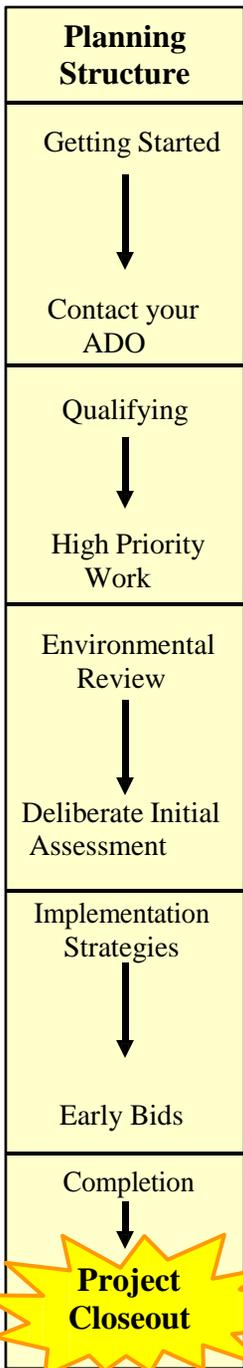


Overview of Process Leading to an AIP Grant:



- Identify airport needs (i.e. prepare airport master plan or update airport layout plan).
- Submit your five-year Capital Improvement Plan (CIP) to the ADO.
- If your project is a likely candidate for AIP funding, i.e. included in the FAA's Airport's Capital Improvement Program (ACIP), work with your ADO project manager to:
 - ✎ Develop a schedule leading to grant offer.
 - ✎ Develop a project scope.
 - ✎ Complete the environmental review.
 - ✎ Hire consultants and design project.
 - ✎ Advertise and award contract.
 - ✎ Construct project.
 - ✎ Submit grant closeout documentation.

Reference Materials

- **FAA Order 5100.38D** Airport Improvement Program Handbook
- **FAA Order 5100.39A** Airport Capital Improvement Planning
- **AC 150/5070-6B** Airport Master Plans
- **Order 1050.1F** Environmental Impacts: Policy and Procedures
- **Order 5050.4B** National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects
- **FAA Flight Plan** (<http://www.faa.gov>)
- **Great Lakes Regional Airport Plan (RAP)** (http://www.faa.gov/airports/great_lakes/planning_capacity)
- **Benefit-Cost Analysis (BCA)** (http://www.faa.gov/airports/aip/bc_analysis)

Contacts:

Dakota Minnesota Airports Division Office (DMA-ADO)

Minneapolis Office: (612) 253-4610

Bismarck Office: (701) 323-7380

Regional Airports Division: (847) 294-7272



Federal Aviation Administration

For more information, please contact your ADO or visit http://www.faa.gov/airports/great_lakes/aip/



Federal Aviation Administration

Steps to AIP Funding for Your Airport Project

Quick Reference Guide

Purpose:

We want to improve how we manage our Airport Improvement Program (AIP) by working with you, the airport's community, early in the AIP grant process. This brochure shows a typical schedule leading to a construction grant. We want to emphasize two points:

1. Plan on getting started early, and
2. Meet with your Airport District Office (ADO) project manager to develop a schedule that meets the needs of your particular project.



Note: The following information describes a typical schedule, year by year, leading to AIP funding for your project. However, a planning, design, equipment or land acquisition only grant would look different. Project complexity or public controversy will also affect your schedule.

For more information, please contact your ADO or visit http://www.faa.gov/airports/great_lakes/about_airports/dma-ado

Four Years Prior to Year of Construction:

- Identify potential projects and consult with ADO.
- Validate project justification and eligibility.
- Determine probable level of Environmental Review. If an EIS is required, your planning may need to begin much earlier.
- Determine whether ALP or Exhibit A needs updating.
- Identify required flight procedure modifications (for new, extended or relocated runways).
- Coordinate with airport users on project plans.

Three Years Prior to Year of Construction:

- Refine scope of project and develop improved cost estimate.
- Identify funding sources.
- Determine if Benefit/Cost Analysis (BCA) or Letter of Intent (LOI) is required by FAA.
- Identify new or existing NAVAIDS that will be affected and if a reimbursable agreement is needed.
- Initiate obstruction survey activities, if flight procedures must be modified.
- Inventory the project's affected environment (wetlands, incompatible land use, and historic properties).
- If land is required for proposed construction, planning and environmental review may need to begin earlier.

Two Years Prior to Year of Construction:

- Select consultant.
- Refine project scope and cost estimate.
- Update ALP, if necessary, to reflect planned projects.
- Coordinate NAVAID requirements with FAA.
- Determine if Disadvantaged Business Enterprise (DBE) goals are required.
- Initiate reimbursable agreements discussions with FAA.
- Submit request for new/modified flight procedures with FAA.
- Submit request for Airspace review of projects under Non- rulemaking Authority (NRA) number.
- Begin BCA for capacity projects seeking \$10 million or more of discretionary funds over the life of the project.
- Submit Environmental Assessment (EA) or Categorical Exclusion (Catex) documentation for FAA review and funding.

One Year Prior to Year of Construction:

- Complete airspace study.
- Complete project scope of work.
- Refine and update cost estimates.
- Complete significant Environmental documentation.
- Complete 90% design, plans and specifications after FAA's environmental findings are made.
- Execute reimbursable agreements to support NAVAIDS, if necessary.
- Prepare and Coordinate Construction Safety Plan.
- Secure additional environmental or other approvals/permits.
- Finalize ALP update.
- Finalize DBE goals.
- Finalize and submit BCA/ and or LOI request by **March 1st**.
- Finalize construction bidding, grant application, and grant acceptance schedules.

Year of Construction (Grant Acceptance):

- Complete 100 percent design and plans & specifications.
- Complete FAA Environmental Findings (ROD, FONSI or Catex) for the current fiscal year by **January 15th**.
- Advertise and secure bids according to ADO schedule.
- Projects expecting discretionary funding should be ready to bid by **April 1st**.
- Submit application by **May 1st** (pending availability of AIP funds).
- Accept grant.
- Issue notice-to-proceed.
- Monitor environmental mitigation requirements during construction.
- Make timely request of grant payments.

After Construction Completion:

- Provide final test results.
- Submit final report and pay request.
- Close grant.
- Monitor environmental mitigation measures.



Because we require that most construction projects go to grant based on bids, we encourage sponsors to have the design prepared early, and may provide a separate grant for that purpose.