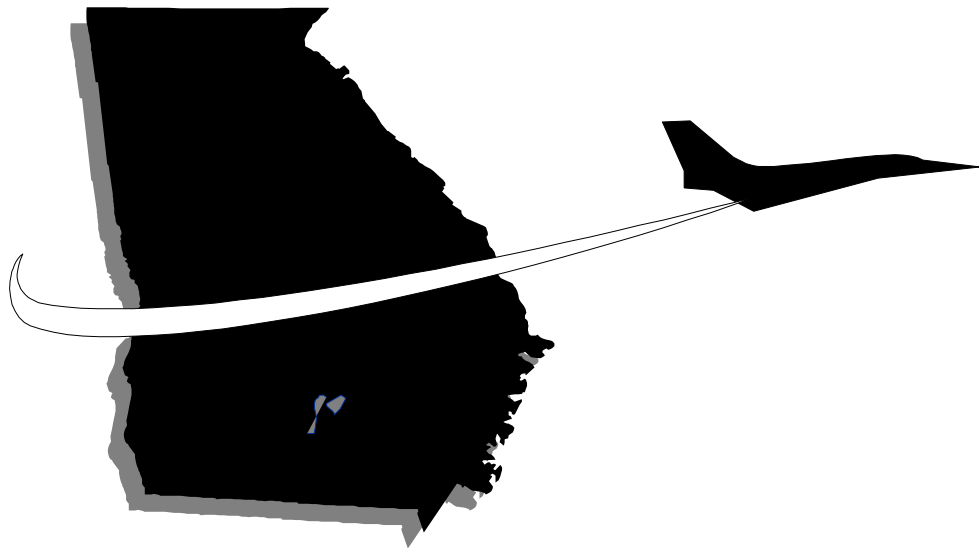


GEORGIA AIRPORT AID PROGRAM

POLICIES AND STANDARDS GUIDE



**Aviation Programs
Georgia Department of Transportation**

November 2002

INTRODUCTION

This document is intended to serve as a guide to the owners of “Publicly-Owned Open-to-the-Public” Airports in the State of Georgia. The contents of this guide identifies the policy and standards associated with applying for and receiving state financial aid for an airport improvement project. Questions regarding any data contained in this document should be referred to Aviation Programs, Georgia Department of Transportation, 276 Memorial Drive, SW, Atlanta, Georgia, 30303, telephone (404) 651-9200.

The Georgia Department of Transportation is authorized by Georgia Law (Code 32-2-2) to plan for and establish a long-term policy in regard to the establishment, development, and maintenance of aviation and aviation facilities in the state.

NOTE: This is the FIFTH (5th) EDITION of this publication. This document supersedes all previous editions.

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The Georgia Airport Aid Program (GAAP) is designed to provide state funding assistance for planning, capital improvements, maintenance, and approach aids to publicly-owned airports.

Funding is appropriated each year by the Georgia General Assembly and all airport monies must be obligated by contract during the fiscal year which begins July 1 and ends June 30 of each year.

For a requested project to be eligible for state funding assistance, the airport must comply with the following:

- The airport must be publicly owned and opened to the public.
- All project work must be available for public use.
- The airport must have an Airport Layout Plan either approved by the Federal Aviation Administration or acceptable to the Georgia Department of Transportation.
- The requested project must conform to the Airport Layout Plan.
- The requested project must be included in “The Georgia Department of Transportation’s Five-Year Capital Improvement Program” (CIP).
- The airport owner must own or, in some cases, lease the land upon which the project will be accomplished.
- The airport must be in compliance with State Airport Licensing standards.

APPROACH AIDS

Approach Aid projects are designed to provide state funding assistance to publicly owned airports that are in need of airport approach aids. For the purpose of this document, an airport approach aid is defined as any type of Federal Aviation Administration approved equipment that aids an aircraft in its approach path to a landing area. These projects address airport needs for approach facilities that have little or no chance of being installed or funded by the Federal Aviation Administration.

Approach Aid projects eligible for funding assistance:

- Localizer
- Non-Directional Radio Beacon (NDB)
- Marker Beacon (MB)
- Approach Lighting System (ALS)
- Visual Approach Descent Indicator (VADI)
- Automatic Weather Observation System (AWOS)
- Distance Measuring Equipment (DME)
- Runway End Identification Lights (REIL)
- Remote/Ground Communication Outlet (RCO/GCO)
- Radio Control System for Approach Aid Facilities
- Differential equipment for Global Positioning System (GPS) approach
- Glide Slope (GS)

The intent of approach aid projects are primarily to help general aviation airports achieve the minimum approach standards for a non-precision or GPS precision straight-in instrument approach to the primary runway. Precision approach facilities such as a conventional ILS are eligible for state funding assistance but the project will be funded dependant upon the availability of state funds and only if the justification warrants the high cost associated with such a facility.

DEVELOPMENT

Development projects (sometimes referred to as capital improvement projects) are eligible for state funding assistance. An airport development project is defined, for the purpose of this document, as a project which involves the construction or expansion of a new runway, taxiway, aircraft parking apron, lighting system, etc.

Development projects eligible for state funding assistance include:

- New construction to include the extension, strengthening or widening of a runway, taxiway or aircraft parking apron.
- Runway grooving.
- Lighting of a runway, taxiway, or apron area.
- Marking of runway, taxiway, or apron area.
- Installation of rotating beacon and lighted wind cone and segmented circle.
- Installation of obstruction lighting and marking.
- Site preparation for terminal area development including hangar areas
- New access and service roads
- New auto parking lots.
- New fencing.
- Destruction of any existing facility or relocation of utilities required to construct an eligible development item.
- Engineering design costs if accomplished subsequent to the execution date of the contract. Reimbursement of design cost is not eligible.
- Construction supervision and materials testing for federally funded projects and some state funded projects requiring technical expertise beyond the scope of GDOT field personnel (airfield lighting, etc.).

The following development items are **not** eligible for state funding assistance:

- Land Acquisition.
- Hangars (all types).
- Terminal Buildings and associated Security Systems.
- Fuel Facilities.
- Aircraft Rescue and Fire Fighting (ARFF) equipment and facilities.
- Taxiway which serves a private facility. (Exception is a public taxiway to a cluster of private hangars.)

MAINTENANCE

Maintenance projects are eligible for state funding assistance and are designed to maintain the airport's operational and safety requirements including runway safety areas and obstruction removal. The intent is to help the airport owner accomplish major maintenance and safety projects. Routine and low cost maintenance work is the responsibility of the airport owner.

Maintenance projects eligible for funding assistance include:

- Reconstruction, resurfacing, application of seal coats and sealing of pavement joints and cracks of runways, taxiways, aircraft parking aprons, auto parking areas and airport access roads.
- Layout and painting of pavement markings.
- Construction of Runway Safety Areas (RSA).
- Repair, rehabilitation, adjustment or replacement of existing drainage systems.
- Clearing, grubbing and grassing to remove airport obstructions.
- Repair, rehabilitation or replacement of existing airport lighting systems and associated equipment.
- Repair, rehabilitation or replacement of existing airport approach aids and associated equipment.
- Construction of runway blast pads.
- Replacement of existing airport fencing.

The following maintenance items are not eligible for funding assistance:

- Maintenance/Repair costs for terminal buildings.
- Repair/Replacement of Fuel Facilities.
- Repair/Replacement of Aircraft Rescue and Fire Fighting (ARFF) equipment and facilities.
- Repair/Resurface/Replacement of any item which serves a private facility.

PLANNING

Planning projects are eligible for state funding to assist communities with future airport development. Projects initiating or updating Airport Layout Plans and Airport Master Plans are the most common planning projects. The Federal Aviation Administration (FAA) and the State require that all funded development projects be identified on the Airport Layout Plan.

Planning projects eligible for state funding assistance include:

- Systems Planning
- Airport Master Planning
- Airport Layout Plans
- Environmental Assessments
- Noise Studies
- Obstruction Evaluations
- Commercial Service Studies
- Economic Impact Studies
- Pavement Evaluation Studies

GEORGIA AIRPORT CONTRACTS

Construction Projects – State funds for the Georgia Airport Aid Program are administered to the airport owner via the State Aid Contract. The Contract provides funding assistance to construct the project as designed and engineered in the approved project plans and specifications.

The airport owner is responsible for the development of the project plans and specifications, advertising the project for bid, bid opening, selection of the lowest acceptable bidder, and contracting with the construction firm to accomplish the work. After the State Aid Contract has been fully executed, the Georgia Department of Transportation will issue a ‘Notice to Proceed’ to the airport owner. **Work as defined in the contract may not begin before the notice to proceed is issued.** The airport owner, prior to work being started on the project, must advise the GDOT Area Engineer’s office. Normally this is coordinated at a pre-construction conference held prior to the start of work. The Area Engineer is responsible for the acceptance of the accomplished project work and will process all requests for payment to the airport owner.

Planning and Engineering Design – State funds for planning and engineering design are administered to the airport owner via a contract entitled ‘Agreement for Airport Assistance’. The contract provides funding assistance to produce the necessary planning or engineering design to accomplish the contract Scope of Work.

The airport owner is responsible for the development of the project plans and specifications. Normally, this is accomplished by subcontract from the airport owner to an airport engineering design consultant. If the state participates in the cost of planning or engineering, the consultant must be prequalified by the GDOT and included on the approved GDOT consultant list. The most current list of GDOT qualified consultants is located on the GDOT web site (www.dot.state.ga.us) under "GDOT Information", "Division of Preconstruction", "Office of Consultant Design", "Prequalification", "Area Classes: 1.08 (Airport Master Planning) and 2.09 (Construction)".

Once the planning or engineering design contract has been fully executed, the GDOT will issue a ‘Notice to Proceed’ to the airport owner. **Work as defined in the contract may not begin before the notice to proceed is issued.** The Aviation Programs office of the GDOT is responsible for the administration of the contract. All pay requests from the airport owner to the state should be submitted to Aviation Program, Georgia Department of Transportation, 276 Memorial Drive SW, Atlanta, GA 30303.

AIRPORT FUNDING CATEGORIES

The Georgia Airport Aid Program (GAAP) provides state funding assistance for eligible airport projects as noted below:

- State funded Development, Maintenance, Approach Aid, and Planning projects (no federal funds involved) are funded at 75% state assistance. The exception is Development projects at urban area airports are limited to 50% state financial assistance. Urban area airports are identified by the U.S. Bureau of Census and listed on page 16.
- Federally funded projects are typically funded at 90% by the Federal Aviation Administration. Those federal projects, which are eligible for state funding assistance, are funded by the state at 5% of the project cost. Its important to note that the state only participates in the items of project cost that are accomplished subsequent to the execution date of the state contract.
- Airport marking on state (no federal funds) projects is funded by the state at 100%.
- Construction supervision, inspection, and testing on State projects are accomplished by the state at no expense to the airport owner. An exception to this is on lighting, electrical, and approach aid projects that must be supervised and tested by a private firm selected by the airport owner. For projects involving lighting, electrical, and navigational aids, the state will participate at 75% of the cost of the inspection.
- The minimum contract level of state funding assistance on all Georgia Airport Aid Program projects is \$1500.

PROJECT SELECTION CRITERIA

STATE PROJECTS – An application for State airport projects (non-federal) should be submitted to the Georgia Department of Transportation prior to December 31st for consideration in the upcoming fiscal year. The State fiscal year runs from July 1 to June 30th. On April 1st each year, after the State Legislature has appropriated funds for the Georgia Airport Aid Program for the upcoming fiscal year, all eligible applications are prioritized based on the criteria defined in this guide. Airport sponsors will be notified by letter shortly after April 1 regarding the status of their applications. If a project is not selected for funding, the application must be resubmitted to the GDOT for reconsideration in the next fiscal year. If the airport owner cancels a selected project, the highest priority project on the unfunded list, that approximates the amount of funds available, will be selected and the airport owner will be notified.

FEDERAL FUNDED PROJECTS - All federally funded state apportionment and General Aviation entitlement projects eligible for state funding assistance are given the highest priority for matching state funds. This priority is given in order to maximize the input of federal dollars into the state airport system. The capability of the state to participate in federal projects is dependent upon the amount of funds appropriated for airports by the Georgia Legislature and FAA coordination with the state so that available funds can be programmed for federal projects. State funding assistance for FAA Discretionary and Commercial Service Entitlement projects are strictly limited to the availability of state funds when notice is provided by the FAA to the state. Within the federally funded programs, the general aviation (GA) airport projects are given priority for state funding assistance over the commercial service airport projects because normally GA airports generate less local revenue and are more dependant upon state assistance.

APPLICATION FOR STATE FUNDING ASSISTANCE

STATE FUNDED PROJECTS - The airport owner should apply for state financial assistance for state projects (non-federal) by completing the required state application (page 18). The purpose of the application is to obtain the necessary project information so that an evaluation can be made relative to need and priority. The “Certification” section of the application is very important and the airport owner should fully understand its contents. By signing the application, the airport owner certifies compliance with all the conditions of the “Certification” section. If the applicant desires to delete any portion of the “Certification” section, it may be lined out and initialed by the applicant. Such a deletion may affect the eligibility of the project but if the airport owner cannot make the certification, it should be deleted from the application. An explanation regarding the deletion may be attached to the application. The completed application should be transmitted by cover letter to the **Commissioner, Georgia Department of Transportation, No. 2 Capitol Square, Atlanta, Georgia, 30334.**

FEDERALLY FUNDED PROJECTS - The airport owner should apply for state financial assistance on federally funded projects by writing a letter to the **Commissioner, Georgia Department of Transportation, No. 2 Capitol Square, Atlanta, Georgia, 30334.** The letter should refer to the Federal Aviation Administration’s tentative allocation (TA) and request state funding assistance for the project. A copy of the TA letter and federal pre-application should be attached to the Commissioner’s letter.

AIRPORT FUNDS AND PRIORITIES

STATE FUNDS - The Georgia General Assembly appropriates annually Georgia Airport Aid Program (GAAP) funds for a specific fiscal year (July 1 through June 30). The funds are general funds and must be obligated by contract within the designated fiscal year. Funding for the GAAP is determined by the Georgia General Assembly based upon available state revenues and the annual budget request submitted by the Georgia Department of Transportation.

FEDERAL FUNDS - The federal Airport Improvement Program (AIP) funds are divided into four primary categories:

- State Apportionment for general aviation airports - These federal funds are allocated by mandated formula to Georgia's general aviation airports.
- General Aviation (GA) Entitlement - These federal funds, up to a maximum of \$150,000 per GA airport per year, are allocated to GA airports that are included in the National Airport Systems Plan and have developed a 5 year Capital Improvement Program.
- Passenger Entitlements - These funds are allocated to commercial service airports that enplane 10,000 or more passengers annually. The amount of funds allocated to each airport is dependent upon the number of enplaned passengers.
- Discretionary Funds - These funds are assigned to airports at the discretion of the Administrator of the Federal Aviation Administration. The majority of these funds are allocated to commercial service airports and special programs. A very small portion of these funds go to General Aviation Airports.

PRIORITY SYSTEM

The following priority system is utilized for the establishment of the relative importance of one project request as compared to all other project applications received for the Georgia Airport Aid Program (GAAP). The resultant project priority number (larger numbers have highest priority) is the basis for the selection of projects that will receive state funding assistance.

AIRPORT CATEGORY - The priority system distinguishes among three categories of airports:

- **Category A** - General Aviation Airports with less than twenty (20) based aircraft.
- **Category B** - General Aviation Airports with twenty (20) or more based aircraft.
- **Category C** - Commercial Service Airports

RUNWAY TYPE - The priority system also distinguishes among three types of airport runways:

- **Type 1** - “Primary” runway is considered to be the most important runway on the airport that serves the majority of the air traffic. It is normally the runway with the most sophisticated facilities such as lighting and electronic navigational and approach landing aids.
- **Type 2** – “Secondary” runway is the runway that is utilized less than the primary but more than the other runways.
- **Type 3** – “Other” runways are the remaining runways other than the primary and secondary runways.

Airport projects that have a direct economic impact upon the area served by the airport may be awarded up to 10 additional priority points. Such projects must serve to satisfy the business/corporate aviation demands that will cause an increase in economic activity for the area. The number of points (limited to 10) added to the project priority will be decided by the GDOT based on the degree of economic impact as documented by the airport owner.

One common element with all priority systems is a failure to consider every possible priority of a particular project and for that reason, the GDOT is authorized, at its discretion, to change the priority of a project. Such actions are documented as a part of the project records.

GAAP PRIORITY SYSTEM

AIRPORT CATEGORY		RUNWAYS	
A - < 20 Based Aircraft		1 - Primary	
B - = or > 20 Based Aircraft		2 - Secondary	
C - Commercial Service		3 - Other Runways	
PRIORITY	PROJECT	PRIORITY	PROJECT
90	A1-RSA/Obst Clr	56	A2-Taxiway
89	A1-Rwy Maintenance	55	B-Fencing-Perimeter
88	A1-Rwy New/Expansion	54	A-Localizer
87	B1-RSA/Obst Clr	53	B3-RSA/Obst Clr
86	B1-Rwy Maintenance	52	B3-Rwy Maintenance
85	B1-Rwy New/Expansion	51	A-ALS
84	A-Misc A/P Lighting	50	A-AWOS
83	A-NDB	49	A-GCO
82	B-Localizer or Glide Slope	48	C1-RSA/Obst Clr
81	B-Misc A/P Lighting	47	C1-Runway
80	B-ALS	46	C-Misc A/P Lighting
79	A-Apron Maintenance	45	C-Localizer
78	A-Apron	44	C-ALS
77	A-Airport Drainage	43	C-NDB
76	A-Fencing-Security	42	A3-RSA/Obst Clr
75	B-NDB	41	A3-Runway Maint.
74	B-AWOS	40	C-GCO
73	B-GCO	39	C1-Taxiway
72	A1-Taxiway Maint.	38	C-Apron
71	A1-Twy New/Expansion	37	C-Taxiway (to Hangars)
70	B-Apron Maintenance	36	C-Airport Drainage
69	B-Apron	35	C-Fencing-Security
68	B-Airport Drainage	34	B3-Taxiway
67	B-Fencing-Security	33	C2-RSA/Obst Clr
66	B1-Taxiway Maintenance	32	C2-Runway Maint.
65	B2-RSA/Obst Clr	31	C-Fencing Perimeter
64	B2-Rwy Maintenance	30	C3-RSA/Obst Clr
63	A2-RSA/Obst Clr	29	C3-Runway Maint.
62	A-Taxiway (to Hangars)	28	A3-Taxiway
61	B1-Taxiway	27	C2-Taxiway
60	B-Taxiway (to Hangars)	26	C3-Taxiway
59	A2-Runway Maintenance	25	A-Access Road
58	B2-Taxiway	24	B-Access Road
57	A-Fencing-Perimeter	23	C-Access Road

NOTE: Up to 10 points may be added for economic development projects.

Points may be increased or decreased at GDOT discretion.

See page 17 for glossary of above abbreviations.

Runway and Taxiway priorities includes all associated lighting (including PAPI).

PRIORITY SYSTEM

Examples and Explanations

The following examples and explanations illustrate the application of the priority system as presented on page 14:

- A project to construct a primary runway extension at a general aviation airport with less than 20 based aircraft would have a high priority of 88. The airport category is A, the runway type is 1 and the project is a runway expansion. The priority for an A-1 runway expansion is 88.
- A project to resurface a secondary runway at the general aviation airport with more than 20 based aircraft would have a priority of 64. The airport category is B, the runway type is 2 and the project is runway maintenance. The priority for a B-2 runway maintenance project is 64.
- A project to replace a rotating beacon light at a commercial service airport would have a priority of 46. The airport is category C and the project is miscellaneous airport lighting. The priority for a C-Misc A/P Lighting is 46.
- A corporate prospect commits to a county government that it will locate a factory in their county that will produce jobs and dollars to the local economy if they will extend the county airport primary runway an additional 1000 feet and install a localizer approach aid. All airport projects associated with the runway extension and the localizer will have a priority number increase up to 10 points because the projects are directly related to local economic development. The amount of added points up to 10 are at the discretion of the GDOT based on the degree of economic impact as documented by the airport owner.

URBAN AREA AIRPORTS

- | | |
|-------------------|--|
| 1. ALBANY | SOUTHWEST GEORGIA REGIONAL AIRPORT |
| 2. ATHENS | ATHENS / BEN EPPS AIRPORT |
| 3. ATLANTA | W. B. HARTSFIELD ATLANTA INTERNATIONAL |
| 4. ATLANTA | FULTON COUNTY – BROWN FIELD |
| 5. ATLANTA | DEKALB – PEACHTREE AIRPORT |
| 6. AUGUSTA | AUGUSTA REGIONAL AIRPORT AT BUSH FIELD |
| 7. AUGUSTA | DANIEL FIELD |
| 8. BRUNSWICK | GLYNCO JETPORT |
| 9. BRUNSWICK | MALCOLM MCKINNON AIRPORT |
| 10. COLUMBUS | COLUMBUS METROPOLITIAN AIRPORT |
| 11. LAWRENCEVILLE | GWINNETT COUNTY – BRISCOE FIELD |
| 12. MACON | MIDDLE GEORGIA REGIONAL AIRPORT |
| 13. MACON | HERBERT SMART DOWNTOWN AIRPORT |
| 14. MARIETTA | COBB COUNTY – MCCOLLUM FIELD |
| 15. ROME | RICHARD B. RUSSELL AIRPORT |
| 16. SAVANNAH | SAVANNAH INTERNATIONAL AIRPORT |

AIP	Airport Improvement Program
ALP	Airport Layout Plan
ALS	Approach Lighting System
AMP	Airport Master Plan
A/P	Airport
ARFF	Aircraft Rescue and Fire Fighting
AWOS	Automated Weather Observing System
CIP	Capital Improvement Program (5 Year Pgm.)
DME	Distance Measuring Equipment
FAA	Federal Aviation Administration
GA	General Aviation
GAAP	Georgia Airport Aid Program
GCO	Ground Communications Outlet
GDOT	Georgia Department of Transportation
GPS	Global Positioning System
MB	Marker Beacon
NDB	Non Directional Radio Beacon
PAPI	Precision Approach Path Indicator
RCO	Remote Communications Outlet
REILS	Runway End Identification Lighting System
RSA	Runway Safety Area
TA	Tentative Allocation
VADI	Visual Approach Descent Indicator

Application for State Assistance

Date Submitted:	Date Received By State:
1. APPLICANT INFORMATION	
A. Name of Airport	
B. Name and Address of Applicant: Telephone: ()	C. Name and Address of Contact Person (if different from 1.B.) Telephone: ()
2. PROJECT INFORMATION	
A. Description of applicant's project: (Attach sketch if possible)	
B. Project justification: (Explain why project is needed. If safety related, explain. Attach separate sheet if more space is needed.)	
C. Will the project have the potential to enhance economic development in the area? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain. Attach separate sheet if more space is needed.)	
D. Estimated total cost of project:	E. Desired start date:
3. CERTIFICATION	
<p>The applicant by signature, hereby certifies as follows:</p> <p>A. <i>PLANNING COMPLIANCE</i> – All elements of work in the project conform to the current Airport Layout Plan except as follows: (attach separate sheet)</p> <p>B. <i>CERTIFICATE OF OWNERSHIP</i> – The applicant is the owner of fee simple title to the land whereon the actual construction of the project is performed and further that this certification is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the applicant holds such property interest except as follows: (attach separate sheet)</p> <p>C. <i>LICENSING COMPLIANCE</i> – The airport shall be maintained in compliance with applicable State licensing criteria.</p> <p>D. <i>PROJECT DESIGN</i> – The applicant will accomplish, except where provided by the State, the required plans and specifications necessary to accomplish the project.</p> <p>E. <i>PUBLIC USE</i> – All elements of the work in the project will be for public use.</p> <p>F. <i>PROJECT MAINTENANCE</i> – The applicant shall maintain the facility constructed by the project throughout its normal useful life as determined by the State.</p> <p>G. <i>FUNDS</i> – The applicant's share of the costs for the project will be available as of the start date stated in item 2.E. above and covenants to disburse funds derived from the State solely in aid of the project.</p> <p>H. <i>APPLICATION AUTHORITY</i> – The applicant agrees that these covenants and grant application shall be binding on itself, successors, and assignees and further covenants that it has the legal authority to execute this grant application.</p>	
<hr style="width: 80%; margin: 0 auto;"/> SIGNATURE OF APPLICANT	<hr style="width: 80%; margin: 0 auto;"/> TITLE OF APPLICANT