

## INSTRUCTIONS FOR IAAP NON-NPIAS GRANT APPLICATIONS

The IAAP is administered according to the Idaho Administrative Code IDAPA 39.04.04. This rule requires that an airport owner should have a State approved airport plan in place in order to participate in the IAAP. This rule further requires that an airport owner have protective land use zoning in place. If you do not have a plan or protective land use zoning in place, or if they need to be updated, the IAAP can provide funding for those items through this application process.

A list of the grant match rates, based on the 2010 US Census for state participation, is shown for your airport on page two of these instructions. These rates will assist you in calculating the separation of grant funds for a project. Also, please refer to pages three and four of these instructions for IAAP Project Priority and Eligibility information.

The airport owner may use force account (in-kind) work as part, or all, of their required match for IAAP funded projects. **The value of the force account (in-kind) work shall not exceed the amount of the Sponsor/Owner's designated match for this project. The type, amount, and value of the in-kind work must be estimated and approved by the State before we program your grant.** The owner may use their own internal rates, or the rates listed in the Idaho Transportation Department Standard Specifications for Highway Construction. The airport owner must also show that the use of force account (in-kind) work is in the public interest and must demonstrate that it can accomplish the work with equal to or better quality, and for equal to or less than the cost of having it commercially done. Page five of these instructions provides detailed guidance for calculating the force account (in-kind) work.

**THE APPLICATION IS FOR LISTING THE PLANNING, CONSTRUCTION, AND MAINTENANCE WORK ITEMS THAT YOU REQUEST FUNDING FOR IN STATE FISCAL YEAR 2015 (SFY-15) AND PROPOSED AIRPORT PROJECTS IN SFY-15 THROUGH SFY-18.**

**Please Note: Projects previously applied for are not being carried forward to the next funding cycle.**

If you have made application for IAAP funds in the past and did not receive funding, you **MUST** complete a new application form and reapply for those projects that are still valid. Please be sure to keep a copy of your grant application to assist you with future applications.

**Application Deadline 5:00 pm Friday, June 27, 2014**

You must return the completed application (pages 1 through 6) to the Division of Aeronautics office to be considered for an IAAP grant during SFY-15.

## DETAILED INSTRUCTIONS FOR THE GRANT APPLICATION

### **Application Page 1 – Airport Owner Information**

Please provide the requested information to the best of your knowledge and sign the application.

### **Application Page 2 – Current Airport Improvement Project(s) Requested**

Use page 2 to list all work items that you are requesting funds for in SFY-15. EACH work item must identify the airport facility, its condition, the problems it is causing, the recommended corrective action (work item), the total estimated cost, and the start date. All work must be performed according to Idaho Transportation Department Standards. Each year may include more than one work item. It is desirable that the total cost of work items should not exceed \$200,000 in a year. Please list work items by your order of importance.

### **Application Page 3 – Future Airport Improvement Projects**

Use page 3 to list all work items that you propose during the remaining four years. EACH work item must identify the airport facility, its condition, the problems it is causing, the recommended corrective action (work item), and the total estimated cost, and the start date. All work must be performed according to Idaho Transportation Department Standards. Each year may include more than one work item. It is desirable that the total cost of work items should not exceed \$200,000 in a year. Please list work items by their order of importance.

### **Application Page 4 & 5 - Force Account (In-Kind) Request Form**

Refer to the detailed instructions on page 4 of these Instructions. Please note that a two page Force Account form must be completed for **EACH** work item listed on page 2 for which Force Account funding is requested.

### **Application Page 6 – Anticipated Project Budget Details**

Use page 6 to calculate, according to the instructions, the cost allocation for each project requested. Please fill out the "Project Budget Details" at the bottom of the page once the allocation calculations are complete.

## IDAHO AIRPORT AID PROGRAM

## STATE GRANT MATCH RATES

BASED ON THE 2010 US CENSUS and  
ANALYSIS PERFORMED BY ITD GIS SECTION IN THE ASSET MANAGEMENT PROGRAM

Airport Service Area Total Population, Service Area Adjusted Population and IAAP Grant Match Rate (SFY15)				
City Name	Airport Name	Total Population	Adjusted Population	IAAP Match
American Falls	American Falls	87,085	43,670	50%
Bancroft	Bancroft Municipal	10,801	0	75%
Carey	Carey	15,402	3,184	75%
Coeur D'Alene	Brooks SPB	169,880	169,880	50%
Cottonwood	Cottonwood Municipal	13,606	11,186	50%
Donnelly	Donald D. Coski Memorial	12,071	8,058	50%
Downey	Downy/Hyde Memorial	16,984	5,232	50%
Dubois	Dubois Municipal	6,859	3,467	75%
Elk City	Elk City	469	469	75%
Emmett	Emmett Municipal	233,248	87,795	50%
Fairfield	Camas County	7,096	377	75%
Glenns Ferry	Glenns Ferry Municipal	28,623	6,722	50%
Hazelton	Hazelton Municipal	123,913	65,064	50%
Howe	Howe	3,900	0	75%
Kooskia	Kooskia Municipal	17,616	6,295	50%
Leadore	Leadore	1,613	642	75%
Lewiston	Snake River SPB	40,101	40,101	50%
Mackay	Mackay	5,229	3,132	75%
Malad City	Malad City	9,231	7,846	50%
Midvale	Lee Williams Memorial	12,351	0	75%
Mud Lake	Mud Lake/West Jefferson County	7,091	5,777	50%
Murphy	Murphy	64,789	0	75%
Nez Perce	Nez Perce Municipal	14,567	1,484	75%
Oakley	Oakley Municipal	19,277	0	75%
Parma	Parma	274,629	0	75%
Payette	Payette Municipal	51,210	0	75%
Rigby	Rigby-Jefferson County	200,117	90,137	50%
Rockford	Rockford Municipal	86,756	0	75%
Soda Springs	Allen H Tigert	13,110	8,232	50%
St Anthony	Stanford Field	84,977	2,043	75%

The match rate is based upon the population within an area of a 30 minute drive time from the airport. This area is called the airports Service Area. This figure shows the total population (2010 census data) for Community Airport service areas.

In order to account for overlapping airport service areas, exclude the population in the service area that is within the service area of a 'more developed' airport. For instance, the Emmett airport could not count the population within the overlapping service area of the Caldwell airport, a 'more developed' airport but could count the population within the overlapping service area of the Parma airport, a 'less developed' airport. Concurrently, the Parma airport could not count the population within the overlapping service area of either the Emmett or Caldwell airport, both 'more developed' airports. The result is called the adjusted service area population.

Community airports serving smaller populations get a larger percentage of project cost from an IAAP grant. Airports with a service area population of less than 5,000 people would be eligible for IAAP funds of 75% of total approved project cost. Airports with a service area population of 5,000 people or more would be eligible for IAAP grants of 50% of approved project cost.

**IAAP PROJECT PRIORITY AND ELIGIBILITY**

All Community airport grant projects are evaluated and prioritized annually from those applied for and based upon the calculated values of four criteria:

- ✦ The Number of Based Aircraft ranked from 1 to 3 points
- ✦ Purpose of the Project ranked from 5 to 10 points
- ✦ Component of airport ranked from 2 to 10 points
- ✦ Pavement Condition Index ranked from 0 to 3 points

The sum of the points is the priority value for each project. The annual prioritized list of Community airport projects is sorted by each projects total. The following tables will give you some idea of the new approach we are taking.

<b>PURPOSE OF THE PROJECT</b>		
<b>Purpose</b>	<b>Points</b>	<b>Notes</b>
Safety	10	Runway Safety Area and Approach/Departure Zone improvements only
Rehabilitation	9	Pavements with a PCI of greater than 40 that would benefit from rehabilitation
Planning	8	Relates to Airport, Airspace and Land Use planning
Reconstruction	7	Relates to pavements with a PCI of less than 40 that have failed
Security	6	Physical security only; keeping animals from airfields or keeping aircraft secure
Capacity	5	Projects that increase usage of the airport such as longer runway or more ramp

<b>COMPONENT OF AIRPORT</b>	
<b>Component</b>	<b>Points Proposed</b>
Runway Rehabilitation & Reconstruction	10
Parallel Taxiway (new)	10
Parallel Taxiway Rehabilitation & Reconstruction	9
Planning (>12 years old)	9
Apron Rehabilitation & Reconstruction	7
Runway (new)	7
Land in Runway Safety Area & Approach	7
Planning (6 to 12 years old)	7
Fuel (aprons)	6
Land Acquisition (general)	6
Lighting	6
Taxiway (non-parallel)	6
Visual Approach Aids	6
Weather Reporting Equipment	6
Runway & Taxiway signs	5
Apron (new)	5
Planning (1 to 5 years old)	4
Security Fence & Airport Fence	4
Helipad	4
New Airport	2
Terminal Building	2

## IAAP PROJECT PRIORITY AND ELIGIBILITY cont'd

PAVEMENT CONDITION INDEX (PCI)		
Pavement Condition Index	Points	Notes
PCI - 90 to 100	3	Rehabilitate new pavements with seal coat after installation
PCI - 61 to 70	3	Pavement Rehabilitation only
PCI - 51 to 60	3	Pavement Rehabilitation only
PCI - 41 to 50	3	Pavement Rehabilitation only
PCI - 0 to 20	3	Pavement Reconstruction only
PCI - 71 to 80	2	Pavement Rehabilitation only
No Prior Pavement	2	New Pavements only
PCI - 81 to 90	1	Pavement Rehabilitation only
PCI - 21 to 30	1	Pavement Reconstruction only
PCI - 31 to 40	0	Pavement Reconstruction only

**ELIGIBLE PROJECTS** - Availability depends upon each project's priority

- Planning documents
- Land acquisition including airfield, development, and approaches
- Avigation easements
- Grading and drainage for: runway, taxiway, ramps
- Construction of: runway, taxiway
- Reconstruction of: runway, taxiway
- Obstruction removal for "Clear Zones"
- Construction and rehabilitation of a segmented circle
- Construction and rehabilitation of perimeter fencing
- Construction and rehabilitation of airfield lighting and electrical system
- Public use helipads
- Navigational and visual aids
- Access roads and parking
- Lighting and other supplies to airports
- Other items as approved by Board

**INELIGIBLE ITEMS FOR USE AS FORCE ACCOUNT CONTRIBUTION**

- Previous land acquisition
- Previous building construction or improvements
- Previous state grants
- Previous federal grants

**INELIGIBLE ITEMS**

- Facilities under exclusive lease or private/corporate control
- ARFF equipment
- Purchase or construction of income producing property
- Decorative landscaping, art, and sculpture

### FORCE ACCOUNT ESTIMATION GUIDE

The purpose of this form is to estimate the force account (in-kind) work to be provided by the airport owner for a specific project. In order to qualify, the estimated value of the specified work must be pre-determined, it must be in the public interest for the owner to provide the work, and the person(s) performing or verifying the work must be qualified to do so. The airport owner must demonstrate that the work can be accomplished with equal to or better quality, and for equal to or less than the cost than having it commercially done. Please remember that labor, materials, and/or equipment qualifies as force account (in-kind) contributions. Please note that a two page Force Account form must be completed for EACH WORK ITEM LISTED on page 2 for which Force Account funding is requested.

**The amount of Force Account (in-kind) work must not exceed the amount of the local match.**

Please print legibly. If extra sheets are needed; please copy and identify them as 1 of 2, 2 of 2, etc...

#### INSTRUCTIONS

Item	Description
Airport	Enter the Name and location of your airport.
Owner	Enter the full name, address, and contact information of the Airport Owner
Project No.	To be filled in by Aeronautics.
W/A No.	To be filled in by Aeronautics.
Project Description	Enter a brief description of the project to be implemented at the Airport.
1. Work to be Performed by	List the local person(s) that will be "in-charge" of implementing the force account work listed on this form, and provide a brief description of their qualifications to perform the tasks listed on this form.
2. Labor	Describe all labor categories and list the estimated hours, rates, and dollar amounts to be provided.
2a. Labor Sub-Total	List the total Labor dollar amount here.
3. Equipment	List all types of the equipment to be provided, and list the estimated hours, rates, and dollar amounts to be provided.
3a. Equipment Sub-Total	List the total Equipment dollar amount here.
4. Materials and Supplies	List the estimated materials to be provided, and list their quantities, unit costs, and total dollar amounts.
4a. Materials and Supplies Sub-Total	List the total dollar amount for all materials and supplies here.
5. Grand Total	Add the sub-total amounts in 2a, 3a, and 4a, and enter the result here.
6. Describe the process ...	Describe the methodology used to determine the value of the items listed in 2, 3, and 4.
7. List your reasons ...	Describe why it is in the public interest for this work to be performed by the owner. Indicate why you believe that the work can be accomplished with equal to or better quality, and for equal to or less than the cost than having it commercially done.
Requested By	List the requested information, sign, and date the form.
Approved By	To be approved by the Division of Aeronautics