Financial Recommendations (Concepts) were presented to the board for consideration and action. Mr. Flynn stated that staff recommended support of Concepts 1, 2, 5, and 6.

Motion to approve staff recommendations: Ms. Cox
Second: Ms. Christie
Roll call vote: Aye-Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

- B. Resolution to Authorize Use of Entitlement Funds for Operating Costs During the Coronavirus Pandemic Mark Flynn, DOAV

Mr. Flynn stated that the Resolution to Authorize Use of Entitlement Funds for Operating Costs During the Coronavirus Pandemic (Attachment B) is presented to support Concept #2 presented in the Commercial Air Service Plan.

Motion to accept: Mr. Abbott
Second: Ms. Cox
Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

6. New Business

- A. Hummel Field Exception to *Airport Program Manual* §5.4.1 Jeff Gore, Middlesex County Attorney

Mr. Gore provided details of the public-private partnership between Hummel Field and Delaware Corporation and to request an exception be granted, allowing the project to move forward without forfeiture of grant opportunities. The Motion to Approve a One-Time Exception of the *Airport Program Manual* (APM), Section 5.4.1 for the County of Middlesex to Plan and Develop a New Runway at Hummel Field (Attachment C), dated September 17, 2020, was presented for board consideration.

Motion to: Ms. Christie
Second: Ms. Cox
Roll call vote: Aye- Cox, Abbott, Hardwick, Ragon, Christie; Nay-None; Not available-Kennedy

- B. VRA - Roanoke Application Consideration Mike Swain, DOAV

Mr. Swain presented the Virginia Resources Authority (VRA) loan request for the Roanoke-Blacksburg Regional Airport in the amount of \$720,000.00 for the Box Hangar (Design/Construction) project.

Motion to endorse VRA loan request: Mr. Hardwick
Second: Mr. Abbott
Roll call vote: Aye- Cox, Abbott, Hardwick, Ragon, Christie; Nay-None; Not available-Kennedy

- C. Hampton Roads – Exception Due to Missed Opportunity Mark Flynn, DOAV

Mr. Flynn noted that bids for a substantial drainage and construction project dated back to Spring 2019 but were not awarded within 90 days. Since project costs have been averaging 19% below engineers' estimates, staff recommends the project be bid again to determine if cost savings could be realized. The issue arose after the June deadline for submitting a grant application. In accordance with *Airport Program Manual*, §5.11.2, Missed Opportunity, the chairman and regional board member have discussed and recommend an exception be granted to allow inclusion of the costs of rebidding the work in the allocations the board will act on at this meeting.

Motion to grant exception: Ms. Christie
Second: Mr. Abbott
Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

D. Commonwealth Aviation Fund Status

Cliff Burnette, DOAV

Mr. Burnette provided information on the status of the Commonwealth Aviation Fund revenue collections to date and the new process in determining availability of funds to allocated for projects.

E. Consideration of Consent Agenda - Denial for Lack of Funding

Rod Hall, Chairman

Airport	Project Description	Amount
Accomack County Airport	Fuel Truck Containment Area - Environmental Coordination (CatEx)	\$12,000.00
Dinwiddie County Airport	ALP Update for Terminal Apron Expansion	\$11,492.00
Emporia-Greenville Regional Airport	Airport Layout Plan & Exhibit A Update	\$5,200.00
Farmville Regional Airport	Maintenance Equipment Storage Building - Replacement (Construction)	\$55,050.00
Gordonsville Municipal Airport	Runway, Taxiway & Apron Rehabilitation (Construction)	\$960,064.00
Hummel Field	Airport Layout Plan Update	\$31,491.00
Tappahannock-Essex County Airport	Fueling System Credit Card Reader (Replacement) - INCREASE	\$1,546.71
Tazewell County Airport	T-Hangar Site Preparation (Construction)	\$400,000.00
Twin County Airport	Box Hangar Site Preparation (Design)	\$38,400.00
Virginia Highlands Airport	Sinkhole Repair (Design)	\$48,664.00
Williamsburg-Jamestown Airport	T-Hangar #2 Site Preparation (Design)	\$36,800.00
Winchester Regional Airport	Terminal Area Site Preparation - Phase 2 (Design)	\$192,000.00
Winchester Regional Airport	Terminal Building (Design)	\$231,000.00

Motion to approve: Mr. Kennedy

Second: Mr. Abbott

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

F. Consideration of FY20 Entitlement Utilization Reports and FY21 Entitlement Utilization Plans

Mike Swain, DOAV

Mr. Swain reviewed the approval process for the FY20 Entitlement Utilization Reports and FY21 Entitlement Utilization Plans. Staff recommends approving all projects with the exception of a line item for maintenance equipment purchase for the Lynchburg Regional Airport.

Airport	Recommendations for FY2020 Entitlement Utilization Report	Recommendations for FY2021 Entitlement Utilization Plan
Charlottesville-Albemarle Airport	Approved	Approved
Lynchburg Regional Airport	Approved	Approved
Newport News - Williamsburg International Airport	Approved	Approved
Norfolk International Airport	Approved	Approved
Richmond International Airport	Approved	Approved
Roanoke-Blacksburg Regional Airport	Approved	Approved

Shenandoah Valley Regional Airport	Approved	Approved
Washington Dulles International	Approved	Approved

Motion to approve staff recommendations for FY20 utilization reports: Mr. Abbott

Second: Ms. Cox

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Motion to approve staff recommendations for FY21 utilization plans: Mr. Hardwick

Second: Ms. Christie

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

G. Virginia Aviation Allocations Review

Mike Swain, DOAV

Tentative Allocations from the Commonwealth Aviation Fund

Motion to approve staff recommendations for Region 1: Mr. Kennedy

Second: Ms. Cox

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Mountain Empire Airport	Obstruction Removal - Phase 1 Land Acquisition Services - BRIDGE LOAN	Disapproved	N/A
	Security Camera Replacement	Approved	\$6,282.00
Tazewell County Airport	Maintenance Equipment Storage Building (Construction)	Approved	\$16,000.00
Virginia Highlands Airport	Runway 6-24 Extension Land Acquisition Multi-Year - BRIDGE LOAN	Approved	\$342,831.04
	Taxilane and Roadway Pavement Rehabilitation (Construction)	Approved	\$490,196.00

Motion to approve staff recommendations for Region 3: Mr. Hardwick

Second: Mr. Abbott

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	North T-Hangar Taxilane Rehabilitation (Construction) (non-AIP) - CHANGE IN SCOPE	Approved	N/A
Leesburg Executive Airport	Maintenance Equipment Storage Building (Construction)	Approved	\$81,900.00
	Terminal Entrance Road Resurfacing (Construction)	Approved	\$33,379.00
	Terminal Building Furniture - Replacement	Disapproved	N/A
Stafford Regional Airport	Stormwater Pollution Prevention Plan Update	Approved	\$10,880.00
	T-Hangar Site Preparation (Bidding & Construction)	Approved	\$261,000.00
Winchester Regional Airport	Terminal Area Site Preparation - Phase 1 (Construction)	Approved	\$888,000.00

Motion to approve staff recommendations for Region 4: Mr. Abbott

Second: Mr. Hardwick

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	East Side Terminal Area Site Preparation (Construction)	Approved	\$161,140.00
	East Side Terminal Building (Construction)	Approved	\$1,977,101.00
	Land Acquisition Services - Leadbetter Parcels - BRIDGE LOAN	Approved	\$31,200.00
New Kent County Airport	Qtpod Terminal Fuel Dispenser M4000 - Replacement	Approved	\$11,390.00
Richmond Executive - Chesterfield County Airport	Southeast Hangar Apron (Design)	Disapproved	N/A
Richmond International Airport	Obstruction Removal Clearing & Grubbing (Design/Construction)	Approved	\$475,732.80 (E)
	Service Roads Widening (Design/Construction)	Approved	\$1,565,519.20 (E)

Motion to approve staff recommendations for Region 5: Ms. Ragon
 Second: Mr. Abbott
 Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Danville Regional Airport	Taxiway H Widening and Hangar Site Development (Construction)	Disapproved	N/A
	Terminal Building Renovation (Design)	Disapproved	N/A

Motion to approve staff recommendations for Region 7: Ms. Christie
 Second: Mr. Abbott
 Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	Maintenance Equipment Storage Building (Environmental Coordination Reimbursement & Design)	Approved	\$46,680.00
	T-Hangar Taxilanes Rehabilitation - Phase 1 (Construction)	Approved	\$584,000.00
	T-Hangar Taxilanes Rehabilitation - Phase 2 (Design)	Approved	\$96,800.00
Hampton Roads Executive Airport	Wash Rack (Wetland Mitigation-Credits)	Approved	\$10,000.00
	West Apron Hangar Site Preparation (Repackage & Rebid) -MISSED OPPORTUNITY	Approved	\$17,180.00
Hummel Field	Environmental Impact Review - Runway Improvements	Disapproved	N/A

All the project requests submitted for Region 2 and Region 6 were handled under the consent agenda.

7. Public Comment Period

Rod Hall, Chairman

Hank Rempe, Hanover Regional Airport, expressed appreciation for assistance with the conceptual design and approval of the new terminal building on the east side. He added that the only B17 flying in the Arsenal of Democracy would be at the Hanover airport until Monday.

8. Board Member Comments and Reports

Rod Hall, Chairman

Region 1: Mr. Kennedy thanked the members for their understanding during his brief absence during the meeting.

Region 2: Ms. Cox encouraged the airports to keep economic records updated.

Region 3: Mr. Hardwick thanked staff for their work regarding Culpeper.

Region 4: Mr. Abbott echoed Mr. Rempe's comments regarding Hanover Regional Airport.

Region 5: Ms. Ragon thanked everyone for their work on the meeting.

Region 6: N/A

Region 7: Ms. Christie thanked staff and the board. She encouraged girls in aviation. September 26

Director: Mr. Flynn invited everyone to tour the ICON aircraft, which will be used as an educational tool at schools and community events.

Chairman: Mr. Hall asked staff to proceed with planning the next meeting for December 10. He polled the board members as to whether or not they preferred to receive meeting materials for review electronically. There being no comment, he directed staff to proceed with sending the meeting materials electronically. He thanked staff for making this meeting possible. He expressed appreciation to InterVISTAS for their work on the Commonwealth Air Service Plan and recovery recommendations.

9. Adjournment

Rod Hall, Chairman

Motion to adjourn: Mr. Abbott

Second: Ms. Cox

Vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport Program Manual
Comparison of 2018 Edition and 2020 Proposals for Consideration

2018 Edition	Proposal Update	Reasoning for Changes
		<p>Legend: text - proposals presented at Feb 2020 VAB meeting text - proposals added between Feb VAB meeting and Nov 12 committee meeting, made by staff and in response to comments received text - proposals made in response to committee meetings and by staff text - editor changes</p> <p>Please note: Citations and text from the <i>Code of Virginia</i> will be updated to reflect changes effective July 1, 2020.</p>
<p>1.0 Introduction 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>For each of these programs, the <i>Airport Program Manual</i> provides information on eligible projects, state participation, and processes from project request submission to reimbursement.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p>	<p>1.0 Introduction 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 reimbursable 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>For each of these programs, the <i>Airport Program Manual</i> provides information on eligible projects, state participation, and processes from project request submission to reimbursement.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p>	<p>Staff added <i>reimbursable</i> to specify that the funding programs are reimbursable in nature instead of loans or up-front distributions of funding.</p>
	<p>1.1 Definitions Based Aircraft: Code of Virginia §5.1-1 defines an aircraft based in the Commonwealth as “an aircraft that is either domiciled in a county, city, or town in the Commonwealth or parked in in a county, city, or town in the Commonwealth when not in flight for the period of time specified in §5.1-5 Registration of aircraft”.</p>	<p>Staff added a definition of based aircraft to support references to based aircraft within the manual.</p>
	<p>1.1 Definitions Reimbursable Funding Program: A reimbursable funding program in the context of this manual is a funding opportunity in which a sponsor incurs costs for an approved project and DOAV reimburses the sponsor for eligible costs associated with the project. The sponsor may request reimbursement periodically throughout the project or upon completion of the project.</p>	<p>Staff added a definition of reimbursable funding program in response to VAOC comments (Part 1 Comment 2).</p>
	<p>2.4.2 Project Coordination Sponsors must coordinate with DOAV and FAA, as appropriate, throughout an overall development initiative and on specific projects, especially regarding project status and meetings. This coordination applies to capital projects utilizing discretionary funds and to Airport Special Fund projects as directed by DOAV project managers. Sponsors must provide DOAV with regular progress reports, with reporting details to be decided during the scoping process for each project.</p> <p>A sponsor is required to include both DOAV planning and engineering staff in the development of ACIPs. FAA must be included in these meetings for NPIAS airports, regardless of funding sources being utilized for the ACIP.</p> <p>A sponsor must submit A/E costs to DOAV for review and receive written approval of these costs prior to executing tasks or work orders, regardless of the funding source if the sponsor requires discretionary funding to complete any phase of the project or associated development. Failure to request and receive DOAV approval will result in the work being ineligible for funding or reimbursement.</p> <p>Sponsors shall coordinate all project meetings with DOAV and FAA, if applicable. Such meetings include, but are not limited to, master planning, environmental assessments, design scoping, pre-design, design progress, pre-bid, pre-construction, construction progress, substantial completion, and final inspection. The sponsor is responsible for planning and coordinating the attendance by all required attendees, either in person or virtually. If both state and federal funding will be used to complete the project, the meetings shall include the sponsor, DOAV, and FAA. Sponsors shall allow sufficient time when planning meetings to permit DOAV and FAA, if applicable, to schedule</p>	<p>Staff added this section to emphasize the importance of coordination with sponsors and provide direction for this coordination. Committee added clarification for CAF discretionary and ASF projects.</p> <p>Editor will renumber the remaining current sections 2.4.2 through 2.4.10 to accommodate this new section.</p>

Airport Program Manual
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2018 Edition	Proposal Update	Reasoning for Changes
	<p>attendance. Failure to coordinate properly and in a timely manner will result in the A/E hours billed for such meetings being deemed ineligible for reimbursement.</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, 90 percent, and final phases or during the 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>When state discretionary funds are not utilized for a project, the sponsor shall notify DOAV when the project is initiated, and DOAV will determine the level of state coordination in the project. When state funds are not utilized for a project and 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 above must be followed.</p>	<p>Committee added clarification to address projects with characteristics, such as size, do not need plan sets in the typical percent phases.</p> <p>Committee requested the inclusion of expectations for coordination when state funds are not used for a project.</p>
<p>2.4.2 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.</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>Staff added further clarification on the consequences of a sponsor not providing a completed annual based aircraft survey by the due date.</p>
<p>2.4.3 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 §5.1-88.7 et seq.</i> The certification must be submitted within 45 calendar days of the DOAV request, in the format required by DOAV and in accordance with the instructions provided by DOAV. Sponsors will not be eligible to receive any state aviation funding until the completed annual certification of financial responsibility is submitted.</p>	<p>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 §5.1-88.7 et seq.</i> The certification must be submitted within 45 calendar days of the DOAV request, in the format required by DOAV and in accordance with the instructions provided by DOAV. Sponsors will not be eligible to receive any state aviation funding until the completed annual certification of financial responsibility is submitted. This applies to new project requests and reimbursement requests for existing grants and special fund allocations for the airport.</p>	<p>Staff added further clarification on the consequences of a sponsor not providing a completed annual certification of financial responsibility by the due date.</p>
	<p>2.4.5 Annual Self-Reporting of State Aviation Funding Received In accordance with <i>Code of Virginia §5.1-2.2:4 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>Staff added this section for consistency in listing sponsor responsibilities and required submittals for funding eligibility. This requirement was previously added to 4.0 Sponsor Eligibility.</p>
<p>2.4.5 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. EURPs must be submitted to DOAV no later than 15 calendar days from the close of the fiscal year. Failure to submit an EURP by the deadline will impact the disbursement of state entitlement funds to the sponsor.</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. EURPs must be submitted to DOAV no later than 15 calendar days from the close of the state fiscal year. If the required EURP, 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 a sponsor until the required submittals are received.</p>	<p>Committee added clarification on the fiscal year. Staff added clarification on the consequences if a sponsor does not provide required documentation by the due date. The clarification was revised based on sponsor comments (Part 2, item e1).</p>
<p>2.4.9 Project Priority System for IT Security Training Sponsors are encouraged to have their authorized users participate in IT security training. When at least one authorized user for an airport successfully completes IT security training at least every other year and provides DOAV with certification of completion, the sponsor will receive 15 bonus points to be applied to any eligible capital project request. The points are included in the airport category within the Airport Capital project priority system,</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 at least 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</p>	<p>Editor added reference for term <i>authorized users</i>. Staff added clarification on the eligibility period.</p>

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<p>as shown in Appendix D Project Priority System Scoring Values. It is the sponsor's responsibility to keep DOAV apprised of completed IT security training and to provide DOAV with training documentation.</p>	<p>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>Staff added clarification on who may be an authorized user to receive bonus points. Staff refined this clarification based on comments from sponsors (Part 2, item a).</p> <p>Staff added procedural information.</p> <p>Committee added recommendation for air carrier sponsors.</p>
<p>2.4.10 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 non-precision approaches, and the acquisition of easements needed for such obstruction removal, 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>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 non-precision approaches, and the acquisition of easements needed for such obstruction removal, 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>Staff deleted <i>and non-precision approaches</i> as development for this type of approach is considered expansion, not safety and preservation.</p>
<p>3.4.1 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia for capital, facilities and equipment, security, maintenance, and aviation and airport promotion projects. These terms and conditions identify sponsor responsibilities before, during, and after the implementation of a project. The terms and conditions apply to funding awarded under grants and allocations.</p> <p>The master agreement contains general conditions, such as obtaining goods and services in accordance with the <i>Virginia Public Procurement Act</i>. The master agreement also contains special conditions for land acquisition, public-use spaces and areas, bridge loans, facilities and equipment, and private ownership. If the specifics of a project generate the need for terms and conditions not provided in the master agreement, those terms and conditions will be stated in the grant agreement for the project. The VAB and DOAV reserve the right to establish additional terms and conditions as needed in accordance with the preamble to the master agreement.</p> <p>An executed master agreement shall be on file with DOAV in order for a sponsor to receive funds from the CAF and/or the ASF.</p> <p>When the sponsorship of an airport or the name of an airport changes, a new master agreement will need to be executed.</p>	<p>3.4.1 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources The <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia for capital, facilities and equipment, security, maintenance, and aviation and airport promotion projects. These terms and conditions identify sponsor responsibilities before, during, and after the implementation of a project. The terms and conditions apply to funding awarded under grants and allocations.</p> <p>The master agreement contains general conditions, such as obtaining goods and services in accordance with the <i>Virginia Public Procurement Act</i>. The master agreement also contains special conditions for land acquisition, public-use spaces and areas, bridge loans, facilities and equipment, and private ownership. The master agreement stipulates that all revenues generated by the airport shall be expended by the sponsor for improvements on the airport, for airport land acquisition, or airport operating costs. If the specifics of a project generate the need for terms and conditions not provided in the master agreement, those terms and conditions will be stated in the grant agreement for the project. The VAB and DOAV reserve the right to establish additional terms and conditions as needed in accordance with the preamble to the master agreement.</p> <p>An executed master agreement shall be on file with DOAV in order for a sponsor to receive funds from the CAF and/or the ASF.</p> <p>When the sponsorship of an airport or the name of an airport changes, a new master agreement will need to be executed.</p>	<p>Staff added this information from the master agreement as a reminder on the use of revenues generated by an airport.</p>
<p>5.1 State Discretionary Funds Under the Airport Capital Program The Code of Virginia §58.1-638.A3b(1) and (2) provides funding to the VAB for allocation to air carrier, reliever, and general aviation airports on a discretionary basis to fund capital projects. DOAV encourages airport sponsors to apply for discretionary funding. The VAB considers discretionary funding requests at its August, November, February, and May meetings.</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 §58.1-638.A3b(1)(a) for air carrier and reliever airports, and sponsors of general aviation airports will apply for funds designated under §58.1-638.A3b(1)(b) 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 §58.1-638.A3b(2).</p>	<p>5.1 State Discretionary Funds Under the Airport Capital Program The Code of Virginia §58.1-638.A3b(1) and (2) provides funding to the VAB for allocation to air carrier, reliever, and general aviation airports on a discretionary basis to fund capital projects. DOAV encourages airport sponsors to apply for discretionary funding. The VAB considers discretionary funding requests at its August, November, February, and May meetings.</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 §58.1-638.A3b(1)(a) for air carrier and reliever airports, and sponsors of general aviation airports will apply for funds designated under §58.1-638.A3b(1)(b) 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 §58.1-638.A3b(2).</p>	<p>Staff deleted this sentence as it does not contribute to the description.</p>

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<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 project, the VAB allocates 80 percent discretionary funding to match the sponsor's 20 percent share of the grant. 	<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 project, the VAB allocates 80 percent discretionary funding to match the sponsor's 20 percent share of the grant. 	
<p>5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports Sponsors of air carrier airports may also use the discretionary funds set forth under the CAF. The sponsors must totally obligate their state entitlement fund balance prior to being eligible to receive any state discretionary funds through the competitive process. The balance includes unexpended state entitlement funds from previous fiscal years, interest earned on state entitlement funds, and passenger facility charges used to reimburse state entitlement fund accounts.</p> <p>Sponsors must list entitlement and discretionary projects on their annual Entitlement Utilization Report and Plan and ACIP as noted in 5.2.2 <i>Entitlement Utilization Report and Plan</i> and 5.3 Airport Capital Improvement Plan to be eligible for state discretionary funding. All projects will be prioritized, and entitlement and discretionary funds will be approved and disbursed based on the prioritization.</p> <p>DOAV encourages sponsors to use other available federal, state, and local funding options, such as passenger facility charges, before applying for state discretionary funds. If a sponsor uses state entitlement funds for a project and later receives reimbursement for the project from passenger facility charges, the sponsor must credit its state entitlement balance with the reimbursement amount. The passenger facility charge reimbursement must be recorded on the annual <i>Entitlement Utilization Report and Plan</i>.</p> <p>State entitlement funds can be used for any project eligible under the Airport Capital Program, Facilities and Equipment Program, and Maintenance Program. Operational costs are not eligible under any state funding program. If a sponsor uses state entitlement funds for projects eligible under the Facilities and Equipment Program or Maintenance Program, the sponsor shall not be eligible to receive any funding from those programs during the fiscal year in which the state entitlement funds are spent.</p> <p>If it is determined that a sponsor used entitlement funds for eligible facilities and equipment or maintenance projects and also used funds from the Facilities and Equipment Program or Maintenance Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program or Maintenance Program funds reimbursed within that fiscal year.</p>	<p>5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports Sponsors of air carrier airports may also use the discretionary funds set forth under the CAF. The sponsors must totally obligate their state entitlement fund balance prior to being eligible to receive any state discretionary funds through the competitive process. The balance includes unexpended state entitlement funds from previous fiscal years, interest earned on state entitlement funds, and passenger facility charges (PFCs) used to reimburse state entitlement fund accounts.</p> <p>Sponsors must list entitlement and discretionary projects on their annual Entitlement Utilization Report and Plan and ACIP as noted in 5.2.2 <i>Entitlement Utilization Report and Plan</i> and 5.3 Airport Capital Improvement Plan to be eligible for state discretionary funding. All projects will be prioritized, and entitlement and discretionary funds will be approved and disbursed based on the prioritization process described in 5.8.2 Project Priority Scoring.</p> <p>DOAV encourages sponsors to use other available federal, state, and local funding options, such as PFCs, before applying for state discretionary funds. If a sponsor uses state entitlement funds for a project and later receives reimbursement for the project from PFCs or AIP funds, the sponsor must credit its state entitlement balance with the reimbursement amount.</p> <p>If a project is part of an approved PFC application and the sponsor uses state entitlement funds or state discretionary funds in lieu of approved PFCs for the project, any funds provided by DOAV will be considered a bridge loan. The sponsor must reimburse its entitlement balance or reimburse the state in the case of discretionary funds within 48 months of the completion of the project. The PFC reimbursement must be recorded on the annual <i>Entitlement Utilization Report and Plan</i>.</p> <p>State entitlement funds can be used for any project eligible under the Airport Capital Program, Facilities and Equipment Program, and Maintenance Program. Operational costs are not eligible under any state funding program. If a sponsor uses state entitlement funds for projects eligible under the Facilities and Equipment Program or Maintenance Program, the sponsor shall not be eligible to receive any funding from those programs during the fiscal year in which the state entitlement funds are spent.</p> <p>If it is determined that a sponsor used entitlement funds for eligible facilities and equipment or maintenance projects and also used funds from the Facilities and Equipment Program or Maintenance Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program or Maintenance Program funds reimbursed within that fiscal year.</p>	<p>Editor added abbreviation and used throughout section for formatting consistency.</p> <p>Staff added a cross reference to new procedural information.</p> <p>Staff added <i>or AIP funds</i> as these funds may be received after state funds have been used.</p> <p>Staff added language on the use of state funds for a project that is included on a passenger facility charge application approved by FAA. As passenger facility charges are collected by sponsors, the passenger facility charges are local funds. The proposal supports the board directive of maximizing other funds before the use state aviation funds, and the time period is consistent with 5.11.4 Bridge Loans. The language was revised based on sponsor comments (Part 2, item f2)</p>
<p>5.2.2.1 Preparation and Submission of EURP A sponsor shall use the <i>Entitlement Utilization Report and Plan (EURP)</i> to report entitlement expenditures for the previous fiscal year and its plan for the use of entitlement funds for the new fiscal year. The EURP is divided into three parts, Part 1 - Entitlement Utilization Report, Part 2 - Entitlement Utilization Plan, Part 3 - Certification. Sponsors must submit the EURP form and supporting documents to DOAV 15 calendar days from the end of the fiscal year for consideration at the first VAB meeting of the next year.</p> <p>Each year, DOAV will provide an EURP form in Excel format to each sponsor with airport-specific data. Only the form provided by DOAV will be accepted for the submission of the EURP; other forms will be returned to sponsors. Instructions and an example of a completed EURP will be provided with the EURP form.</p> <p>If sponsors have questions regarding project eligibility, they should contact DOAV.</p>	<p>5.2.2.1 Preparation and Submission of EURP A sponsor shall use the <i>Entitlement Utilization Report and Plan (EURP)</i> to report entitlement expenditures for the previous fiscal year and its plan for the use of entitlement funds for the new fiscal year. The <i>EURP</i> is divided into three parts, Part 1 - Entitlement Utilization Report, Part 2 - Entitlement Utilization Plan, Part 3 - Certification. Sponsors must submit the EURP form and supporting documents to DOAV 15 calendar days from the end of the fiscal year for consideration at the first VAB meeting of the next state fiscal year.</p> <p>Each year, DOAV will provide an EURP form in Excel format to each sponsor with airport-specific data. Only the form provided by DOAV will be accepted for the submission of the EURP; other forms will be returned to sponsors. Instructions and an example of a completed EURP will be provided with the EURP form.</p> <p>As part of the supporting documentation, sponsors must provide complete copies of all FAA-approved PFC applications on which PFCs are currently being collected and the last available four quarterly FAA SOAR reports of PFC collections and disbursements.</p> <p>If sponsors have questions regarding project eligibility, they should contact DOAV.</p>	<p>Editor italicized EURP for formatting consistency.</p> <p>Editor changed reference to match other meeting references within the manual.</p> <p>Staff added procedural information as DOAV requires this information for auditing purposes.</p>

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<p>5.2.2.4 EURP Revisions If an audit of a sponsor's records identifies incorrect data reflected in the Part 1, the sponsor must revise Part 1 and submit the revision for approval by the VAB. Revisions to Part 1 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting.</p> <p>In accordance with <i>Code of Virginia</i> §5.1-2.2:3.B, an airport sponsor may revise Part 2 after the initial VAB approval. Changes to Part 2 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting. The revisions must be added to the previously approved <i>EURP</i> and must include the information described in 5.2.2.1.2 <i>EURP</i> Part 2 - Entitlement Utilization Plan.</p>	<p>5.2.2.4 EURP Revisions In accordance with <i>Code of Virginia</i> §5.1-2.2:3.B, an airport sponsor may revise Part 2 after the initial VAB approval. Changes to Part 2 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting. The revisions must be added to the previously approved <i>EURP</i> and must include the information described in 5.2.2.1.2 <i>EURP</i> Part 2 - Entitlement Utilization Plan.</p> <p>If the costs for a project already approved on an <i>EURP</i> will increase by an amount exceeding 25 percent of the original amount, a revision to the <i>EURP</i> must be submitted to the Virginia Aviation Board for approval. The revision must include the amount of the increase for all applicable funding sources as appropriate, not just the increase in the state funding; the reason for the increase; and supporting documentation as needed. The revision must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting.</p> <p>For projects already approved on an <i>EURP</i>, DOAV can approve an increase in cost greater than 10 percent but no more than 25 percent of the original cost. DOAV approval is required before work is done or equipment is purchased for the increase to be eligible for reimbursement. Such an increase shall be reflected on the <i>EUR</i> for the fiscal year in which the approval was awarded.</p> <p>An <i>EURP</i> revision to reflect Airport Capital Improvement Plan changes made during the annual update, as described in 5.3 Airport Capital Improvement Plan, is not needed for the last board meeting of a fiscal year. These changes do need to be in the <i>EURP</i> submitted for the first board meeting of the following fiscal year.</p> <p>If an audit of a sponsor's records identifies incorrect data reflected in the Part 1, the sponsor must revise Part 1 and submit the revision for approval by the VAB. Revisions to Part 1 must be submitted to DOAV for review a minimum of 30 calendar days prior to the next VAB meeting.</p>	<p>Staff moved the first paragraph to the end of the section for readability and to better accommodate the new language.</p> <p>Staff added language consistent with current policy regarding increases for discretionary projects and for projects under other funding programs. The implementation of this proposal will support coordination between the sponsor, DOAV, and the board on cost changes for an approved project, especially during the annual review of project costs reported on and <i>EUR</i> Part 1 at the end of a fiscal year. Committee revised the percent threshold to reduce administrative efforts, to not impede progress on reports, and to provide greater flexibility in the use of entitlement funds. Committee proposed a percent threshold for DOAV staff approval of increases to provide a level of accountability that would not impede project process; this proposal follows the current policy for staff to approve increases in grants up to 10 percent of the grant amount as described in 5.10.2 Amendments.</p> <p>Staff added procedural information.</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>(Table 2 is not included for brevity)</p> <p>Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible under the Airport Capital Program. Examples of ineligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> • 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 • 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>Sponsors should not list projects related to facilities and equipment, general aviation security, maintenance, and aviation and airport promotion as part of a 6-year ACIP.</p>	<p>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>(Table 2 is not included for brevity)</p> <p>Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible under the Airport Capital Program. Examples of ineligible projects include, but are not limited to:</p> <ul style="list-style-type: none"> • 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 • 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>Sponsors should not list projects related to facilities and equipment, general aviation security, maintenance, and aviation and airport promotion as part of a 6-year ACIP.</p>	<p>Staff added clarification on legal fees. Staff refined this clarification based on VAOC comments (Part 1, item 5d).</p> <p>Editor moved this sentence to 5.3 Airport Capital Improvement Plan for topic consistency.</p>
<p>5.4.1 Eligible Projects After the Fact The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary</p>	<p>5.4.1 Eligible Projects After the Fact The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary</p>	

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<p>work may be required for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the lack of available matching funds and timing to meet project completion schedules.</p> <p>To assist sponsors dealing with such a situation, the following project types are identified as eligible for reimbursement after completion, either as a stand-alone project or as part of another compatible project:</p> <ul style="list-style-type: none"> • environmental studies if not a stand-alone environmental study grant; • aeronautical studies; • acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition; • field surveys; • geotechnical work including soil borings; • preliminary engineering work needed to develop a final scope of work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE-related costs as part of federally funded projects; • plans and specifications if not a stand-alone design grant; • benefit-cost analysis; • project-level safety risk management analysis; • project-related airport layout plan revisions; • grant administrative expenses for the projects in the grant, and • construction and equipment procurement costs, such as bid advertisement. <p>The VAB cannot guarantee that funding will be available for the project. If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs.</p> <p>For this type of project to be eligible for state reimbursement, coordination among the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding. Sponsors should maintain records needed for reimbursement so the reimbursement requests can be processed upon execution of a grant offer. Failure to coordinate with DOAV and FAA, if applicable, could jeopardize the project funding.</p> <p>The provisions of this section apply to the use of discretionary funds only for both federally and state-funded projects.</p>	<p>work may be required for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the lack of available matching funds and timing to meet project completion schedules.</p> <p>To assist sponsors dealing with a situation as described above, the following project types may be considered as eligible for reimbursement after the project has begun, either as a stand-alone project or as part of another compatible project and with advance coordination with DOAV:</p> <ul style="list-style-type: none"> • category exclusions and coastal zone consistency determinations; • aeronautical studies; • acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition; • field surveys; • geotechnical work including soil borings; • preliminary engineering work needed to develop a final scope of work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE-related costs as part of federally funded projects; • plans and specifications if not a stand-alone design grant; • benefit-cost analysis; • project-level safety risk management analysis; • project-related airport layout plan revisions; • sponsor administrative expenses for the projects in the grant, and • P3 projects, and • construction and equipment procurement costs, such as bid advertisement. <p>The VAB cannot guarantee that funding will be available for the project. If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs.</p> <p>For this type of project to be eligible for state reimbursement, coordination among the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding. Sponsors should maintain records needed for reimbursement so the reimbursement requests can be processed upon execution of a grant offer. Failure to coordinate with DOAV and FAA, if applicable, could jeopardize the project funding.</p> <p>The provisions of this section apply to the use of discretionary funds only for both federally and state-funded projects.</p>	<p>Staff deleted the second sentence as it was not needed for the described situation.</p> <p>Staff revised the approach to “eligibility after the fact” and eligible projects for clarity and applicability. Committee added <i>advance coordination</i> to apply to all projects eligible after the fact.</p> <p>Staff changed <i>grant</i> to <i>sponsor</i>.</p>
<p>5.4.2 Entitlement-Only Projects</p> <p>Certain projects have been determined to be eligible only for the expenditure of state entitlement funds, referred to as entitlement-only projects. Sponsors cannot request state discretionary funds for these projects. Projects that are eligible as entitlement-only projects include, but are not limited to:</p> <ul style="list-style-type: none"> • 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 project priority score for entitlement-only projects is zero, with the exception of debt service retirement. When the sponsor of an air carrier airport needs to request state discretionary funding, the project request evaluation process would begin with the scoring of all of the projects in the airport’s ACIP for the appropriate fiscal year. The state entitlement funds available to the airport would be allocated to the highest-scoring projects. The remaining</p>	<p>5.4.2 Entitlement-Only Projects</p> <p>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; • ARFF equipment; • ARFF buildings; • snow removal equipment; • snow removal equipment buildings; • 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 project priority score for entitlement-only projects is zero, with the exception of debt service retirement. When the sponsor of an air carrier airport needs to request state discretionary funding, the project request evaluation process would begin with the scoring of all of the projects in the airport’s ACIP for the appropriate fiscal year. The</p>	<p>Staff added a condition to address federally funded projects.</p> <p>Staff added ARFF and snow removal equipment projects as entitlement only projects and removed debt service retirement as an eligible project for state funding as air carrier airport sponsors have access to other funding sources applicable for these projects. This change will relieve stress on limited discretionary funds. The change will be reflected in the appropriate sections in Appendix A Airport Capital Program Eligible Projects and Appendix F State Participation Rates.</p>

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<p>projects would then compete for air carrier/reliever discretionary funds to be allocated by the VAB. From those allocated state discretionary funds, deductions would be taken equal to the state's share of expenditures made for any entitlement-only project already undertaken within the fiscal year.</p>	<p>state entitlement funds available to the airport would be allocated to the highest-scoring projects. The remaining projects would then compete for air carrier/reliever discretionary funds to be allocated by the VAB. From those allocated state discretionary funds, deductions would be taken equal to the state's share of expenditures made for any entitlement-only project already undertaken within the fiscal year.</p>	
<p>5.5.1 Multiple Funding Sources In the event available federal funding is not sufficient to meet a sponsor's needs and other sources are available, such as the Virginia Department of Transportation (VDOT) or the Department of Homeland Security, the sponsor should seek the use of funds from those sources before applying for state aviation funding.</p> <p>5.5.2 Insufficient FAA Funding When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants. One grant will use the federal funding ratio of 90 percent federal and 8 percent non-federal, and the other grant will use the state funding ratio based on the type of project.</p> <p>5.5.3 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for state funding. When there are multiple sources of funding available to finance a project, they will be applied in the following order:</p> <ul style="list-style-type: none"> • federal agencies, such as the Department of Homeland Security; • FAA; • state agencies and entities, such as VDOT and the Tobacco Commission; • DOAV, and • airport sponsors. <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>5.5.1 Insufficient FAA Funding When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants.</p> <p>5.5.2 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for state 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; • passenger facility charges (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>Staff combined 5.5.1 Multiple Funding Sources and 5.5.3 Application of Other Funding Sources into a new section 5.5.1 Insufficient FAA Funding to reduce duplication.</p> <p>Staff added additional information for clarification.</p>
<p>5.6 Project Scoping</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"> • 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, and • 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. 	<p>5.6 Project Scoping</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</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; • 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>Staff added a clarification that scope approval is for a project that will utilize any discretionary funds in response to sponsor comments (Part 2, item j). The scope approval does not apply to a project using only entitlement funds.</p> <p>Staff added procedural information.</p>
<p>5.7.1 Submission of Project Scopes For state-funded projects, sponsors must ensure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. Sponsors must submit the following required documentation for review at least 30 calendar days prior to a submission deadline.</p> <ul style="list-style-type: none"> • 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 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. 	

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<p>A sponsor shall provide bids for state-funded construction projects at least 30 calendar days prior to the scheduled board meeting.</p> <p>For state-funded bridge loans as described in 5.11.4 Bridge Loans, scope packages must be approved by DOAV and FAA at least 30 calendar days prior to a submission deadline.</p> <p>The required documentation must be approved for DOAV to make a recommendation for funding to the VAB.</p> <p>Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for all contractors. Should a contractor's costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 5.7.3 Submission of Requests for Increases, 5.10.2 Amendments, and 5.10.3 Change Orders.</p> <p>When a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when scopes, plans and specifications, and reimbursement requests are submitted for review.</p>	<p>For state-funded projects, sponsors must ensure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. A sponsor shall provide bids for state-funded construction projects at least 30 calendar days prior to the scheduled board meeting.</p> <p>For state-funded bridge loans as described in 5.11.4 Bridge Loans, scope packages must be approved by DOAV and FAA at least 30 calendar days prior to a submission deadline.</p> <p>The required documentation must be approved for DOAV to make a recommendation for funding to the VAB.</p> <p>Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for all contractors. Should a contractor's costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 5.7.3 Submission of Requests for Increases, 5.10.2 Amendments, and 5.10.3 Change Orders.</p> <p>When a sponsor is utilizing contractor services for a project, the contract between the sponsor and contractor must be valid when scopes, plans and specifications, and reimbursement requests are submitted for review.</p> <p>Project scope packages for federally-funded projects must be provided to DOAV no later than the time of submission of the state grant application. DOAV encourages sponsors to submit the project scope packages earlier to increase efficiency in the application and agreement processes described in 5.9 Agreement Process.</p>	<p>Staff moved this sentence to place the information in chronological order.</p> <p>Staff added procedural information to support the revision of the grant application process as provided below.</p>
<p>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, and • a sponsor's responsibility for maintenance and protection of the airport. <p>The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeds the minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.</p> <p>When an air carrier airport sponsor wants to use state discretionary funds in addition to state entitlement funds, the project priority system is applied to all the project requests submitted as described in 5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports, resulting in a prioritized list of projects. All of the sponsor's state entitlement funds will be allocated to the highest priority project requests on the list. State discretionary funds will then be allocated to the remaining project requests. Funding amounts will be adjusted in accordance with 5.4.2 Entitlement-Only Projects. All of the project requests will be presented to the VAB for consideration.</p>	<p>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 current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeds the minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.</p> <p>When an air carrier airport sponsor requests state discretionary funds for a project, either in combination with state entitlement funds or alone, the sponsor must identify the projects on its approved EUP that are under contract, have been bid, or will receive an allocation of funds in the current fiscal year. The project priority system will be applied to these project requests submitted as described in 5.2.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports, resulting in a prioritized list of projects. All of the sponsor's available state entitlement funds will be allocated to the project requests with the highest priority scores. State discretionary funds will then be allocated to the remaining project requests in order of scored priority points. Funding amounts will be adjusted in accordance with 5.4.2 Entitlement-Only Projects. All of the project requests will be presented to the VAB for consideration. If a project is not initiated as indicated on the EUP, DOAV shall adjust future entitlement disbursements to recover the associated discretionary funds.</p>	<p>Staff added <i>bonus points</i> to highlight the opportunity sponsors have to increase project priority scoring for their airport project requests.</p> <p>Staff added procedural steps to the prioritization of projects when air carrier sponsors request discretionary funds to provide a more accurate scoring of the project requests.</p>
<p>5.8.3 Recommendations</p> <p>DOAV uses the scoring from the project priority system and its individual project request evaluations 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 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</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 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</p>	<p>Committee requested a clarification that based aircraft surveys and certificates of financial responsibility must be received by project submission dates. Staff expended the clarification to include all the criteria in 4.0 Sponsor Eligibility.</p>

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<p>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 Airport IQ. 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>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 Airport IQ. 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>5.9 Agreement Process The agreement process begins with the award of tentative allocations. These in turn lead to a sponsor's submission of a grant application and DOAV's offer of a grant.</p> <p>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 notification directs sponsors to submit state grant applications for approved state-funded projects to DOAV within 45 calendar days of the notice of approval and reminds them that outstanding tentative allocations for state-funded projects may be withdrawn by the VAB. The award of a tentative allocation is not an authorization to proceed with a project. The grant agreement must be in effect prior to the sponsor initiating any work or obtaining goods.</p> <p>If a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project's scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state-funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation.</p> <p>If an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify the department as soon as possible so the funds can be returned to the CAF for allocation to eligible projects.</p> <p>If a grant application for a state-funded project has not been received by DOAV within 30 calendar days of the tentative allocation award, DOAV will contact the sponsor regarding its intention for the tentative allocation. If DOAV does not receive an application by 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the CAF for allocation to eligible projects.</p> <p>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.</p> <p>For state-funded projects, a sponsor should submit a grant application to DOAV within 45 calendar days of the award of a tentative allocation. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated. If DOAV does not receive an application for a state-funded project by 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the CAF for allocation to eligible projects.</p> <p>For the Airport Capital Program, the supporting documentation to be provided with a grant application includes, but is not limited to:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Project Type</th> <th style="width: 50%; text-align: center;">Supporting Documents</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">planning and environmental projects</td> <td style="text-align: center;"> <ul style="list-style-type: none"> • scope of work </td> </tr> </tbody> </table>	Project Type	Supporting Documents	planning and environmental projects	<ul style="list-style-type: none"> • scope of work 	<p>5.9 Agreement Process The agreement process begins with the award of a tentative allocation and ends with the sponsor's execution of DOAV's grant offer.</p> <p>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><i>For federally funded projects,</i> if a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project's scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state-funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation.</p> <p><i>For all projects,</i> 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>5.9.2 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><i>For state-funded projects, sponsors do not need to submit grant applications.</i></p>	<p>Staff revised the grant application process for state-funded projects to allow staff to prepare grant offers following the award of tentative allocations at a board meeting instead of waiting for a sponsor's submission of a grant application. This process will improve efficiency in distributing grant offers to sponsors. Information on the new process is provided in 5.9 Agreement Process, 5.9.1 Tentative Allocations, 5.9.2 Grant Applications, and 5.9.3 Grant Agreements.</p> <p><i>Editor changed the department to DOAV for consistency.</i></p> <p>Staff removed the requirement for a grant application for state-funded projects to improve efficiency.</p>
Project Type	Supporting Documents					
planning and environmental projects	<ul style="list-style-type: none"> • scope of work 					

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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td> <ul style="list-style-type: none"> A/E contract </td> </tr> <tr> <td>design projects</td> <td> <ul style="list-style-type: none"> scope of work A/E contract </td> </tr> <tr> <td>construction projects</td> <td> <ul style="list-style-type: none"> scope of work A/E contract bids </td> </tr> <tr> <td>terminal building design</td> <td> <ul style="list-style-type: none"> scope of work A/E contract floor plan </td> </tr> </table> <p>5.9.3 Grant Agreements DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation have been received from the sponsor.</p> <p>The purpose of a grant agreement, that when executed becomes a contract between the sponsor and the Commonwealth of Virginia, is:</p> <ul style="list-style-type: none"> 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>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>		<ul style="list-style-type: none"> A/E contract 	design projects	<ul style="list-style-type: none"> scope of work A/E contract 	construction projects	<ul style="list-style-type: none"> scope of work A/E contract bids 	terminal building design	<ul style="list-style-type: none"> scope of work A/E contract floor plan 	<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>	
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terminal building design	<ul style="list-style-type: none"> scope of work A/E contract floor plan 									
<p>5.11.1 Emergency Request An emergency is defined as an occurrence or event that threatens or may threaten life or property. Upon receipt of an emergency request from a sponsor, DOAV's director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the director shall initiate, per <i>Code of Virginia §2.2-3708.F</i>, an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the tentative allocation.</p> <p>A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB</p>	<p>5.11.1 Emergency Request An emergency is defined as an occurrence or event that threatens or may threaten life or property. The sponsor should notify DOAV of an emergency as soon as possible and provide all relevant information for an emergency request. Upon receipt of an emergency request from a sponsor, DOAV's director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the director shall initiate, per <i>Code of Virginia §2.2-3708.2</i>, an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the tentative allocation.</p> <p>A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB</p>	<p>Staff added procedural information.</p> <p>Editor updated reference.</p>								

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<p>meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 5.9.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.</p>	<p>meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 5.9.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.</p>	<p>Staff revised this section to match the grant application process proposal.</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 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 Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request shall include the funding strategy for the life of the project. Upon approval by the VAB, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. The sponsor shall submit a grant application for the first year of the project that includes actual costs. DOAV will issue a grant offer for only the first year of the project. A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. The grant agreement will be amended for subsequent year allocations upon sponsor request, and the amendments will be based on the annual project evaluations.</p>	<p>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 Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request shall include the funding strategy for the life of the project. Upon 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>Editor changed text for readability.</p> <p>Staff added procedural information to support the revision of the grant application process for state-funded projects as noted above.</p> <p>Staff added procedural information to support the revision of the grant application process for state-funded projects as noted above.</p>
<p>5.11.5 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.</p>	<p>5.11.5 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>Staff added procedural information.</p>
<p>5.13 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.</p>	<p>5.13 Utilization of Insurance Resources Sponsors shall carry insurance on all airport facilities and equipment for which the state provided funding assistance for a period equal to the obligation term in the grant terms and conditions. The insurance coverage should provide for replacement value where available. If a sponsor is having issues obtaining insurance for facilities or equipment, the sponsor should contact DOAV to discuss solutions. The reimbursement of insurance deductibles is not eligible for state funding.</p>	<p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport and in protecting the state's investment of funds.</p> <p>Committee added a time period for insurance coverage and addressed situations where sponsors face problems obtaining insurance coverage.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p>
<p>6.3 Project Scoping 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; 	<p>6.3 Project Scoping 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; 	

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<ul style="list-style-type: none"> 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, and 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. 	<ul style="list-style-type: none"> 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; 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>Staff added procedural information.</p>
<p>6.9 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.</p>	<p>6.9 Utilization of Insurance Resources Sponsors shall carry insurance on all airport facilities and equipment for which the state provided funding assistance for a period equal to the obligation term in the grant terms and conditions and in accordance with the current Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources. The insurance coverage should provide for replacement value where available. If a sponsor is having issues obtaining insurance for facilities or equipment, the sponsor should contact DOAV to discuss solutions. The reimbursement of insurance deductibles is not eligible for state funding.</p>	<p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport and in protecting the state's investment of funds.</p> <p>Committee added a time period for insurance coverage and addressed situations where sponsors face problems obtaining insurance coverage.</p> <p>Staff added the reference to insurance requirements in the master agreement.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p>
<p>7.3 Project Scoping 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, and 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. 	<p>7.3 Project Scoping 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; 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>Staff added procedural information.</p>
<p>7.9 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio.</p> <p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.</p>	<p>7.9 Utilization of Insurance Resources Sponsors shall carry insurance on all airport facilities and equipment for which the state provided funding assistance for a period equal to the obligation term in the grant terms and conditions. The insurance coverage should provide for replacement value where available. If a sponsor is having issues obtaining insurance for facilities or equipment, the sponsor should contact DOAV to discuss solutions. The reimbursement of insurance deductibles is not eligible for state funding.</p>	<p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport and in protecting the state's investment of funds.</p> <p>Committee added a time period for insurance coverage and addressed situations where sponsors face problems obtaining insurance coverage.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p>
<p>8.2.5 Utilization of State Entitlement Funds Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. In addition, these sponsors may use state entitlement funds to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to:</p> <ul style="list-style-type: none"> elevators; 	<p>8.2.5 Utilization of State Entitlement Funds Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. In addition, these sponsors may use state entitlement funds to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to:</p> <ul style="list-style-type: none"> elevators; 	

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<ul style="list-style-type: none"> • escalators; • security access systems; • CCTV systems; • terminal HVAC systems, and • systems not generally maintained by airport personnel. <p>Multi-year maintenance contracts would need to be programmed for each year of the contract. Maintenance contracts would receive no project priority scoring as noted in 5.3.2 Entitlement-Only Projects.</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state’s participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • crack sealing equipment; • large embankment mowers; • lifts; • bucket trucks; • FOD collectors; • runway sweepers; • friction testers, and • airfield rubber and paint removal equipment. <p>If sponsors use state entitlement funds for maintenance projects, maintenance contracts, or the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed.</p>	<ul style="list-style-type: none"> • escalators; • security access systems; • CCTV systems; • terminal HVAC systems, and • systems not generally maintained by airport personnel. <p>Multi-year maintenance contracts would need to be programmed for each year of the contract. Maintenance contracts would receive no project priority scoring as noted in 5.3.2 Entitlement-Only Projects.</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state’s participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • crack sealing equipment; • large embankment mowers; • mobile and fixed lifts; • bucket trucks; • FOD collectors; • runway sweepers; • friction testers, and • airfield rubber and paint removal equipment. <p>If sponsors use state entitlement funds for maintenance projects, maintenance contracts, or the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed.</p>	<p>Staff added <i>mobile</i> for clarification. The clarification was refined by adding <i>and fixed</i> in response to VAOC comments (Part 1, item 5g). This change is reflected in A.36 FAR Part 139 Airports - Maintenance Equipment Purchases.</p>
<p>8.3 Project Scoping</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, and • 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. 	<p>8.3 Project Scoping</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; • 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>Staff added procedural information.</p>
<p>8.9 Utilization of Insurance Resources</p> <p>Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state’s participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state’s participation is 80 percent. For terminal buildings, the state’s participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state’s participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state’s participation is based on the public-use space ratio.</p>	<p>8.9 Utilization of Insurance Resources</p> <p>Sponsors shall carry insurance on all airport facilities and equipment for which the state provided funding assistance for a period equal to the obligation term in the grant terms and conditions. The insurance coverage should provide for replacement value where available. If a sponsor is having issues obtaining insurance for facilities or equipment, the sponsor should contact DOAV to discuss solutions. The reimbursement of insurance deductibles is not eligible for state funding.</p>	<p>Staff changed <i>must</i> to <i>shall</i> to emphasize the importance of insurance at an airport and in protecting the state’s investment of funds.</p> <p>Committee added a time period for insurance coverage and addressed situations where sponsors face problems obtaining insurance coverage.</p> <p>Staff deleted the eligibility of deductible to relieve pressure on limited funds and in recognition of insurance as an operating cost.</p>

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<p>When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor’s request, why the insurance is not covering the needed work or equipment.</p>		
<p>9.3 Project Scoping 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, and • 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. 	<p>9.3 Project Scoping 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; • 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>Staff added procedural information.</p>
<p>10.1 Virginia Airports Revolving Fund The VARF makes below-market rate loans to support the implementation of capital improvement plans at public-use, publicly-owned airports in the Commonwealth. The VAB and VRA approve loan applications. VAB determines project appropriateness; VRA approves loans based on financial capability and availability of funding.</p> <p>Loans are available for eligible projects at governmental airports. Interest rates are reduced 0.50 percent below prevailing AA market rates. Loans are customized to match the airport and project needs, with 25 years being the maximum term available.</p>	<p>10.1 Virginia Airports Revolving Fund The VARF makes below-market rate loans to support the implementation of capital improvement plans at public-use, publicly-owned airports in the Commonwealth. The VAB and VRA approve loan applications. VAB determines project appropriateness; VRA approves loans based on financial capability and availability of funding.</p> <p>Loans are available for eligible projects at governmental airports. Interest rates are reduced 0.50 percent below prevailing AA market rates. Loans are customized to match the airport and project needs, with 25 years from project completion being the maximum term available.</p>	<p>The Virginia Resources Authority asked that a clarification be added to its program information by adding <i>from project completion</i> to the maximum term description.</p>
<p>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>To receive these 15 bonus points, an airport sponsor must satisfy the following elements to a degree that is based on the airport’s service role, location, and physical constraints:</p> <ul style="list-style-type: none"> • security audits conducted every three years by an outside agency; • security plan developed and updated by the sponsor or an outside agency and approved by DOAV, and • security self-audits conducted semi-annually by the sponsor using an approved checklist. <p>It is the sponsor’s responsibility to keep DOAV apprised of completed security improvements and to provide DOAV with documentation of semi-annual self-audits for the sponsor to receive the bonus points.</p> <p>If a sponsor fails to maintain the “Secure Virginia Airport” certification in accordance with this program, the sponsor will no longer receive bonus points for the priority scoring of capital project requests.</p>	<p>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>To receive these 15 bonus points, an airport sponsor must satisfy the following elements to a degree that is based on the airport’s service role, location, and physical constraints:</p> <ul style="list-style-type: none"> • security audits conducted every three years by an outside agency; • security plan developed and updated by the sponsor or an outside agency and approved by DOAV, and • security self-audits conducted semi-annually by the sponsor using an approved checklist. <p>It is the sponsor’s responsibility to keep DOAV apprised of completed security improvements and to provide DOAV with documentation of semi-annual self-audits for the sponsor to receive the bonus points. The documentation must be provided to DOAV by the submission due date for capital project requests for the sponsor to receive the 15 bonus points.</p> <p>If a sponsor fails to maintain the “Secure Virginia Airport” certification in accordance with this program, the sponsor will no longer receive bonus points for the priority scoring of capital project requests.</p>	<p>Staff added procedural information.</p>
<p>A.1 Airport Planning, Environmental, and Land-Use Studies Eligible airport planning, environmental, and land-use studies for the purpose of planning and investigating environmental impacts include, but are not limited to:</p> <ul style="list-style-type: none"> • airport master plans and updates; • airport layout plans and updates; • regional system planning studies; • airport feasibility and site selection studies; • terminal building conceptual studies; 	<p>A.1 Airport Planning, Environmental, and Land-Use Studies Eligible airport planning, environmental, and land-use studies for the purpose of planning and investigating environmental impacts include, but are not limited to:</p> <ul style="list-style-type: none"> • airport master plans and updates; • airport layout plans and updates; • regional system planning studies; • airport feasibility and site selection studies; • terminal building conceptual studies; 	

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<ul style="list-style-type: none"> • terminal area plans; • airport property maps (Exhibit A) ; • environmental assessments (EA); • environmental impact statements (EIS); • FAR Part 150 noise studies; • FAR Part 106 architectural, archeological, and cultural resources surveys; • land-use plans; • airport access studies; • drainage studies; • storm water pollution prevention plans (SWPPP); • spill prevention plans (SPCC); • oil discharge contingency plans (ODC); • wildlife studies, and • non-operational wildlife mitigation measures. 	<ul style="list-style-type: none"> • terminal area plans; • airport property maps (Exhibit A) ; • environmental assessments (EA); • environmental impact statements (EIS); • FAR Part 150 noise studies; • FAR Part 106 architectural, archeological, and cultural resources surveys; • land-use plans; • airport access studies; • drainage studies; • storm water pollution prevention plans (SWPPP); • spill prevention plans (SPCC); • oil discharge contingency plans (ODC); • wildlife studies; • non-operational wildlife mitigation measures, and • benefit cost analysis. 	<p>Staff added a project type for clarification.</p>
<p>A.11 Hangar Site Preparation 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.</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"> • site preparation for a hangar that will have permanent proprietary use; • specialty items associated with identification and beautification, such as signage and shrubbery, and • construction of a hangar building. <p>Hangars are to be used for aircraft storage only and shall not be used as a site to conduct a private business or as an area for non-aeronautical purposes. If at any time during the 20 years of the grant obligation term the sponsor elects to convert aircraft storage space to a revenue-producing use or for storage of items other than aircraft, the sponsor must reimburse the state for the usage change at a prorated share.</p> <p>DOAV reserves the right to limit the number of auto parking spaces that will receive state funding participation. On average, the state funds 3 parking spaces per 1,000 square feet of hangar area.</p> <p>If an airport sponsor chooses to use its federal non-primary entitlement funds to construct a hangar, the state will participate only in the hangar site preparation.</p>	<p>A.11 Hangar Site Preparation 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.</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"> • site preparation for a hangar that will have permanent proprietary use; • specialty items associated with identification and beautification, such as signage and shrubbery, and • construction of a hangar building. <p>Hangars are to be used for aircraft storage only and shall not be used as a site to conduct a private business for any use other than aircraft storage. Hangars shall not be used as an area for non-aeronautical purposes. If at any time during the 20 years of the grant obligation term the sponsor elects to convert aircraft storage space to a revenue-producing use or for storage of items other than aircraft, the sponsor must reimburse the state for the usage change at a prorated share.</p> <p>DOAV reserves the right to limit the number of auto parking spaces that will receive state funding participation. On average, the state funds 3 parking spaces per 1,000 square feet of hangar area.</p> <p>If an airport sponsor chooses to use its federal non-primary entitlement funds to construct a hangar, the state will participate only in the hangar site preparation.</p>	<p>Staff added criteria to insure that the total project is completed. Staff refined the criteria in response to VAOC comments (Part 1, item 4a).</p> <p>Staff deleted information to reduce duplication.</p> <p>Staff added clarification. Committee asked for sentence change for clarity.</p> <p>Staff deleted information to reduce duplication.</p>
<p>A.27 Air Traffic Control Towers The eligibility of air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Projects for an air traffic control tower must include information on areas allocated for control tower use and leased space.</p>	<p>A.27 Air Traffic Control Towers The eligibility of manned or remote air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Project requests for an air traffic control tower must include information on areas allocated for control tower use and leased space.</p>	<p>Staff expanded the description of towers to reflect new opportunities.</p> <p>Editor added requests for consistency.</p>
<p>A.28 Aircraft Rescue and Fire Fighting Equipment Sponsors of FAR Part 139 airports may use Airport Capital Program funds to purchase aircraft rescue and fire fighting (ARFF) equipment related to compliance with FAR Part 139.</p> <p>Eligible equipment includes, but is not limited to:</p> <ul style="list-style-type: none"> • ARFF trucks, and 	<p>A.28 Aircraft Rescue and Fire Fighting Equipment Sponsors of FAR Part 139 airports may purchase aircraft rescue and fire fighting (ARFF) equipment related to compliance with FAR Part 139 using state entitlement funds only, 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 	<p>Staff qualified the purchase of AFRR equipment as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p> <p>Staff added a condition to address federally funded projects.</p>

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<ul style="list-style-type: none"> 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>	<ul style="list-style-type: none"> 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 Buildings Airport Capital Program funds may be used for the construction of aircraft rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139.</p> <p>The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.</p>	<p>A.29 Aircraft Rescue and Fire Fighting Buildings Sponsors of FAR Part 139 airports may construct aircraft rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139 using state entitlement funds only, 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>Staff qualified the construction of ARFF buildings as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p> <p>Staff added a condition to address federally funded projects.</p>
<p>A.31 Snow Removal Equipment The purchase of equipment for snow removal and treatment is eligible for FAR Part 139 airports, in accordance with their approved snow removal equipment plans as they relate to meeting federal certification requirements of FAR Part 139.</p> <p>Aircraft deicing equipment is not eligible for any state funding.</p> <p>The purchase of certain equipment attachments for snow removal at airports without commercial service is eligible under the Maintenance Program.</p>	<p>A.31 Snow Removal Equipment Sponsors of FAR Part 139 airports may purchase of equipment for snow removal and treatment in accordance with their approved snow removal equipment plans as they relate to meeting federal certification requirements of FAR Part 139 using state entitlement funds only, 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 qualified the purchase of snow removal equipment as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p> <p>Staff added a condition to address federally funded projects.</p>
<p>A.32 Snow Removal Equipment Buildings Airport Capital Program funds may be used for the construction of snow removal equipment (SRE) buildings at FAR Part 139 airports.</p>	<p>A.32 Snow Removal Equipment Buildings Sponsors of FAR Part 139 airports may construct snow removal equipment (SRE) buildings related to compliance with FAR Part 139 using state entitlement funds only, unless state discretionary funds are used as the state participation for a federally funded project as described in 5.5 State Participation.</p>	<p>Staff qualified the construction of SRE buildings as an entitlement only project to relieve pressure on limited discretionary funds. Appendix F: State Participation Rates will be updated to match this section.</p> <p>Staff added a condition to address federally funded projects.</p>
<p>A.34 FAR Part 139 Airports - Airport Security Facilities, Systems, and Equipment 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; perimeter lighting; security checkpoints; in-line Explosives Detection System (EDS) baggage systems; 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>	<p>A.34 FAR Part 139 Airports - Airport Security Facilities, Systems, and Equipment 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; perimeter lighting; security checkpoints; in-line Explosives Detection System (EDS) baggage systems; 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>	<p>Staff deleted in-line Explosives Detection System (EDS) baggage systems to relieve pressure on limited funding.</p>
<p>A.36 FAR Part 139 Airports - Maintenance Equipment Purchases Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits</p>	<p>A.36 FAR Part 139 Airports - Maintenance Equipment Purchases Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits</p>	

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<p>and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state’s participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • crack sealing equipment; • embankment mowers; • lifts; • bucket trucks; • FOD collectors; • runway sweepers, and • airfield rubber and paint removal equipment. <p>If sponsors use state entitlement funds for the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.</p>	<p>and associated time period, described in 8.2 State Participation and 8.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state’s participation rate is 80 percent for this type of purchase.</p> <p>Other types of eligible maintenance equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • crack sealing equipment; • embankment mowers; • mobile and fixed lifts; • bucket trucks; • FOD collectors; • runway sweepers, and • airfield rubber and paint removal equipment. <p>If sponsors use state entitlement funds for the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.</p>	<p>Staff added <i>mobile</i> to match the change in 8.2.5 Utilization of State Entitlement Funds. Staff added <i>and fixed</i> in response to VAOC comments as noted in 8.2.5.</p>
<p>A.37 Debt Service Retirement</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds for debt service retirement for eligible costs for eligible capital improvement projects. State discretionary funds cannot be used for debt service retirement. The state's participation rate is based on the rate appropriate to the subject project.</p> <p>An accounting of a sponsor's debt service amortization must be provided to DOAV as part of the annual EURP. The accounting needs to include:</p> <ul style="list-style-type: none"> • original amount; • interest rate; • original term, and • balance. <p>If the subject debt has ever been refinanced, the same information for the reorganized debt must be provided. If the total debt amount includes ineligible items, the total amount for eligible items and the total amount for ineligible items must be provided.</p>	<p>A.37 Debt Service Retirement</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds for debt service retirement for eligible costs for eligible capital improvement projects. State discretionary funds cannot be used for debt service retirement. The state's participation rate is based on the rate appropriate to the subject project.</p> <p>An accounting of a sponsor's debt service amortization must be provided to DOAV as part of the annual EURP. The accounting needs to include:</p> <ul style="list-style-type: none"> • original amount; • interest rate; • original term, and • balance. <p>If the subject debt has ever been refinanced, the same information for the reorganized debt must be provided. If the total debt amount includes ineligible items, the total amount for eligible items and the total amount for ineligible items must be provided.</p>	<p>Staff removed debt service retirement as an eligible project for state funding as debt service is considered an operational expense and air carrier airport sponsors have access to other funding sources applicable for these projects. This change will relieve stress on limited discretionary funds.</p> <p>Editor will remove section from content listing for Appendix A.</p>
	<p>A.37 Cargo Area Facilities</p> <p>Eligible cargo area facilities include aprons, associated taxiways, and access roads supporting only the cargo areas. These facilities are only eligible if the sponsor has offered the opportunity for tenants to compete for the use of the facilities. Terminal buildings and site preparation are not eligible for state funding.</p> <p>Sponsors of FAR Part 139 airports may develop eligible cargo facilities using state entitlement funds only. Sponsors of general aviation airports may use discretionary funds to develop eligible cargo facilities.</p>	<p>Staff added cargo area facilities as eligible items to support growing interest in cargo operations.</p> <p>Editor will add section to content listing for Appendix A.</p>
<p>B.1.4 Accessibility Features</p> <p>Fixed terminal facilities and equipment, including boarding devices required by 49 CFR 27, that provide access for people with disabilities are eligible if:</p> <ul style="list-style-type: none"> • they are a part of the design of a new terminal or renovation, and • they are required by federal or state law. 	<p>B.1.4 Other Features</p> <p>Fixed terminal facilities and equipment, including boarding devices required by 49 CFR 27, that provide access for people with disabilities are eligible if:</p> <ul style="list-style-type: none"> • they are a part of the design of a new terminal or renovation, and • they are required by federal or state law. <p>Family restrooms and nursing rooms are eligible in terminal buildings.</p>	<p>Staff changed section title to accommodate new features noted below.</p> <p>Staff added eligibility information to address growing needs inside terminal buildings</p>
<p>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.</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. <i>As an eligible access road must serve exclusively airport</i></p>	

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<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>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>Staff refined the eligibility of access roads to focus on the movement of passengers and cargo in public-use areas to relieve stress on limited discretionary funds.</p>																								
<p>C.1 VDOT Airport Access Program 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 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, including widening and adding turn lanes. <p>Eligible items within a project are those items necessary for the design and construction of an adequate roadway facility to serve traffic generated by the airport's operation.</p> <p>Under the program, a locality may receive up to \$500,000 in unmatched VDOT funds and up to an additional \$150,000 in matching VDOT funds at a dollar for dollar match for an access road project. This funding formula for a project results in \$650,000 in funds from VDOT and \$150,000 from local resources for a total of \$800,000. The locality shall be responsible for:</p> <ul style="list-style-type: none"> 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>	<p>C.1 VDOT Airport Access Program 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> <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>	<p>VDOT asked that a clarification be added on the eligibility of upgrades to existing access roads outside of airport property.</p>																								
<p>Appendix D: Project Priority System Scoring Values</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Airport Category</th> </tr> <tr> <th style="text-align: center;">Service Role</th> <th></th> </tr> </thead> <tbody> <tr> <td>designated reliever airport</td> <td style="text-align: center;">10</td> </tr> <tr> <td>air carrier airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td>regional general aviation airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td>community general aviation airport</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Airport Category		Service Role		designated reliever airport	10	air carrier airport	0	regional general aviation airport	0	community general aviation airport	0	<p>Appendix D: Project Priority System Scoring Values</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Airport Category</th> </tr> <tr> <th style="text-align: center;">Service Role *</th> <th></th> </tr> </thead> <tbody> <tr> <td>designated reliever airport</td> <td style="text-align: center;">10</td> </tr> <tr> <td>air carrier airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td>regional general aviation airport</td> <td style="text-align: center;">0</td> </tr> <tr> <td>community general aviation airport</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Airport Category		Service Role *		designated reliever airport	10	air carrier airport	0	regional general aviation airport	0	community general aviation airport	0	
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Airport Program Manual
Comparison of 2018 Edition and 2020 Proposals for Consideration

2018 Edition	Proposal Update	Reasoning for Changes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">local general aviation airport</td> <td style="width: 20%; text-align: center;">0</td> </tr> </table>	local general aviation airport	0	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">local general aviation airport</td> <td style="width: 20%; text-align: center;">0</td> </tr> </table> <p style="color: purple; font-size: small;">*Service role points will be adjusted during the second half of a fiscal year when discretionary funds are combined.</p>	local general aviation airport	0	Staff added procedural information.
local general aviation airport	0					
local general aviation airport	0					
Table of Contents	Table of Contents					
Appendix A: Airport Capital Program Eligible Project Examples	Appendix A: Airport Capital Program Eligible Projects Examples	Editor corrected appendix name from previous change.				
<p>2.4.1 Obstruction Clearance</p> <p>2.4.2 Annual Based Aircraft Survey</p> <p>2.4.3 Annual Certification of Financial Responsibility</p> <p>2.4.4 Six-Year Airport Capital Improvement Plan</p> <p>2.4.5 <i>Entitlement Utilization Report and Plan</i></p> <p>2.4.6 Airport Minimum Standards and Rules and Regulations</p> <p>2.4.7 Land Leases</p> <p>2.4.8 Business Applications</p> <p>2.4.9 Project Priority System for IT Security Training</p> <p>2.4.10 Local Service Airports</p>	<p>2.4.1 Obstruction Clearance</p> <p>2.4.2 Project Coordination</p> <p>2.4.3 Annual Based Aircraft Survey</p> <p>2.4.4 Annual Certification of Financial Responsibility</p> <p>2.4.5 Annual Self-Reporting of State Aviation Funding Received</p> <p>2.4.6 <i>Entitlement Utilization Report and Plan</i></p> <p>2.4.7 Six-Year Airport Capital Improvement Plan</p> <p>2.4.8 Airport Minimum Standards and Rules and Regulations</p> <p>2.4.9 Land Leases</p> <p>2.4.10 Business Applications</p> <p>2.4.11 Project Priority System for IT Security Training</p> <p>2.4.12 Local Service Airports</p>	Editor renumbered subsections for 2.4 Virginia Airport Sponsors to accommodate new sections and better group information.				
<p>2.4.8 Business Applications</p> <p>Sponsors are responsible for identifying authorized users of business applications utilized by DOAV, such as Airport IQ, and ensuring that agency required user forms are completed and submitted to DOAV. This responsibility includes notifying DOAV when the following needs to occur:</p> <ul style="list-style-type: none"> • adding a user account for a new authorized user; • editing an existing user account due to the user’s role change, and • deleting an existing user account due to the user’s role change or separation from the sponsor. <p>When a user account needs to be edited or deleted, the sponsor must notify DOAV within 15 days of the role change or separation through the submission of a completed authorized user form.</p> <p>Sponsors must submit annually an authorized users list by July 1 in accordance with DOAV instructions.</p> <p>All authorized users should change their passwords every 90 days to keep user accounts activated.</p> <p>When an authorized user violates the external user agreement upon which access to a business application was granted, the user will lose access to the business application for 60 days or until the user provides DOAV with a certificate confirming the successful completion of IT security training.</p>	<p>2.4.8 Business Applications</p> <p>Sponsors are responsible for identifying authorized users of business applications utilized by DOAV, such as Airport IQ, and ensuring that agency required user forms are completed and submitted to DOAV. This responsibility includes notifying DOAV when the following needs to occur:</p> <ul style="list-style-type: none"> • adding a user account for a new authorized user; • editing an existing user account due to the user’s role change, and • deleting an existing user account due to the user’s role change or separation from the sponsor. <p>When a user account needs to be edited or deleted, the sponsor must notify DOAV within 15 days of the role change or user separation by submitting an updated authorized user form.</p> <p>Sponsors must submit annually an authorized users list by July 1 in accordance with DOAV instructions.</p> <p>All authorized users should change their passwords every 45 days to keep user accounts activated.</p> <p>When an authorized user violates the external user agreement upon which access to a business application was granted, the user will lose access to the business application for 60 days or until the user provides DOAV with a certificate confirming the successful completion of IT security training.</p>	<p>Editor revised text for easier readability.</p> <p>Editor removed specific date at DOAV scheduling has changed.</p> <p>Editor update number of days to match VITA criteria.</p>				
<p>5.2.2.2 Evaluation and Approval of EURP</p> <p>As part of the evaluation of the previous fiscal year's expenditures listed in Part 1 of the EURP, DOAV will evaluate project eligibility, review state percentages, and confirm FAA funds reimbursed to the sponsor for a project. For the planned use of funds for the following fiscal year reported in Part 2, DOAV will evaluate project eligibility and the information requested in 5.2.2.1.2 EURP Part 2 - Entitlement Utilization Plan.</p>	<p>5.2.2.2 Evaluation and Approval of EURP</p> <p>As part of the evaluation of the previous fiscal year's expenditures listed in Part 1 of the EURP, DOAV will evaluate project eligibility, review state percentages, and confirm FAA funds reimbursed to the sponsor for a project. For the planned use of funds for the following fiscal year reported in Part 2, DOAV will evaluate project eligibility and the information requested in 5.2.2.1.2 EURP Part 2 - Entitlement Utilization Plan.</p>					

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<p>The VAB approval process involves the following two-step process:</p> <ul style="list-style-type: none"> In the first step, DOAV will recommend to the VAB the approval or disapproval of the information provided in Part 1. If the VAB approves the expenditures in Part 1, the process moves to the second step. If the VAB does not approve the expenditures in Part 1, then the new projects in Part 2 will not be considered. In the second step, as the VAB has approved the expenditures in Part 1, DOAV will recommend the approval or disapproval of planned expenditures in Part 2. <p>If the VAB does not approve the expenditures in Part 1 or the new projects planned in Part 2, DOAV will not disburse the entitlement funds for the upcoming fiscal year to the sponsor until the issues preventing approval are resolved and the planned projects in Part 2 will be considered by the VAB at a subsequent board meeting.</p> <p>DOAV will notify sponsors of the VAB's decisions regarding the <i>EURPs</i>. If the VAB does not approve the expenditures in Part 1 or the new projects planned in Part 2, the sponsor should work with DOAV to resolve issues and prepare for resubmission of the <i>EURP</i> a minimum of 30 business days prior to the next VAB meeting.</p>	<p>The VAB approval process involves the following two-step process:</p> <ul style="list-style-type: none"> In the first step, DOAV will recommend to the VAB the approval or disapproval of the information provided in Part 1. If the VAB approves the expenditures in Part 1, the process moves to the second step. If the VAB does not approve the expenditures in Part 1, then the new projects in Part 2 will not be considered. In the second step, as the VAB has approved the expenditures in Part 1, DOAV will recommend the approval or disapproval of planned expenditures in Part 2. <p>If the VAB does not approve the expenditures in Part 1 or the new projects planned in Part 2, DOAV will not disburse the entitlement funds for the upcoming fiscal year to the sponsor until the issues preventing approval are resolved and the planned projects in Part 2 will be considered by the VAB at a subsequent board meeting.</p> <p>DOAV will notify sponsors of the VAB's decisions regarding the <i>EURPs</i>. If the VAB does not approve the expenditures in Part 1 or the new projects planned in Part 2, the sponsor should work with DOAV to resolve issues and prepare for resubmission of the <i>EURP</i> a minimum of 30 calendar days prior to the next VAB meeting.</p>	<p>Editor changed <i>business</i> to <i>calendar</i> for consistency.</p>
<p>5.2.2.1.2 <i>EURP</i> Part 2 - Entitlement Utilization Plan Future projects and related funding are to be reported in Part 2. For each project listed, the plan must include a project narrative that describes the justification for the project, work to be conducted and the deliverable; estimated year of completion; a list of all funding sources and amounts; the percentage of state entitlement funding; federal and state grant numbers if applicable; and an indication of whether the sponsor plans to reimburse its state entitlement funds with passenger facility charges. Sponsors must include planned discretionary projects in Part 2. The future projects identified should make use of all of the sponsor's entitlement balance, including the new fiscal year entitlement funds.</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>For project requests for equipment that is eligible under existing guidance, such as an aircraft rescue and fire fighting (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>The sponsor shall not include projects for operating costs unless otherwise approved by the VAB. No projects will be accepted for purposes related to supporting the operation of an airline, either directly or indirectly through grants, credit enhancements, or related means.</p>	<p>5.2.2.1.2 <i>EURP</i> Part 2 - Entitlement Utilization Plan Future projects and related funding are to be reported in Part 2. For each project listed, the plan must include a project narrative that describes the justification for the project, work to be conducted and the deliverable; estimated year of completion; a list of all funding sources and amounts; the percentage of state entitlement funding; federal and state grant numbers if applicable; and an indication of whether the sponsor plans to reimburse its state entitlement funds with PFCs. Sponsors must include planned discretionary projects in Part 2. The future projects identified should make use of all of the sponsor's entitlement balance, including the new fiscal year entitlement funds.</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>For project requests for equipment that is eligible under existing guidance, such as an aircraft rescue and fire fighting (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>The sponsor shall not include projects for operating costs unless otherwise approved by the VAB. No projects will be accepted for purposes related to supporting the operation of an airline, either directly or indirectly through grants, credit enhancements, or related means.</p>	<p>Editor used abbreviation for formatting consistency.</p>
<p>5.3 Airport Capital Improvement Plan</p> <p>It is the intent of the Virginia Aviation Board that sponsors properly plan for airport development. Long-range planning, typically for a 20-year horizon, is conducted through the development of airport master and layout plans. Planning for the near term is guided by the 6-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for facility development. The ACIP phases the proposed projects over a 6-year period and provides cost estimates, anticipated sources of funding, and justifications for project implementation. The projects listed in the 6-year ACIP must be included on the airport layout plan and meet federal and state regulatory requirements.</p> <p>The VAB requires a sponsor to have a current 6-year ACIP on file with DOAV to be eligible to receive state entitlement or discretionary funds. The information contained in these plans is important to the development and maintenance of a strong statewide airport system as the plans:</p> <ul style="list-style-type: none"> establish an accurate assessment of Virginia's airport needs; provide DOAV with specific information to use in developing an accurate and comprehensive 6-year budgetary program; 	<p>5.3 Airport Capital Improvement Plan</p> <p>It is the intent of the Virginia Aviation Board that sponsors properly plan for airport development. Long-range planning, typically for a 20-year horizon, is conducted through the development of airport master and layout plans. Planning for the near term is guided by the 6-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for facility development. The ACIP phases the proposed projects over a 6-year period and provides cost estimates, anticipated sources of funding, and justifications for project implementation. The projects listed in the 6-year ACIP must be included on the airport layout plan and meet federal and state regulatory requirements. Sponsors may list projects related to facilities and equipment, general aviation security, maintenance, and aviation and airport promotion as part of a 6-year ACIP.</p> <p>The VAB requires a sponsor to have a current 6-year ACIP on file with DOAV to be eligible to receive state entitlement or discretionary funds. The information contained in these plans is important to the development and maintenance of a strong statewide airport system as the plans:</p> <ul style="list-style-type: none"> establish an accurate assessment of Virginia's airport needs; provide DOAV with specific information to use in developing an accurate and comprehensive 6-year budgetary program; 	<p>Editor moved this sentence from 5.4 Project Eligibility for topic consistency.</p>

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<ul style="list-style-type: none"> assist DOAV in leveraging maximum federal funding for eligible sponsors and projects, and provide the VAB with specific requests for state funding. <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 Airport IQ. A sponsor eligible to receive entitlement funds must change its ACIP when the sponsor changes its EUP.</p> <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>	<ul style="list-style-type: none"> assist DOAV in leveraging maximum federal funding for eligible sponsors and projects, and provide the VAB with specific requests for state funding. <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 Airport IQ. A sponsor eligible to receive entitlement funds must change its ACIP when the sponsor changes its EUP.</p> <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>5.8.1 DOAV Review of Project Requests DOAV will review each submitted project request upon receipt for initial eligibility and will contact the sponsor if required supporting documentation is missing. A sponsor's failure to provide any of the required supporting documentation so requested by DOAV within 5 business days of notification will result in a departmental recommendation to disapprove a project request.</p> <p>DOAV will then review the submitted project requests to ensure they meet the intent of the VAB policies. This review includes determining if sponsor and project eligibility requirements are satisfied. DOAV uses the checklist in Table 3 DOAV Project Review Checklist as a guide for its review. Sponsors should use the checklist as a review tool when preparing project requests and supporting documentation.</p> <p>Any additional supporting documentation requested by the department as part of this review process shall be provided within five business days of the request. A sponsor's failure to provide the additional supporting documentation within five business days of the department's request will result in a departmental recommendation to disapprove a project request.</p> <p>(Table 3 is not shown)</p>	<p>5.8.1 DOAV Review of Project Requests DOAV will review each submitted project request upon receipt for initial eligibility and will contact the sponsor if required supporting documentation is missing. A sponsor's failure to provide any of the required supporting documentation so requested by DOAV within 5 business days of notification will result in a departmental recommendation to disapprove a project request.</p> <p>DOAV will then review the submitted project requests to ensure they meet the intent of the VAB policies. This review includes determining if sponsor and project eligibility requirements are satisfied. DOAV uses the checklist in Table 3 DOAV Project Review Checklist as a guide for its review. Sponsors should use the checklist as a review tool when preparing project requests and supporting documentation.</p> <p>Any additional supporting documentation requested by the department as part of this review process shall be provided within 5 business days of the request. A sponsor's failure to provide the additional supporting documentation within 5 business days of the department's request will result in a departmental recommendation to disapprove a project request.</p> <p>(Table 3 is not shown)</p>	<p>Editor change five to 5 to match first paragraph.</p>
<p>8.1.2 Building and Associated Systems Maintenance Projects Maintenance and repairs may be performed on eligible buildings and associated systems and equipment, such as plumbing and electrical systems, roofs, and structural elements, that are eligible for funding under the Airport Capital Program. Eligible activities include exterior and interior painting. Eligible activities include exterior and interior painting.</p> <p>Items and activities that are not eligible include, but are not limited to, janitorial services, wallpapering, window treatments, lamp replacement, and exterior power washing.</p> <p>When a project request is for the replacement of whole systems such as carpeting, heating, ceiling tiles, roof bladders, and air conditioning, DOAV may request a detailed professional analysis of the current system or will inspect the site and use that review to determine need and eligibility.</p>	<p>8.1.2 Building and Associated Systems Maintenance Projects Maintenance and repairs may be performed on eligible buildings and associated systems and equipment, such as plumbing and electrical systems, roofs, and structural elements, that are eligible for funding under the Airport Capital Program. Eligible activities include exterior and interior painting. Eligible activities include exterior and interior painting.</p> <p>Items and activities that are not eligible include, but are not limited to, janitorial services, wallpapering, window treatments, lamp replacement, and exterior power washing.</p> <p>When a project request is for the replacement of whole systems such as carpeting, heating, ceiling tiles, roof bladders, and air conditioning, DOAV may request a detailed professional analysis of the current system or will inspect the site and use that review to determine need and eligibility.</p>	<p>Editor deleted duplicated sentence.</p>
<p>9.6 Agreement Process DOAV will prepare a grant offer for a promotion project after the request has been approved.</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, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, 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>9.6 Agreement Process DOAV will prepare a grant offer for a promotion project after the request has been approved.</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, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, 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>	

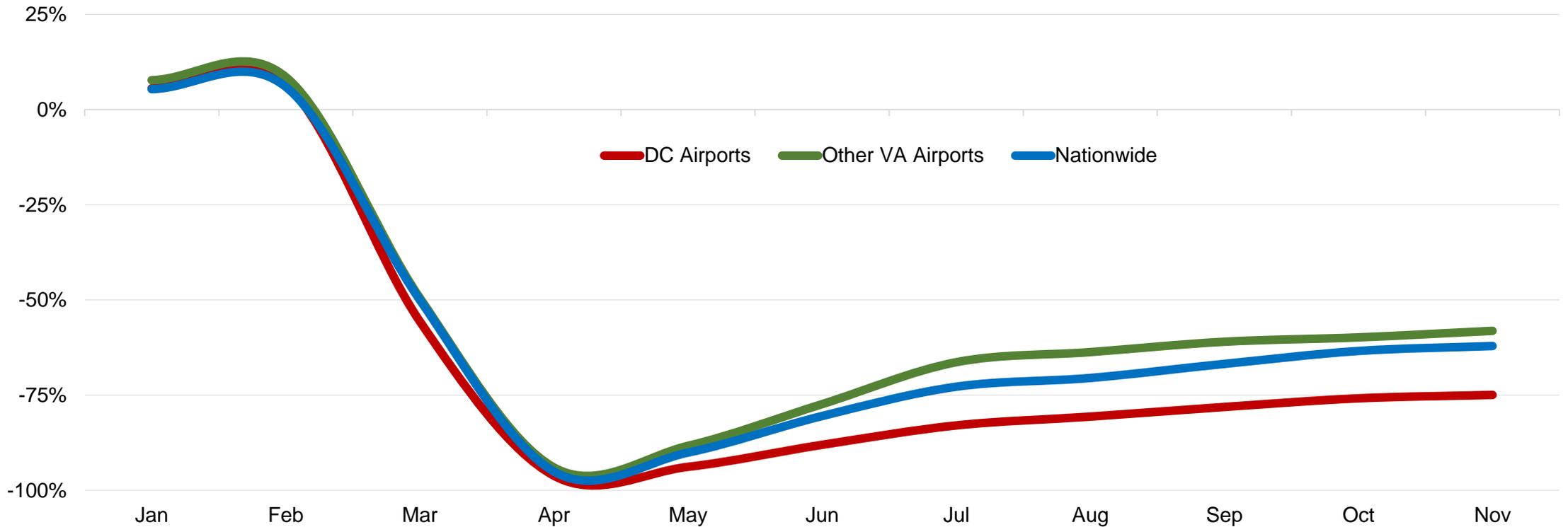
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<p>When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement. Eligible services and items procured from that date forward may be reimbursed.</p> <p>The grant agreement must be in effect prior to the sponsor initiating any work being 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:</p> <table border="1" data-bbox="376 479 941 626"> <thead> <tr> <th>Grant Amount</th> <th>Grant Obligation Term</th> </tr> </thead> <tbody> <tr> <td>\$25,001 - \$35,000</td> <td>20 years</td> </tr> <tr> <td>\$10,001 - \$25,000</td> <td>10 years</td> </tr> <tr> <td>\$5,000 - \$10,000</td> <td>5 years</td> </tr> <tr> <td>less than \$5,000</td> <td>2 years</td> </tr> </tbody> </table>	Grant Amount	Grant Obligation Term	\$25,001 - \$35,000	20 years	\$10,001 - \$25,000	10 years	\$5,000 - \$10,000	5 years	less than \$5,000	2 years	<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. Eligible services and items procured from that date forward may be reimbursed.</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:</p> <table border="1" data-bbox="1473 479 2038 626"> <thead> <tr> <th>Grant Amount</th> <th>Grant Obligation Term</th> </tr> </thead> <tbody> <tr> <td>\$25,001 - \$35,000</td> <td>20 years</td> </tr> <tr> <td>\$10,001 - \$25,000</td> <td>10 years</td> </tr> <tr> <td>\$5,000 - \$10,000</td> <td>5 years</td> </tr> <tr> <td>less than \$5,000</td> <td>2 years</td> </tr> </tbody> </table>	Grant Amount	Grant Obligation Term	\$25,001 - \$35,000	20 years	\$10,001 - \$25,000	10 years	\$5,000 - \$10,000	5 years	less than \$5,000	2 years	<p>Editor deleted <i>being</i> to correct the text.</p>
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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 Exhibit E Minimum Requirements for Licensing.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</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 E Minimum Requirements for Licensing.</p> <p>(The remainder of section, which does not included changes, is not shown for brevity.)</p>	<p>Editor corrected <i>Exhibit</i> to <i>Appendix</i>.</p>																				
<p>A.35 FAR Part 139 Airports - Maintenance of Facilities</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program.</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds only to secure maintenance contracts and repairs related to systems and equipment; these projects will receive no project merit points when evaluated for project priority scoring as noted in 5.3.2 Entitlement-Only Projects. Eligible systems and equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • elevators; • escalators; • security access systems; • CCTV systems; • terminal HVAC systems, and • systems not generally maintained by airport personnel. <p>If sponsors use state entitlement funds for maintenance projects or contracts, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.</p>	<p>A.35 FAR Part 139 Airports - Maintenance of Facilities</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program.</p> <p>Sponsors of FAR Part 139 airports may use state entitlement funds only to secure maintenance contracts and repairs related to systems and equipment; these projects will receive no project merit points when evaluated for project priority scoring as noted in 5.4.2 Entitlement-Only Projects. Eligible systems and equipment include, but are not limited to:</p> <ul style="list-style-type: none"> • elevators; • escalators; • security access systems; • CCTV <i>systems</i>; • terminal HVAC systems, and • systems not generally maintained by airport personnel. <p>If sponsors use state entitlement funds for maintenance projects or contracts, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.</p>	<p>Editor corrected the section reference.</p> <p>Editor corrected typo.</p>																				
<p>B.6 Terminal Building Operation and Maintenance By accepting state funding for a terminal building, a sponsor undertakes responsibility for the operation and maintenance of the terminal building. Sponsors are responsible for all operational costs and are expected to keep terminal buildings open during the hours published in the most current edition of the Federal Aviation Administration's Chart Supplement.</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 5.12 Utilization of Insurance Resources.</p>	<p>B.6 Terminal Building Operation and Maintenance By accepting state funding for a terminal building, a sponsor undertakes responsibility for the operation and maintenance of the terminal building. Sponsors are responsible for all operational costs and are expected to keep terminal buildings open during the hours published in the most current edition of the Federal Aviation Administration's Chart Supplement.</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>Editor corrected the section reference.</p>																				
<p>Appendix G: Airport Classification Roles</p>	<p>Appendix G: Airport Classification Roles</p>	<p>Editor will change <i>General Aviation - Local</i> to <i>Local Service</i> to match the <i>Virginia Airport Transportation System Plan</i>.</p>																				

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Hummel Field	General Aviation - Local	non- NPIAS																																																																																														
Lake Anna	General Aviation - Local	non- NPIAS																																																																																														
Lawrenceville-Brunswick Municipal	General Aviation - Local	non- NPIAS																																																																																														
Lunenburg County	General Aviation - Local	non- NPIAS																																																																																														
New London	General Aviation - Local	non- NPIAS																																																																																														
New Market	General Aviation - Local	non- NPIAS																																																																																														
Smith Mountain Lake	General Aviation - Local	non- NPIAS																																																																																														
Local Service	provides limited facilities, often facing constraints for expansion capability; recommended to meet FAA Category A or B design criteria																																																																																															
Airports	VATSP Service Role	NPIAS Role																																																																																														
Bridgewater Air Park	Local Service	non- NPIAS																																																																																														
Chase City Municipal	Local Service	non- NPIAS																																																																																														
Crewe Municipal	Local Service	non- NPIAS																																																																																														
Eagles Nest	Local Service	non- NPIAS																																																																																														
Falwell	Local Service	non- NPIAS																																																																																														
Gordonsville Municipal	Local Service	non- NPIAS																																																																																														
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New Market	Local Service	non- NPIAS																																																																																														
Smith Mountain Lake	Local Service	non- NPIAS																																																																																														

Percent Change in Virginia's Throughput Passengers vs. the Nationwide Average

Percent Change in TSA Throughput by Month
January 2020 – November 2020



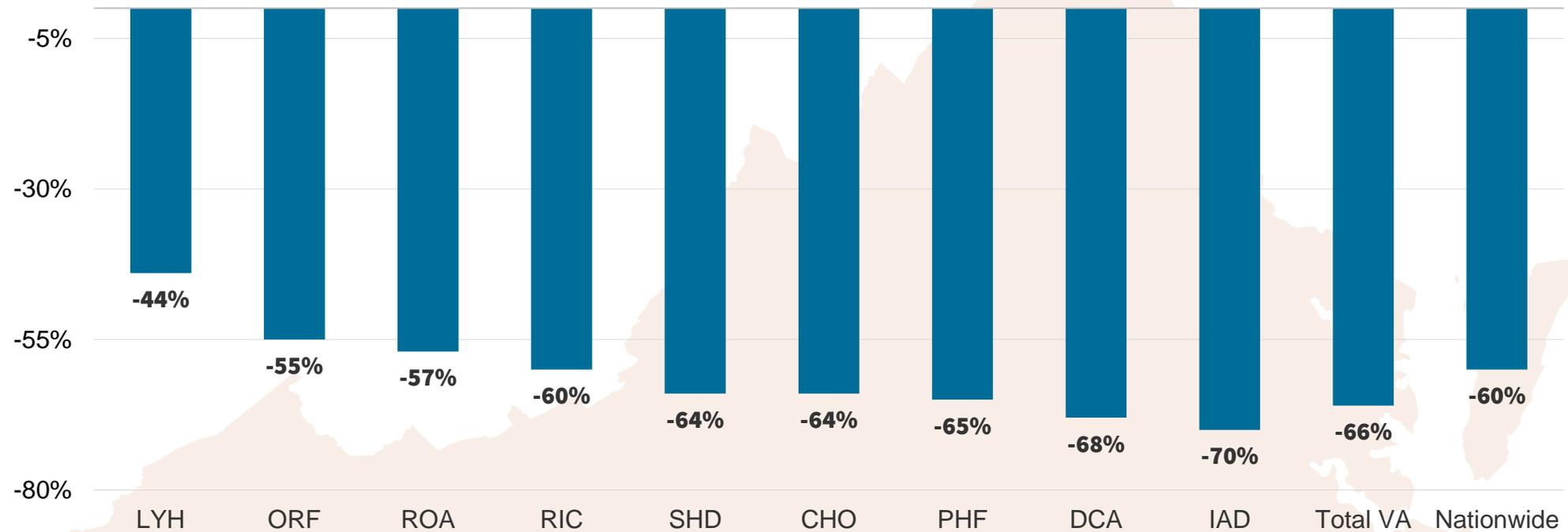
Note: TSA Throughput are the passengers counted going through security screening.

Source: TSA Reports



Virginia Airport Change in Passengers, year-to-date

Percent Change in Virginia TSA Throughput Passengers by Airport
Year-to-Date November 2019 vs. 2020



Note: TSA Throughput are the passengers counted going through security screening.

Source: TSA Reports



VDOT CAF Revenue Estimate Compared to CAF Revenues Received 1st & 2nd Quarter

Month	FY2021 VDOT-CAF Estimate	FY2021 VDOT-CAF Running Total	FY2021 CAF Revenue Received	FY2021 CAF Revenue Running Total	Running Difference VDOT-CAF Estimate & CAF Revenue Received
July	\$2,048,989	\$2,048,989	\$1,750,685	\$1,750,685	-14.6%
August	\$2,048,989	\$4,097,978	\$2,029,742	\$3,780,427	-7.7%
September	\$2,048,989	\$6,146,967	\$2,860,302	\$6,640,729	8.0%
Qtr. Interest	\$31,251	\$6,178,218	\$46,699	\$6,687,428	8.2%
1st. Qtr. Total	\$6,178,218		\$6,687,428		8.2%

1st Qtr. revenue above forecast

October	\$2,048,989	\$8,227,207	\$1,749,068	\$8,436,496	2.5%
November	\$2,048,989	\$10,276,196	\$1,995,701	\$10,432,197	1.5%
December	\$2,048,989	\$12,325,185	\$2,435,076	\$12,867,273	4.4%
Qtr. Interest	\$31,251	\$12,356,436			
2nd Qtr. Total	\$6,178,218		\$6,179,845		

2nd Qtr. revenue trending above forecast

January	\$2,048,989	\$14,374,174			
February	\$2,048,989	\$16,423,163			
March	\$2,048,989	\$18,472,152			
Qtr. Interest	\$31,251	\$18,503,403			
3rd Qtr. Total	\$6,178,218				

April	\$2,048,989	\$20,521,141			
May	\$2,048,989	\$22,570,130			
June	\$2,048,989	\$24,619,119			
Qtr. Interest	\$31,251	\$26,668,108			
4th. Qtr. Total	\$6,178,218				

Total revenue collected to date

FY2020 Total	\$24,712,872		\$12,867,273		
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Source:
my.cardinal.virginia.gov



Falwell Airport

Airport License
Renewal

Minimum Requirements for Standard License



- Runway length: at least **2,000 feet** for each direction of operation
- Runway width: **50 feet**
- Runway Safety Area length: length of runway plus **100 feet** at each end of runway
- Runway Safety Area width: **120 feet** centered on runway centerline *

*Source: FAA AC 150/5300-13A, Table A-71 Runway design standard matrix, A/B-1 Small Aircraft

Minimum Requirements for Standard License



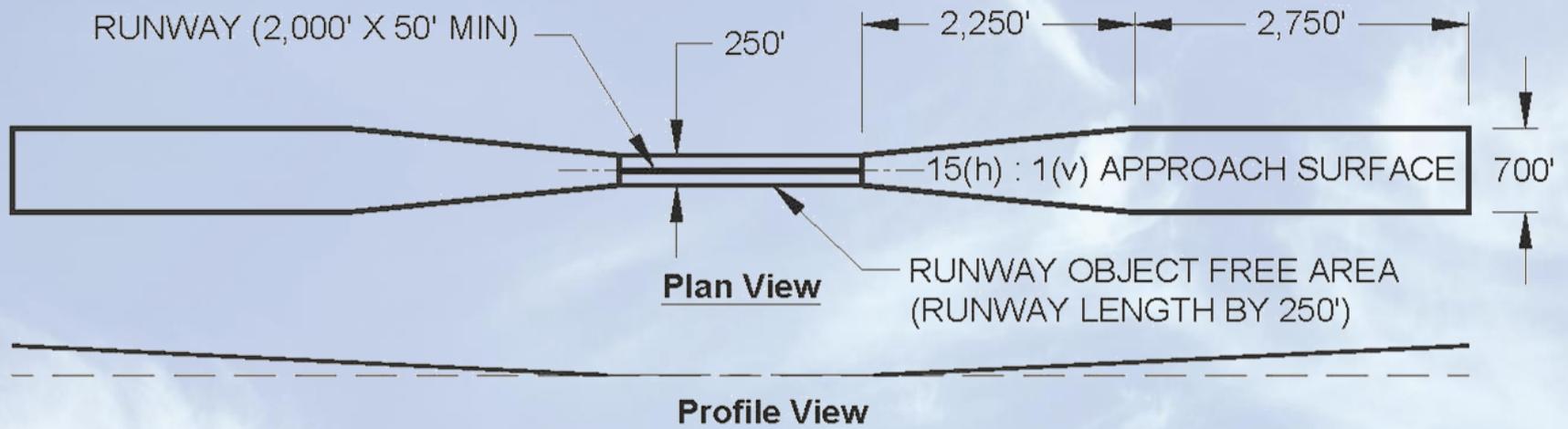
- Approach Surface Slope: **15(h):1(v)** **
- Approach Surface: begins at threshold at width of **250 feet**, expanding uniformly for **2,250 feet** to a width of **700 feet**, and continuing for a distance of **2,750 feet** **
- Runway Object Free Area length: equals **runway length**
- Runway Object Free Area (**OFA**) width: **250 feet** centered on runway centerline *

*Source: FAA AC 150/5300-13A - Table A-71 Runway Design Standard Matrix, A/B-1 Small Aircraft

**Source: FAA AC 150/5300-13A, Table 3-2 Approach/Departure Standards Table



Minimum Requirements for Standard License



STANDARD LICENSE



Falwell Airport





Timeline of Events

- Nov. 20, 2013 - Revisions to the Airport Minimum Licensing Requirements became effective. W24 was issued a Conditional Airport License for six months to mitigate issue with OFA criteria.
- Feb. 20, 2014 - At the VAB meeting, DOAV presented a request from W24 for a waiver to the licensing criteria (250' OFA), stating it met the waiver criteria for topography and financial burden.
- Feb. 20, 2014 - VAB issued a seven-year waiver to the OFA criteria for W24 (Expires Feb. 19, 2021).



VAB Airport Licensing Options

- extension of a conditional license
- issuance of a “Day/VFR Use Only” license
- issuance of a wavier
- revocation of a public-use license



Question / Comments



Virginia Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422
804-236-3632

Virginia Resources Authority
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
804-644-3100

Complete all applicable sections. Use the <Tab> key to navigate the form fields or Print.

VIRGINIA AIRPORTS LOAN PROGRAM APPLICATION

SECTION A – ORGANIZATION

Legal Name of Applicant:	ROANOKE REGIONAL AIRPORT COMMISSION		
Tax ID#:	54-1480233		
Address:	Address 1: 5202 AVIATION DRIVE NW		
	Address 2:		
	City: ROANOKE	State: VA	Zip: 24012
Phone:	(540) 362-1999		
FAX:	(540) 563-4838		
Primary Contact:	Name: DAVID S. JEAUVONS	Phone: (540) 362-1999	
		E-mail: davidj@flyroa.com	
Consulting Engineer and/or Architect			
Firm Name:	THOMPSON & LITTON		
Address:	Address 1: 726 ASHBURN AVE		
	Address 2:		
	City: RADFORD	State: VA	Zip: 24141
Phone:	(540) 633-1897		
FAX:	(540) 633-1896		
Contact:	Name: BARRY COLLIER	Phone: (540) 633-1897	
		E-mail: bcollier@t-l.com	

SECTION B – PROPOSED FINANCING

1. PROJECT FUNDING:

a. Amount of Loan Funds Requested	\$ 1,100,000
b. Other Funding Available (Indicate amount and Sources Below)	
<u>Source</u>	<u>Amount</u>
1.	\$
2.	\$
3.	\$
Total of Other Available Funding	\$ 0
c. Total Project Cost	\$ 1,100,000
d. Desired Length (Term) of Loan	10 Years
e. Months of Capitalized Interest Desired	0 Months

2. TYPE OF SECURITY APPLICANT ANTICIPATES GIVING FOR THE LOAN:

(check appropriate type)

- a. General Obligation of the Locality and General Airport Revenues.
- b. General Obligation of the Locality.
- c. Moral Obligation of the Locality and General Airport Revenues.
- d. Pledge of General Airport Revenues.
- e. Pledge of Revenues from Project only, including existing tenants.
- f. Pledge of Revenues from Other Airport Tenants/Concessions.

SECTION C – BRIEF PROJECT DESCRIPTION AND STATEMENT OF NEED

Include in Project Description and Statement of Need: Identification of project on the current Airport Layout Plan or the location and description for any project located off the airport. Indicate number, capacity and use of new or modified/renovated building units, gates and etc., and include appropriate measurements (e.g., units, length, width, height, acres, square feet/yards, etc.) of terminal space, buildings, land, roads, taxiways, landscaping, vehicles and other equipment, jetways, or other items for which a loan is sought. If loan is sought to refinance previously incurred debt, include complete information of project, costs, sources of original funding, repayment terms and conditions and any other information necessary to justify loan request. Attach appropriate sketches, engineering drawings, etc.

In addition to a concise physical description of any project, the need for new facility improvements should be clearly explained. Also, include a statement that indicates that all impacted airport tenants have been notified of the improvements for which a loan is sought. Identify any extraordinary or emergency condition or opportunity that this loan request will address. Attach additional pages if necessary.

ROANOKE – BLACKSBURG REGIONAL AIRPORT (ROA) CURRENTLY HAS 12 HANGARS AGGREGATING APPROXIMATELY 29K SQ. FT. THESE HANGARS ARE 100% OCCUPIED. ROA HAD BEEN APPROACHED BY AN EXISTING TENANT LAST YEAR FOR HANGAR SPACE. SINCE NO HANGAR SPACE WAS AVAILABLE ROA ENTERED INTO A LAND LEASE WITH THE TENANT WHO IS COMPLETING CONSTRUCTION OF AN 80' X 80' HANGAR ON THE PROPERTY. THIS HANGAR WILL BE 100% OCCUPIED BY THE TENANT PERFORMING THE CONSTRUCTION. ROA HAS ALSO BEEN APPROACHED IN THE PAST YEAR, EVEN DURING THE COVID-19 PANDEMIC, REQUESTING HANGAR SPACE FROM 3-4 INDIVIDUALS/CORPORATIONS. ROA IS SEEKING TO CONSTRUCT A SIMILAR 80' X 80' HANGAR NEXT TO THE HANGAR THAT IS BEING COMPLETED BY THE TENANT. THE HANGAR HAS A 40 YEAR EXPECTED LIFE.

SECTION D – READINESS TO PROCEED (for new projects/facilities/equipment only)

1. PROJECT STATUS:	
a. Status of Preliminary Engineering	UNDERWAY
b. Status of Environmental Assessment	CATEX APPROVED BY FAA – 7/2020
c. Status of Local Planning requirements	FALL 2020
d. Planning District Notification date	FALL 2020
e. Status of Final Plans and Specifications	PLANS NOT YET UNDERWAY – DESIGN/BUILD

2. ANTICIPATED SCHEDULE:	<i>Date</i>
a. Submittal of Final Plans	FALL 2020
b. Advertise for Bids	DESIGN/BUILD RFQ DONE. RFP DUE 9/2020
c. Award Contract	OCTOBER/NOVEMBER 2020
d. Estimated Construction Time/Completion Date	SPRING 2021

SECTION E – PROJECT BUDGET INFORMATION The project budget should include only those project costs to be paid from net proceeds of the loan. Capitalized interest, debt service, and costs of financing should not be included.

1. Administrative Expense	\$0
2. Planning	\$0
3. Land, Right-of-Way Acquisition	\$0
4. Architectural Fees	\$0
5. Engineering Fees	\$0
6. Project Inspection Fees	\$10,000
7. Construction/Project Improvement – DESIGN & BUILD PROJECT	\$1,054,000
8. Equipment Purchase/Installation	\$0
9. Miscellaneous Costs and Fees	\$36,000
10. Contingencies/Other	\$0
11. TOTAL COST	\$1,100,000

SECTION F – FINANCIAL DATA

1. ESTIMATED ANNUAL OPERATION, MAINTENANCE AND REPLACEMENT (O, M & R) COST FOR PROPOSED FACILITIES:	
a. Labor	\$
b. Utilities	\$1,500
c. Materials	\$
d. Maintenance	\$5,000
e. Outside Services	\$
f. Miscellaneous Expenses	\$
g. Equipment Replacement	\$
h. TOTAL O, M & R COST	\$6,500

2. ESTIMATED ANNUAL FACILITIES COSTS:	
a. Net O, M & R (for existing facilities)	\$865,000
b. Existing Annual Debt Service	\$614,000
c. O, M & R for Proposed Facilities (h above)	\$6,500

d. TOTAL ESTIMATED ANNUAL FACILITIES COST	\$1,485,000
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3. PROJECT REVENUE AS A PERCENTAGE OF TOTAL AIRPORT REVENUES:	
a. Estimated Annual Project Revenue	\$50,000
b. Existing Annual Airport Revenue	\$9,855,000
c. Project Rev. as % of Airport Rev. (a. divided by b.)	0.5%

SECTION G – ASSURANCES AND CERTIFICATIONS

The undersigned representative of the airport sponsor certifies that the information contained herein and in the attached statements and exhibits are true, correct and complete to the best of their knowledge and belief.

The undersigned further certifies that airport tenants have been notified if they will be impacted by any facility improvement undertaken as a result of receiving a loan.

The undersigned also agrees to clarify or supplement information pertaining to this application upon request.

The undersigned understands that if a loan offer is made, it will be made according to the type of loan requested, as indicated on page 1 of this application, under the best terms and conditions available at such time as the loan offer is made. The undersigned acknowledges, however, that when the loan offer is made, it may consist of a type of loan, loan amount or combination of loan amounts that may differ from the type or amount of loan originally applied.



NOVEMBER 9, 2020

SIGNATURE
DAVID S. JEAUVONS

NAME OF OFFICIAL (PRINT OR TYPE)

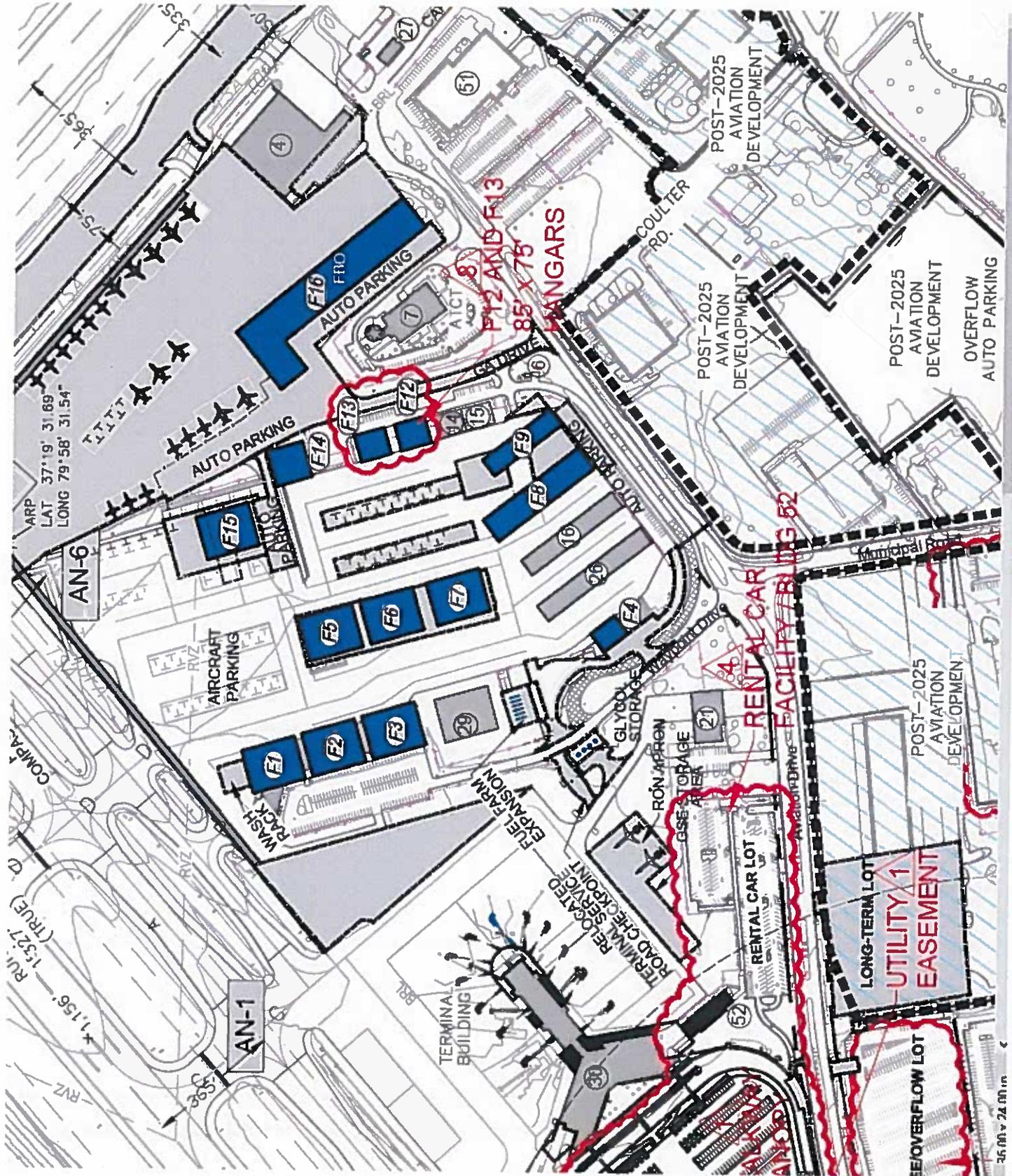
DATE

TELEPHONE NUMBER (540)362-1999

SECTION H – REQUESTED ATTACHMENTS

1. Attach copy of the latest interim financial statements and audited financial statements for the preceding five years.
2. Attach copy of the airport’s (or locality’s) current year budget.
3. Attach a description of the types of operations performed at the airport, along with who performs the functions. Also include a list of tenants and tenure of tenants.
4. Attach schedules of rents, rates, and charges for both existing and proposed facilities for the current year and preceding two years.
5. Attach chart or statement indicating current occupancy rate of existing facilities.
6. Outstanding Debt and Financial Information.
 - a. Provide copies of all official statements and bond resolutions for all bond issues and bond anticipation note issues that have a lien on revenues to be pledged for repayment of the Authority loan.
 - b. Provide copies of all notes and obligations, which have a lien on the pledged revenues. If copies cannot be provided, a certification from the applicant’s official representative disclosing the type, amount and repayment terms of the obligation must be provided.
 - c. Attach the debt service schedule(s) or amortization(s) for each issue.

<p>d. For <u>each</u> outstanding issue, please attach the following information.</p> <p>1) Title of Bond Issue and/or Name of Lien Holder</p> <p>2) Is the Debt Senior or Parity Debt?</p> <p>3) Original Principal Amount</p> <p>4) Issue Date</p> <p>5) Final Maturity Date</p> <p>6) Type of Security Pledged</p> <p>7) Outstanding Principal</p> <p>8) Annual Debt Service Amount</p> <p>9) Required Rate Coverage</p> <p>10) Brief Description of Project Financed</p>		
e. Is there an existing Master Indenture by which the applicant issues debt?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes (If "yes," attach copy.)
f. Since the date of your latest financial statements, have you issued or authorized any new long-term debt?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes (If "yes," attach details.)
g. Are there any incidents that have occurred since the date of your last financial statements that would significantly affect your revenues or overall financial condition?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes (If "yes," attach details.)
h. Have there been any official statements (bond offering prospectuses) issued in the last 5 years?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes (If "yes," attach documents.)
i. Is there any pending or potential litigation by or against applicant?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes (If "yes," attach description.)
j. Have there been any operating transfers to or from the Airport over the past 5 years?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes (If "yes," attach description of the nature and purpose of the transfers.)
8. Additional Information For Air Carrier Airports		
a. Copy of current airport/airline use and lease agreements.		
b. Airport consultant's project feasibility study.		
c. Total enplaned passengers per year (five most recent years, plus five years projected).		
d. Top five carriers by enplanements (by carrier for five most recent years).		
e. Breakdown and description of aircraft operations by type (passenger airlines, commuter airlines [including scheduled air taxi of passengers], military, cargo airlines [including package express], general aviation [including nonscheduled air taxi - cargo and passengers]).		
f. Connecting traffic as a percentage of total enplanements.		
g. Top 10 origin and destination scheduled passenger markets (show traffic for each market for last 5 years).		
h. Pro forma cash flows for revenue-generating projects (projections should be for 10 years).		



**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

Sponsor: City of Lynchburg

Airport: Lynchburg Regional Airport

Part 1 - Entitlement Utilization Report: FY2020

A. Entitlement Funds Available for Expenditure and Commitment

Total Funds Available for Commitment from FY2019	\$4,569,190.82
Entitlement Funds Received in FY2020	\$1,703,932.09
Interest Earned in FY2020	\$37,650.41
Subtotal Entitlement Resources Available FY2020	\$6,310,773.32

B. Reimbursement of State Entitlement Funds - PFC's; Bridge Loans; Other: FY2020

Project Description	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Final Costs					Total Project Cost	State Funding Percentage	Reimbursement
				Federal	State Entitlement	State Discretionary	PFC	Local			
no activity in FY2020											

Subtotal Reimbursement of State Entitlement Funds \$0.00

Total Funds Available \$6,310,773.32 (Entitlement Resources Available FY2020 + Reimbursement State Entitlement Funds)

C. Funding Expenditures for Projects Closed: FY2020

Project Description	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Final Costs					Total Project Cost	State Funding Percentage	Estimated PFCs to Reimburse Entitlements
				Federal	State Entitlement	State Discretionary	PFC	Local			
Air Traffic Control Tower (new) Reimbursable Agreements	3-51-0029-038			\$523,410.00	\$58,156.82				\$ 581,566.82	10%	
Rehabilitate Perimeter Road		EUR18-008			\$35,780.00			\$8,945.00	\$ 44,725.00	80%	
Rehabilitate T-hangar Taxilane		EUP18-009			\$15,988.00			\$3,997.00	\$ 19,985.00	80%	
Asphalt Patch & Apron tie-in (approved as bucket item)		EUP18-014			\$5,108.00			\$1,277.00	\$ 6,385.00	80%	
Air Carrier Apron Parking Position Pavement Evaluation		EUP19-017			\$17,968.93			\$4,492.23	\$ 22,461.16	80%	
Articulated Boom Lift		EUP20-001			\$57,599.00			\$14,399.83	\$ 71,998.83	80%	
Terminal Public Address System Upgrade		EUP20-003			\$26,048.30			\$6,512.07	\$ 32,560.37	80%	
MUFIDS Service Agreement (annual)		EUP20-004			\$5,745.60			\$1,436.40	\$ 7,182.00	80%	
Mower Replacement		EUP20-005			\$24,990.40			\$6,247.60	\$ 31,238.00	80%	
MidField GA Ramp Lighting		EUP20-007			\$22,000.00			\$5,500.00	\$ 27,500.00	80%	
Terminal Interior Lighting Upgrade to LED		EUP20-009			\$40,895.42			\$10,223.86	\$ 51,119.28	80%	
Terminal HVAC Vents Replacement		EUP20-012			\$832.32			\$208.08	\$ 1,040.40	80%	
Security Pedestrian Gate MidField Ramp		EUP20-013			\$716.00			\$179.00	\$ 895.00	80%	
Terminal Utility Service Upgrade (55% public space)		EUP20-014			\$4,119.42			\$3,370.43	\$ 7,489.85	55%	
Generator Service Agreements (annual)		EUP20-016			\$4,176.61			\$1,044.15	\$ 5,220.76	80%	
HVAC Service Agreement (55% public space, annual)		EUP20-017			\$8,025.60			\$6,566.40	\$ 14,592.00	55%	
Elevator/Escalator Service Agreement (annual)		EUP20-018			\$5,635.20			\$1,408.80	\$ 7,044.00	80%	
ATCT Equipment Service Agreements (annual)		EUP20-019			\$20,777.13			\$5,194.29	\$ 25,971.42	80%	
Security Technology/Perimeter (various) item 1 - replace main terminal camera		EUP20-020			\$2,934.16			\$733.54	\$ 3,667.70	80%	
Security Technology/Perimeter (various) item 2 - replace security computer		EUP20-020			\$494.59			\$123.64	\$ 618.23	80%	
Security Technology/Perimeter (various) item 3 - update security computer software		EUP20-020			\$800.00			\$200.00	\$ 1,000.00	80%	
Security Technology/Perimeter (various) item 4 - install new security computer		EUP20-020			\$380.00			\$95.00	\$ 475.00	80%	
Security Technology/Perimeter (various) item 5 - install 4 new ATCT rooftop cameras		EUP20-020			\$17,446.06			\$4,361.52	\$ 21,807.58	80%	
Facility Maintenance (various) 1 item - ARFF bldg replace controllers/sensors		EUP20-022			\$7,160.00			\$1,790.00	\$ 8,950.00	80%	
Water Bottle Filling Station		EUP20-029			\$2,358.34			\$589.58	\$ 2,947.92	80%	

Subtotal Expenditures for Projects Completed: FY2020 \$386,135.90 (State Entitlement Funds)

Unexpended Funds Available for Commitment \$5,924,637.42 (Total Funds Available - Expenditures for Completed Projects)

**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

D. Funding Commitments for Ongoing Projects

Project Description	Estimated Fiscal Year of Completion	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Estimated Costs					Estimated Total Project Cost	Estimated State Funding Percentage	Estimated PFCs to Reimburse Entitlements
					Federal	State Entitlement	State Discretionary	PFC	Local			
North General Aviation (GA) Dev. Area Ph1 Sitework (AIP eligible)	FY21	3-51-0029-040	EUP18-013		\$517,950.00	\$57,550.00				\$ 575,500.00	10%	
North General Aviation (GA) Dev. Area Ph1 Sitework (non AIP)	FY21		EUP18-013			\$219,600.00			\$54,900.00	\$ 274,500.00	80%	
Hangar 6 Apron Concrete Slab Rehabilitation	FY21		EUP18-019			\$7,200.00			\$1,800.00	\$ 9,000.00	80%	
Detention Pond Drainage Structure Repair	FY21		EUP18-023			\$14,400.00			\$3,600.00	\$ 18,000.00	80%	
Passenger Terminal Boarding Bridge (revised Feb 2020)	FY21	3-51-0029-041	EUP18-025		\$540,000.00	\$60,000.00				\$ 600,000.00	10%	
Passenger Terminal Restroom Renovation	FY21		EUP19-011			\$80,000.00			\$20,000.00	\$ 100,000.00	80%	
Aircraft Self-Service AVGAS Fueling Facility (33.3% - \$75k max)	FY21		EUP19-014			\$75,000.00			\$150,000.00	\$ 225,000.00	(\$75k max)	
Business Center	FY21		EUP19-015			\$80,000.00			\$20,000.00	\$ 100,000.00	80%	
Rehab Mid-Field Apron & Portion of Taxiway G	FY21	3-51-0029-042	EUP19-019		\$1,800,000.00	\$200,000.00				\$ 2,000,000.00	10%	
Terminal Drive & Crosswalks crackseal/sealcoat	FY21		EUP20-002			\$16,000.00			\$4,000.00	\$ 20,000.00	80%	
Passenger Terminal Landscaping / Tree Replacement	FY21		EUP20-006			\$40,000.00			\$10,000.00	\$ 50,000.00	80%	
Terminal Exit Lane Modification	FY21		EUP20-010			\$1,200,000.00				\$ 1,200,000.00	100%	
TSA Baggage Screening Counter Modifications	FY21		EUP20-015			\$120,000.00			\$30,000.00	\$ 150,000.00	80%	
Air Carrier Apron Parking Position Hardstands	FY21		EUP20-026			\$40,000.00			\$10,000.00	\$ 50,000.00	80%	
North General Aviation (GA) Dev. Area Ph2, Design	FY21	3-51-0029-042	EUP20-027		\$315,000.00	\$35,000.00				\$ 350,000.00	10%	
Passenger Terminal Boarding Bridge (non-AIP) additional	FY21	3-51-0029-041	EUP20-028		\$203,992.00	\$161,008.00			\$35,000.00	\$ 400,000.00	varies	
SWPPP, SPCC, & ODC Plan updated	FY21		EUP20-030			\$16,000.00			\$4,000.00	\$ 20,000.00	80%	
										\$ -		

Subtotal Funding Commitments for Ongoing Projects	\$2,421,758.00	(State Entitlement Funds)
Anticipated FY2021 Entitlement Funds (use last year's amount)	\$1,703,932.00	
Funds Available	\$5,206,811.42	(Unexpended Funds Available for Commitment - Funding Commitments for Ongoing Projects + Anticipated FY2021 Entitlement Funds)

**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

Part 2 - Entitlement Utilization Plan: FY2021

A. Project Listing

EUP #	Project Description	6-Year Plan Y / N	Estimated Start Date (Fiscal Year)	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Estimated Costs					Estimated Total Project Cost	Estimated State Funding Percentage	Estimated PFCs to Reimburse Entitlements
							Federal	State Entitlement	State Discretionary	PFC	Local			
1	Equipment Maintenance/Repair (annual bucket)	N	FY21					\$80,000.00			\$20,000.00	\$ 100,000.00	80%	
2	Equipment Purchases (annual bucket) DELETED											\$ -		
3	Facility Maintenance/Repair (annual bucket)	N	FY21					\$120,000.00			\$30,000.00	\$ 150,000.00	80%	
4	Pavements Repair/Rehabilitation (annual bucket)	N	FY21					\$160,000.00			\$40,000.00	\$ 200,000.00	80%	
5	Pavement Markings (annual bucket)	N	FY21					\$40,000.00			\$10,000.00	\$ 50,000.00	80%	
6	ATCT Equipment Service Agreements/Maintenance	N	FY21					\$24,000.00			\$6,000.00	\$ 30,000.00	80%	
7	MUFIDS Annual Service Agreement	N	FY21					\$6,000.00			\$1,500.00	\$ 7,500.00	80%	
8	Riding Slope Mower	N	FY21					\$48,000.00			\$12,000.00	\$ 60,000.00	80%	
9	Cyberlock Security System	N	FY21					\$40,000.00			\$10,000.00	\$ 50,000.00	80%	
10	Terminal Exit Lane Modification (increase to \$2,000,000)	Y	FY22					\$800,000.00				\$ 800,000.00	100%	
	Amendment - Project added for Dec 2020 VAB meeting approval											\$ -		
11	Aircraft Parking Position Hardstands (increase)	N	FY 21					\$140,000.00			\$35,000.00	\$ 175,000.00	80%	

Total Planned Commitments for Future Projects \$1,458,000.00 (State Entitlement Funds)

Funds Available \$3,748,811.42

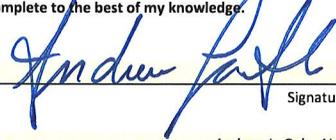
B. Project Narratives

EUP #	Narrative
1	This project is for maintenance and repair of eligible Airport equipment that arises in FY21. Approval will be sought from DOAV staff at the time each need arises
2	This project is for purchase of eligible Airport equipment as the need arises in FY21. Approval will be sought from DOAV staff at the time each need arises.
3	This project is for maintenance and repair of eligible Airport facilities that arises in FY21. Approval will be sought from DOAV staff at the time each need arises.
4	This project is for repair and/or rehabilitation of eligible Airport pavements that arises in FY21. Approval will be sought from DOAV staff at the time each need arises.
5	Pavement markings deteriorate over time and require re-marking. This project will maintain our existing markings to standards along with allowing us to install new markings as the need may arise on airport property. Approval will be sought from DOAV staff at the time each need arises.
6	A new Air Traffic Control Tower (ATCT) was completed in June 2017 with all tower radio and other related equipment provided by the Airport as part of the required FAA contract tower minimum equipment list. The equipment is no longer under warranty and requires service contracts in FY21 in order to provide the necessary preventive maintenance and upkeep of various equipment and systems.
7	The Airport is estimating \$7,500 for an annual service agreement to provide and maintain a "Multi User Flight Information Display System" (MUFIDS). This system is directly related to providing passengers with up to date air carrier flight information in the passenger terminal.
8	Lynchburg Regional Airport maintains over 500 acres on the AOA and around the airport terminal. Much of this land is hilly with slopes exceeding the safety limits of traditional mowing tractors. We would like to purchase a tractor and appropriate accessories to allow operations personnel to safely mow these areas on the airport.
9	Lynchburg Regional Airport has an airport security perimeter which includes fencing with 50 gates. Perimeter gates currently have master style locks which do not allow an audit trail in the event of a security incident. Also individual users all have to provide their own locks and keys leaving some areas with multiple locks on one access point. We would like to upgrade the existing system to locks and keys that provide an audit trail. These improvements will allow the keys and locks to be uniquely programmed with a user's access level so only one lock will be needed on each access point.
10	The most recent estimate of likely cost for this project as estimated by the RS&H Aviation Architect dated April 9, 2020, put the total cost in the neighborhood of \$2,000,000 (which is an increase of \$800,000 over the \$1,200,000 amount approved in our FY2020 Plan.
	Amendment - Project added for Dec 2020 VAB meeting approval:
11	This request is for a state-funded increase of \$140,000 (to \$180,000) for our previously approved EURP Plan item #20-026 "Air Carrier Apron Parking Position Hardstands" The most recent estimate of likely cost for this project as estimated by Delta Airport Consultants is \$225,000 (80% is \$180,000) due to engineer recommended increasing the size of the concrete pads to a larger area than just a "wheels only" size.

Commonwealth Airport Fund
Entitlement Utilization Report and Plan

Part 3 - Certification

As the Executive Director on behalf of the sponsor, I certify that the information provided above is accurate and complete to the best of my knowledge.



Signature

Andrew LaGala, Airport Director

Printed Name

November 5, 2020

Date

As the Chief Financial Officer on behalf of the sponsor, I certify that the information provided above is accurate and complete to the best of my knowledge.



Signature

Catherine C. Vance, Assistant Airport Director, finance & Administration

Printed Name

November 5, 2020

Date

**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

Sponsor: Shenandoah Valley Regional Airport Commission

Airport: Shenandoah Valley Regional Airport

Part 1 - Entitlement Utilization Report: FY2020

A. Entitlement Funds Available for Expenditure and Commitment

Total Funds Available for Commitment from FY2019	\$1,065,524.39
Entitlement Funds Received in FY2020	\$248,851.07
Interest Earned in FY2020	\$4,926.62
 Subtotal Entitlement Resources Available FY2020	 \$1,319,302.08

B. Reimbursement of State Entitlement Funds - PFC's; Bridge Loans; Other: FY2020

Project Description	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Final Costs					Total Project Cost	State Funding Percentage	Reimbursement
				Federal	State Entitlement	State Discretionary	PFC	Local			
Rehab Parking Lot-Construction	3-51-0049-035	CF0049-35		1,864,793.00	\$123,778.11	41,773.35		\$41,245.00	\$ 2,071,589.46	8%	\$28,223.90
									\$ -		
									\$ -		
									\$ -		

Subtotal Reimbursement of State Entitlement Funds \$28,223.90

Total Funds Available \$1,347,525.98 (Entitlement Resources Available FY2020 + Reimbursement State Entitlement Funds)

C. Funding Expenditures for Projects Closed: FY2020

Project Description	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Final Costs					Total Project Cost	State Funding Percentage	Estimated PFCs to Reimburse Entitlements
				Federal	State Entitlement	State Discretionary	PFC	Local			
Taxiway/Runway Rehab	3-51-0049-040			\$1,695,193.69	\$188,354.86				\$ 1,883,548.55	10%	
Airfield Sign Replacement	3-51-0049-041			\$248,299.87	\$27,588.88				\$ 275,888.75	10%	
Environmental Assessment	3-51-0049-042			\$220,570.87	\$24,507.88				\$ 245,078.75	10%	
Construct Taxilanes & Apron for Hangars-Design/Bidding	3-51-0049-043			\$226,254.17	\$25,139.36				\$ 251,393.53	10%	
GA HVAC Renovation	N/A				\$248,839.23			\$67,347.84	\$ 316,187.07	78.7%	
Broom Bristles	N/A				\$4,040.00			\$1,010.00	\$ 5,050.00	80%	
Mobile Device Charging Stations	N/A				\$10,795.51			\$2,698.87	\$ 13,494.38	80%	
FOD sweeper	N/A				\$5,200.00			\$1,300.00	\$ 6,500.00	80%	
Vehicle Lift	N/A				\$6,919.14			\$1,729.78	\$ 8,648.92	80%	
Concrete Pad AC Terminal Ramp	N/A				\$15,927.20			\$3,981.80	\$ 19,909.00	80%	
GA term. Roof ent structure epphus stucco paint/repair	N/A				\$7,376.00			\$1,844.00	\$ 9,220.00	80%	
Runway & Taxiway Bulbs	N/A				\$940.68			\$235.17	\$ 1,175.85	80%	
AWOS Inspection & Repair	N/A				\$2,800.00			\$700.00	\$ 3,500.00	80%	

**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

Vegetation Management	N/A				\$3,720.00			\$930.00	\$ 4,650.00	80%	
Fence & Vehicle Access Gate	N/A				\$67,160.00			\$16,790.00	\$ 83,950.00	80%	
Antenna & Cabling Upgrade for UHF Radion Communications	N/A				\$3,372.36			\$843.08	\$ 4,215.44	80%	
Install Secure Area Partition-Design	N/A				\$32,997.68			\$8,249.41	\$ 41,247.09	80%	\$33,008.00
SRE facility surge protector	N/A				\$740.00			\$185.00	\$ 925.00	80%	
A/C terminal boiler repairs	N/A				\$3,249.11			\$2,605.14	\$ 5,854.25	55.5%	
AWOS Inspection & Repair-VHF radio	N/A				\$2,503.64			\$625.90	\$ 3,129.54	80%	
Zero turn mower belts & blades	N/A				\$388.64			\$97.60	\$ 486.24	80%	
PTD Shaft John Deere Bushhog	N/A				\$1,177.44			\$294.36	\$ 1,471.80	80%	
GA Gate repairs and sensors	N/A				\$3,501.12			\$875.28	\$ 4,376.40	80%	
PSQ/ARFF roof repair	N/A				\$836.26			\$209.07	\$ 1,045.33	80%	
Restripe parking lot	N/A				\$3,429.69			\$1,065.31	\$ 4,495.00	76.3%	
Entrance Sign	N/A				\$20,390.25			\$20,390.25	\$ 40,780.50	50%	

Subtotal Expenditures for Projects Completed: FY2020 \$711,894.93 (State Entitlement Funds)

Unexpended Funds Available for Commitment \$635,631.05 (Total Funds Available - Expenditures for Completed Projects)

**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

D. Funding Commitments for Ongoing Projects

Project Description	Estimated Fiscal Year of Completion	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Estimated Costs					Estimated Total Project Cost	Estimated State Funding Percentage	Estimated PFCs to Reimburse Entitlements
					Federal	State Entitlement	State Discretionary	PFC	Local			
Remove and Replace Fuel Farm Tanks	2022	N/A				\$192,040.00			\$582,960.00	\$ 775,000.00	33.3%	
Construct Hangars E & F -Site Design/Bidding	2021	N/A				\$149,281.60			\$37,320.40	\$ 186,602.00	80%	
Install Secure Area Partition-Construction	2021	N/A				\$203,520.00			\$50,880.00	\$ 254,400.00	80%	\$203,520.00
Vegetation Management	2021	N/A				\$9,548.80			\$2,387.20	\$ 11,936.00	80%	
GA Terminal Metal Roof Repairs	2021	N/A				\$11,805.00			\$3,195.00	\$ 15,000.00	78.7%	
Environmental Plans	2021	N/A				\$8,480.00			\$2,120.00	\$ 10,600.00	80%	
Loading Ramp	2022	N/A				\$57,400.00			\$14,350.00	\$ 71,750.00	80%	
Landscape & Signage	2021	N/A				\$37,500.00			\$37,500.00	\$ 75,000.00	50%	
Sealcoat & remark parking lot -Design	2021	N/A				\$38,531.50			\$11,968.50	\$ 50,500.00	76.3%	
AWOS Inspection and Repair	2021	N/A				\$2,880.00			\$720.00	\$ 3,600.00	80%	
Vegetation Management	2021	N/A				\$3,720.00			\$930.00	\$ 4,650.00	80%	
Runway & Taxiway Bulbs	2021	N/A				\$3,200.00			\$800.00	\$ 4,000.00	80%	
Building/Facility Repairs	2021	N/A				\$40,000.00			\$10,000.00	\$ 50,000.00	80%	
Equipment Repairs	2021	N/A				\$12,000.00			\$3,000.00	\$ 15,000.00	80%	
Taxiway K and Apron -Construction-Non Federal	2021	N/A				\$68,000.00			\$17,000.00	\$ 85,000.00	80%	
Subtotal Funding Commitments for Ongoing Projects	\$837,906.90	(State Entitlement Funds)										
Anticipated FY2021 Entitlement Funds (use last year's amount)	\$248,851.07											
Funds Available	\$46,575.22	(Unexpended Funds Available for Commitment - Funding Commitments for Ongoing Projects + Anticipated FY2021 Entitlement Funds)										

Part 2 - Entitlement Utilization Plan: FY2021

A. Project Listing

EUP #	Project Description	6-Year Plan Y / N	Estimated Start Date (Fiscal Year)	AIP Project Number	DOAV Project Number	PFC Project Number	Funding Sources with Estimated Costs					Estimated Total Project Cost	Estimated State Funding Percentage	Estimated PFCs to Reimburse Entitlements
							Federal	State Entitlement	State Discretionary	PFC	Local			
7	Environmental Service & Wetland Mitigation							\$32,000.00			\$8,000.00	\$ 40,000.00	80%	
												\$ -	80%	
												\$ -	80%	
												\$ -	80%	
												\$ -	80%	

Total Planned Commitments for Future Projects \$32,000.00 (State Entitlement Funds)

Funds Available \$14,575.22

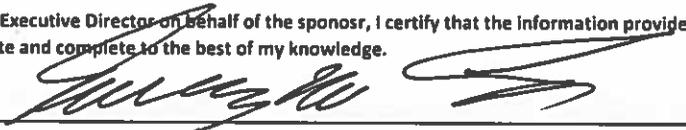
**Commonwealth Airport Fund
Entitlement Utilization Report and Plan**

B. Project Narratives

EUP #	Narrative
7	Environmental and Wetland Coordination for the Landside access to hangars E & F. This project is to determine environmental mitigation for the access and parking areas of future corporate hangars.

Part 3 - Certification

As the Executive Director on behalf of the sponsor, I certify that the information provided above is accurate and complete to the best of my knowledge.



Signature

Mason W. Campbell

Printed Name

11/3/2020

Date

As the Chief Financial Officer on behalf of the sponsor, I certify that the information provided above is accurate and complete to the best of my knowledge.



Signature

Lisa Botkin

Printed Name

11/3/2020

Date

AMENDED ENTITLEMENT UTILIZATION PLANS			
SUMMARY OF NEW / AMENDED PROJECTS			
1/14/2021			
<u>AIRPORT / PROJECT</u>	<u>ENTITLEMENT AMOUNT</u>	<u>AMENDED FY2021 PLAN DOAV RECOMMENDATION</u>	<u>COMMENTS</u>
Lynchburg Regional			
Terminal Exit Lane Modification - INCREASE	\$800,000	Approve	
Shenandoah Valley Regional			
Environmental Services & Wetlands Mitigation	\$32,000	Approve	