



**Washington State Department of Transportation
Aviation Division**

"Innovative leadership in state aeronautics"

WSDOT Airport Aid Grant Procedures Manual

March 2018

Washington State Department of Transportation Aviation

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Introduction

This manual provides guidance to the Washington State Department of Transportation (WSDOT) Aviation Airport Aid Program and sets forth policies and procedures for the administration of the program.

This manual refers to several Federal Aviation Administration (FAA) Orders and Advisory Circulars (AC). It is the practice of WSDOT Aviation to align with the policies of the FAA's Airport Improvement Program (AIP) in administering the Airport Aid Program. FAA Orders and AC references appear throughout the manual as the basic publication number without any suffix. However, the reader should always reference the latest issuance of FAA publications for the most up-to-date information.

WSDOT Aviation utilizes an online database program, the Airport Information System (AIS), to collect information on Washington's public-use airports to better understand the condition and needs of the aviation system and to provide the public with information about Washington's air transportation system. In 2014 the Airport Aid Program began utilizing the Statewide Capital Improvement Program (SCIP) web interface of the AIS to produce a five-year prioritization of development projects. WSDOT Aviation plans to further the development and utilization of the AIS to eventually automate all forms and move to complete electronic documentation for the Airport Aid Program. Most of the forms depicted in the Appendices are in digital format and can be completed and submitted electronically via email to: johnsel@wsdot.wa.gov, however depending on your version of Adobe Acrobat, they may need to be submitted in printed form. Hard copies of the forms will continue to be available as long as needed. When WSDOT Aviation transitions to electronic processing of the entire grant program, all forms will be available on the web for sponsors to complete and submit online.

Chapter 1

Program Overview

Airports are vital to Washington State, fueling its economy and providing critical links to the state and national transportation system. Washington State Department of Transportation (WSDOT) Aviation has been charged with the general supervision over the Airport Aid Grant Program pursuant to [RCW 47.68](#) in which the program provides crucial financial assistance to public-use airports in the preservation of Washington's system of airports.

What are the goals of the WSDOT Airport Aid Program?

The primary goal of the program is to keep Washington's aviation system healthy and strong, and secondly, to distribute public funds in a manner that meets state laws and requirements. To achieve these goals, WSDOT Aviation utilizes an application process to competitively distribute funds through its annual grant program. Projects are evaluated on the basis of criteria and need to preserve a healthy system.

In order to meet the following mission and goals the allocation of grant funds are distributed through three major project categories: 1) pavement projects, 2) safety projects, and 3) maintenance, security and planning projects.

How does the grant program relate to WSDOT Aviation's mission and goals?

WSDOT Aviation's mission is to foster the development of aeronautics and the state's aviation system to support sustainable communities and statewide economic vitality. WSDOT Aviation developed its 2012-2017 Strategic Plan in support of its vision "Innovative leadership in state aeronautics". The plan supports Results WSDOT, the agency's strategic plan for 2014-2017 which is aligned with the Governor's strategic framework Results Washington. The grant program administered by WSDOT reflects this mission and the following Aviation Division goals:

Safety. Improve the safety of the statewide aviation system and promote safe air transportation. The program targets Airport Aid investments to projects that preserve or enhance airport safety.

Preservation/Land Use. Maintain, preserve, and extend the life and utility of prior investments in aviation transportation systems and services, including the protection of airports from encroachment of incompatible uses. The grant program enhances the aviation system by prioritizing aviation investments to preserve and extend the life of airport pavements.

Mobility. Promote the planning and development of the aviation system as an integral part of Washington's overall transportation infrastructure in ways that improve the movement of people, goods, and services. WSDOT participates in individual airport planning processes and provides timely review of airport master plans.

Environment. Enhance the quality of life of our citizens and communities through aviation system investments that promote energy conservation and protect the environment. Investments through the Airport Aid Program require airport sponsors to comply with federal and state environmental guidelines to complete airport improvement projects with limited impact to archeological and historic resources.

Stewardship. Continuously improve the quality, effectiveness, and efficiency of the aviation transportation system. The grant program strategically invests in airport projects that have the highest return on value.

Economic Vitality. Promote and develop the aviation transportation system in ways that enhance the movement of people, goods, and services to ensure a prosperous economy. The grant program makes strategic airport investments to maximize limited resources.

Capacity. Promote and enhance the aviation transportation system to meet future demands.

How is the WSDOT Airport Aid Program funded?

WSDOT's grant program is funded through an 11-cent-per gallon fee on aviation fuel, along with aircraft excise tax and registration fees. On average, approximately \$1.2 million per year is invested in the state's aviation system through the Airport Aid Program.

Chapter 2

Glossary of Terms

AC – Advisory Circular. Advisory Circulars are publications issued by the FAA and international aviation authorities to provide guidance such as methods, procedures, and practices for complying with regulations and requirements. Advisory Circulars may also contain explanations of regulations and other guidance materials, best practices or information useful to the aviation community. Advisory circulars do not create or change regulatory requirements.

ADO - Airports District Office. The local FAA office that coordinates planning and construction projects through the disbursement of AIP grants to eligible airports.

AIP - Airport Improvement Program. The funding program administered by the FAA that dedicates aviation user fees to the improvement of the national airport system.

Aircraft Approach Category. A grouping of aircraft based on a speed of 1.3 times the stall speed in the landing configuration at maximum gross landing weight.

Aircraft Operation. A landing or takeoff is one operation. An aircraft that takes off then lands creates two aircraft operations.

Airplane Design Group. A grouping of airplanes based on wingspan and tail height.

Airport. An area of land or other hard surface, including water, that is used or intended to be used for the landing and takeoff of aircraft, including any buildings and facilities.

Airport Beacon. A visual navigational aid that displays alternating green and white flashes for a lighted land airport and white for an unlighted airport.

Airside. The portion of an airport that includes aircraft movement areas (runways, taxiways, etc.)

Airspace. The area above the ground in which aircraft travel. It is divided into enroute and terminal airspace, with corridors, routes, and restricted zones established for the control and safety of air traffic.

ALP - Airport Layout Plan. The official approved drawing of an airport's existing and anticipated facilities for a 20 year period.

ALS - Approach Lighting System. Configurations of lights positioned symmetrically beyond the runway threshold and the extended runway centerline. The ALS visually augments the electronic navigational aids for the runway.

AMP - Airport Master Plan. An airport's long-term plan that provides a road map to efficiently meet aviation demand through the foreseeable future while preserving the flexibility necessary to respond to changing industry conditions.

APL – Aircraft Parking Line. A setback depicted on an ALP or other drawings that defines the minimum separation between aircraft parking areas and an adjacent runway or taxiway.

APMS - Airport Pavement Management System. A planning document used by both the FAA and WSDOT Aviation to evaluate condition of airport pavements, predict pavement preservation needs, and identify pavement maintenance and repair projects.

Approach Surface. An imaginary (invisible) surface that rises and extends from the ends of a runway to provide an unobstructed path for aircraft to land or take off. The size and slope of the approach surface vary depending upon the size of aircraft that are accommodated and the approach capabilities (visual or instrument).

Apron. An area on an airport designated for the parking, loading, fueling, or servicing of aircraft (also referred to as tarmac and ramp).

ARC – Airport Reference Code. An FAA airport coding system that is defined based on the critical or design aircraft for an airport or individual runway. The ARC is an alpha-numeric code based on aircraft approach speed and airplane wingspan. The ARC is used to determine the appropriate design standards for runways, taxiways, and other associated facilities.

ARFF - Aircraft Rescue and Fire Fighting. On airport emergency response required for FAR Part 139 certificated commercial service airports.

ARP – Airport Reference Point. The approximate mid-point of an airfield that is designated as the official airport location.

ASOS/AWOS - Automated Surface/Weather Observation System. Automated observation systems providing continuous on-site weather data, designed to support aviation activities and weather forecasting.

ASV – Annual Service Volume. An estimate of how many aircraft operations an airport can handle based upon the number, type and configuration of runways, aircraft mix (large vs. small, etc.), instrumentation, and weather conditions with a reasonable amount of delay.

Avigation Easement. A grant of property interest (airspace) over land to ensure unobstructed flight. Typically acquired by airport owners to protect the integrity of runway approaches. Restrictions typically include maximum height limitations for natural (trees, etc.) or built items, but may also address permitted land uses by the owner of the underlying land that are compatible with airport operations.

Based Aircraft. Aircraft permanently stationed at an airport usually through some form of agreement with the airport owner. Used as a measure of activity at an airport.

Capacity. A measure of the maximum number of aircraft operations that can be accommodated on the runways of an airport in an hour.

CIP - Capital Improvement Program. A five year planning document used by both the FAA and WSDOT Aviation.

Commercial Service Airport. An airport designed and constructed to serve scheduled or unscheduled commercial airlines. Commercial service airports are certified under FAR Part 139.

Conical Surface. One of the FAR Part 77 imaginary surfaces. The conical surface extends outward and upward from the edge of the horizontal surface at a slope of 20:1 to a horizontal distance of 4,000 feet.

Controlling Obstruction. The highest obstruction relative to a defined plane of airspace (i.e. approach surface, etc.).

Critical Aircraft. The aircraft which controls one or more design items based on wingspan, approach speed and/or maximum certificated takeoff weight. Also referred to as “design aircraft.”

Crosswind Runway. An additional runway (secondary, tertiary, etc.) that provides wind coverage not adequately provided by the primary runway.

Declared Distances. The runway distances the airport owner declares available for airplane operations (e.g. takeoff run, takeoff distance, accelerate-stop distance, and landing distance).

Departure Surface. A surface that extends upward from the departure end of an instrument runway that should be free of any obstacle penetrations.

Design Aircraft. The aircraft which controls one or more design items based on wingspan, approach speed and/or maximum certificated takeoff weight. Also referred to as “critical aircraft”.

Displaced Threshold. A landing threshold located at a point other than on the runway end, usually provided to mitigate close-in obstructions to runway approaches for landing aircraft. The area between the runway end and the displaced threshold accommodates aircraft taxi and takeoff, but not landing.

DNL. Day-night sound levels, a mathematical method of measuring noise exposure based on cumulative, rather than single event impacts.

Enplanements. Domestic, territorial, and international revenue passengers who board an aircraft in the states in scheduled and non-scheduled service of aircraft in intrastate, interstate, and foreign commerce and includes in transit passengers (passengers on board international flights that transit an airport in the US for non-traffic purposes).

FAA - Federal Aviation Administration. The branch of the U.S. Department of Transportation that is responsible for the development of airports and air navigation systems at the national level.

FAR Part 77. Federal Air Regulations (FAR) which establish standards for determining obstructions in navigable airspace and defines imaginary (airspace) surfaces for airports and heliports that are designed to prevent hazards to air navigation. FAR Part 77 surfaces include approach, primary, transitional, horizontal, and conical surfaces.

FAR Part 139. Federal Aviation Regulations, which establish standards for airports with scheduled passenger commercial air service. Airports accommodating scheduled passenger service with aircraft with more than 9 passenger seats must be certified as a Part 139 airport. Airports that are not certified under Part 139 may accommodate scheduled commercial passenger service with aircraft having 9 passenger seats or less.

Fixed Wing. A plane with one or more fixed wings as opposed to a helicopter that utilizes a rotary wing.

GA - General Aviation. All civil (non-military) aviation operations other than scheduled air services and non-scheduled air transport operations for hire.

GPS - Global Positioning System. A system of navigating which uses multiple satellites to establish the location and altitude of an aircraft with a high degree of accuracy rather than the use of ground-based transmitters.

Helicopter Landing Pad (Helipad). A designated landing area for rotor wing aircraft. Requires protected FAR Part 77 imaginary surfaces, as defined for heliports (FAR Part 77.29).

Helicopter Parking Area. A designated area for rotor wing aircraft parking that is typically accessed via hover-taxi or ground taxiing from a designated landing area (e.g. helipad or runway-taxiway system). If not used as a designated landing area, helicopter parking pads do not require dedicated FAR Part 77 imaginary surfaces.

Heliport. A designated helicopter landing facility (as defined by FAR Part 77).

HIRL – High Intensity Runway Lights. High intensity (i.e. very bright) lights are used on instrument runways to help pilots to see the runway when visibility is poor.

Hold Line (Aircraft Hold Line). Pavement markings located on taxiways that connect to runways, indicating where aircraft should stop before entering the runway environment.

Horizontal Surface. One of the FAR Part 77 imaginary (invisible) surfaces. The horizontal surface is an imaginary flat surface 150 feet above the established airport elevation (typically the highest point on the airfield). Its perimeter is constructed of swinging arcs (circles) from each runway end and connecting the arcs with straight lines. The oval-shaped horizontal surface connects to other Part 77 surfaces extending upward from the runway and also beyond its perimeter.

ILS – Instrument Landing System. An ILS is an electronic navigational aid system that guides aircraft for a landing in bad weather. Classified as a precision instrument approach, it is designed to provide a precise approach path for course alignment and vertical descent of aircraft.

Itinerant Operation. All aircraft operations at an airport other than local, i.e. flights that come in from another airport.

Landside. The portion of an airport that includes aircraft parking areas, fueling, hangars, airport terminal area facilities, vehicle parking and other associated facilities.

Larger than Utility Runway. As defined under FAR Part 77, a runway designed and constructed to serve large planes (aircraft with maximum takeoff weights greater than 12,500 pounds).

Local Operation. An aircraft operation in the traffic pattern or within sight of the tower, or aircraft known to be departing or arriving from flight in local practice areas, or aircraft executing practice instrument approaches at the airport.

MIRL – Medium Intensity Runway Lights. Runway edge lights which are not as intense as HIRLs (high intensity runway lights). Typical at medium and smaller airports which do not have sophisticated instrument landing systems.

Movement Area. The runways, taxiways and other areas of the airport used for taxiing, takeoff and landing of aircraft, i.e. for aircraft movement.

MSL. Elevation above Mean Sea Level.

Navigational Aid (Navaid). Any visual or electronic device that helps a pilot navigate.

NDB – Non-Directional Beacon. A beacon that transmits a signal on which a pilot may “home” using equipment installed in the aircraft.

Noise Contours. Continuous lines of equal noise level usually drawn around a noise source, such as runway, highway or railway. The lines are generally plotted in 5-decibel increments, with higher noise levels located nearer the noise source, and lesser exposure levels extending away from the source.

NPIAS – National Plan of Integrated Airport Systems. The NPIAS is the federal airport classification system that includes public use airports that meet specific eligibility and activity criteria. A NPIAS designation is required for an airport to be eligible to receive FAA funding for airport projects.

Obstruction. An object (tree, house, road, power pole, etc.) that penetrates an imaginary surface described in FAR Part 77.

OCS – Obstacle Clearance Surface. As defined by FAA, an approach surface that is used in conjunction with alternative threshold siting/clearing criteria to mitigate obstructions within runway approach surfaces. Dimensions, slope and placement depend on runway type and approach capabilities. Also known as Obstacle Clearance Approach (OCA).

OFA – Runway Object Free Area. A defined area surrounding a runway that should be free of any obstructions that could interfere with aircraft operations. The dimensions for the OFA increase for runways accommodating larger or faster aircraft.

PAPI - Precision Approach Path Indicator. A system of lights located by the approach end of a runway that provides visual approach slope guidance to aircraft during approach to landing.

Parallel Taxiway. A taxiway that is aligned parallel to a runway, with connecting taxiways to allow efficient movement of aircraft between the runway and taxiway. The parallel taxiway effectively separates taxiing aircraft from arriving and departing aircraft located on the runway. Used to increase runway capacity and improve safety.

PCI – Pavement Condition Index. A scale of 0-100 that is used to rate airfield pavements ranging from failed to excellent based on visual inspection. Future PCIs can be predicted based on pavement type, age, condition and use as part of a pavement maintenance program.

Primary Runway. That runway which provides the best wind coverage, etc. and receives the most usage at the airport.

Primary Surface. One of the FAR Part 77 imaginary surfaces, the primary surface is centered on top of the runway and extends 200 feet beyond each end. The width is from 250’ to 1,000’ wide depending upon the type of airplanes using the runway.

RCO - Remote Communications Outlet. An unmanned communications facility that is remotely controlled by air traffic personnel.

REIL - Runway End Identifier Lights. A pair of synchronized flashing lights, located laterally on each side of the runway threshold, providing rapid and positive identification of the approach end of a runway.

Relocated Threshold. A runway threshold (takeoff and landing point) that is located at a point other than the (original) runway end. Usually provided to mitigate a nonstandard runway safety area (RSA) dimensions beyond a runway end. When a runway threshold is relocated, the published length of the runway is reduced and the pavement between the relocated threshold and to the original end of the runway is not available for aircraft takeoff or landing. This pavement is typically marked as taxiway, marked as unusable, or is removed.

RSA - Runway Safety Area. A symmetrical ground area extending along the sides and beyond the ends of a runway that is intended to accommodate inadvertent aircraft passage without causing damage. Any items that must be located within an RSA because of their function (runway lights, airfield signage, wind cones, etc.) must be frangible to avoid significant aircraft damage.

RPZ - Runway Protection Zone. A trapezoid-shaped area located beyond the end of a runway that is intended to be clear of people or built items.

Runway. A defined area intended to accommodate aircraft takeoff and landing. Runways may be paved (asphalt or concrete) or unpaved (gravel, turf, dirt, etc.) depending on use. Water runways are defined takeoff and landing areas for use by seaplanes.

SCIP – Statewide Capital Improvement Program. (5-Year) WSDOT Aviation’s continuous, multi-year funding program that assesses short-term (0-5 year) airport improvement needs for the Washington state airport system.

Small Aircraft. An aircraft that weighs 12,500 pounds or less.

Taxilane. A defined path used by aircraft to move within aircraft parking apron, hangar areas and other landside facilities.

Taxiway. A defined path used by aircraft to move from one point to another on an airport.

Threshold. The beginning of that portion of a runway that is useable for landing.

Through-the-Fence. Term used to describe how off-airport aviation users (private airparks, hangars, etc.) access an airport through-the-fence rather than having facilities located on airport property.

Transitional Surface. One of the FAR Part 77 imaginary surfaces, the transitional surface extends outward and upward at right angles to the runway centerline and the extended runway centerline at a slope of 7:1 from the sides of the primary surface and from the sides of the approach surfaces.

Utility Runway. As defined under FAR Part 77, a runway designed and constructed to serve small planes (aircraft with maximum takeoff weights of 12,500 pounds or less).

WASP – Washington Aviation System Plan. This is a planning document that provides an inventory of aviation and also projects future aviation demand throughout Washington

WSDOT – Washington State Department of Transportation. The State of Washington’s Department that handles everything transportation related.

WSDOT Aviation – Washington State Department of Transportation Aviation Division. The division within the Washington State Department of Transportation, whose focus is on aviation across Washington.

Chapter 3

Eligibility Requirements

Sponsor Eligibility

Under [RCW 47.68.090](#), any city, county, airport authority, political subdivision, federally recognized Indian tribe, public corporation, or person(s) that owns and operates, a public-use airport included in the [Washington Aviation System Plan](#) (WASP) is considered an eligible airport sponsor and may apply for WSDOT Aviation Airport Aid grant funds. The municipality, tribe, or person(s) may act jointly with other municipalities, tribes, or persons to plan or carry out the project.

The airport sponsor must own or, in some cases, have a long-term lease sufficient to cover the duration of grant assurances (minimum twenty years) for the land upon which the project will be accomplished.

Airport sponsors must comply with all applicable laws and ordinances, orders, guidelines, policies, directives, rules and regulations of municipal, county, and federal governmental authorities or regulatory agencies.

Airport Information System

As a condition for grant eligibility airport sponsors are required to update their information annually on the [Airport Information System database](#) by December 31. Airport sponsors must first login to the system in order to view and update information. Airports can request their User ID by emailing aisadmin@wsdot.wa.gov with the following information:

- Sponsor name, address, phone number and email

Compatible Land Use

The airport must demonstrate that it is protected from incompatible development (including height hazards) by being included in the local jurisdiction's Comprehensive Plan and/or zoning regulations. If the Comprehensive Plan or development regulations do not currently cover the airport, then the airport sponsor must demonstrate to WSDOT Aviation that it is actively pursuing inclusion in the comprehensive plan and development regulations.

Airport sponsors shall, either by the acquisition and retention of property interest, in fee or easement, or by seeking enforcement of local zoning action, prevent the construction of any object which may constitute an incompatible land use such as residential encroachment, wildlife attractants, uses that emit smoke, steam, glare, or electromagnetic interference, and height hazards. Sponsor will take proactive measures to discourage incompatible land uses adjacent to the airport, to include a formal consultation with local jurisdictions on land use issues, and support and/or recommend land use regulations consistent with WSDOT best management practices found in [WSDOT's Airports and Compatible Land Use Guidebook](#).

Environmental

The airport sponsor must complete all required environmental review (including cultural resources) and receive approval on all environmental documentation prior to construction. Refer to state SEPA and federal NEPA requirements.

Eligible Projects

The intent of the WSDOT Aviation Airport Aid Program is to provide sponsors of public-use airports with funds to preserve our state system of airports. Airports are critical links to the state transportation network and it is the role of the grant program to fund projects that strengthen Washington's aviation infrastructure. An airport sponsor's project must support the goals and interests of WSDOT Aviation and the [Washington State Aviation System Plan](#).

WSDOT Aviation Airport Aid grant funds may be used for the planning, acquisition, construction, improvement, and maintenance of airports. All project work must be available for public use and be shown on the approved Airport Layout Plan (ALP). All projects must be included in WSDOT Aviation's five-year Statewide Capital Improvement Program (SCIP).

For airports that are included in the NPIAS, the airport must first demonstrate that it has pursued federal funding through the FAA before WSDOT Aviation will consider issuing a grant for the project (other than matching funds to AIP grants). NPIAS airport projects receiving FAA funding (AIP) are required to use the FAA design and construction advisory circulars. Visit the FAA website www.faa.gov/airports for the most current version of references. Non-NPIAS airports may have more flexibility to use local or state standards for projects using only state/local funding and should consult with WSDOT Aviation prior to proceeding with design to confirm design criteria.

There may be differences in eligible items for state/local only funded projects when compared to FAA standards.

Some of the commonly eligible items for state/local only funded projects are:

- Approach aids (e.g. REILS, VGSI (PAPI/VASI), etc.).
- Obstruction surveys for new or improved instrument approach procedures – must be accomplished in accordance with [FAA Advisory Circular 150/5300-18B](#).
- New construction to include the extension, strengthening or widening of a runway, taxiway or aircraft parking apron.
- Reconstruction, resurfacing, application of seal coats and sealing pavement joints and cracks of runways, taxiways, and aircraft parking aprons.
- Runway and taxiway pavement markings.
- Runway safety areas.
- Lighting of a runway, taxiway, or apron.
- Marking of runway, taxiway, or apron.
- Installation of rotating beacon and lighted wind cone/segmented circle.

- Obstruction removal (one-time removal, airport sponsor must maintain) including power line removal, relocation or burial, obstruction lighting and marking.
- New access and service roads.
- Fencing
- Construction supervision and materials testing.
- Utilities removal, relocation and/or replacement (if required to accomplish a development project).
- Engineering design costs if accomplished subsequent to the date set forth in solicitation of grant applications.
- Airport Master Planning and Airport Layout Plans (ALPs).

Ineligible Projects

Some of the commonly ineligible items for state/local only funded projects are:

- Airport or heliport facilities under exclusive lease or monopoly control of private individuals or corporations or otherwise unavailable for public use.
- Spare parts beyond those needed for testing equipment purchased under a grant.
- Landscaping that is not affected by the funded project.
- Landscaping beyond what is needed for erosion control.
- Projects that could be considered “maintenance” in nature. (For example, cleaning culverts and manholes, repair of culverts and manholes, patching potholes, repairing fence, cleaning sediment/debris from ditches, refreshing existing painted markings)
- Off-airport work that is not specifically called out in the project component.
- Funding for pavement rehabilitation that has not been adequately maintained by the airport.
- Updates to project plans, documents, or studies due to lack of progress on previously approved plans.
- Funding for a taxiway which serves a private facility.
- Improvements to accommodate private development.
- Aircraft Rescue and Fire Fighting (ARFF) equipment and facilities.
- Construction or purchase from a private entity, facilities capable of producing revenue that can amortize the construction cost such as but not limited to:
 - Hangars (all types).
 - Terminal buildings and associated security systems.
 - Fuel facilities.
- Routine and low-cost maintenance work (e.g. weed spraying, mowing, sweeping, snow plowing, etc.).

WSDOT will accept grant applications for construction projects starting prior to the date set forth in the solicitation for grant applications provided the request does not include work items that will have occurred prior to the authorized date as WSDOT will not reimburse an airport sponsor for work completed prior to the authorized date.

Emergency Projects

Applications for emergency projects will be considered by WSDOT Aviation should an emergent situation warrant immediate intervention, particularly events impacting airport safety. Emergency projects may be defined as the result of an unanticipated act of nature, vandalism, or an unintentional accident that has caused either the damage or destruction of an airport facility. Further, the impact of the event interferes with the safe operation of the airport. The airport owner must further demonstrate a valid need to take immediate action to repair or restore

an airport facility damaged or destroyed by an act of nature, vandalism, or accident. Airport facilities that have been allowed to deteriorate over time due to normal wear, use, or inadequate maintenance shall not constitute an emergency. Approval for grant funds for emergent projects will be contingent on documentation of need, WSDOT Aviation concurrence and availability of funds.

Bidding Requirements

All airport construction projects must comply with state laws pertaining to competitive bidding requirements and other regulations governing public works projects in the State of Washington (i.e. RCW's [18.43](#); [36.32](#); [39.04](#); and [39.12](#)).

Grant Limit

The maximum amount WSDOT Aviation can grant to any one individual sponsor in any one single grant is \$750,000.

Matching Funds

To achieve State system goals and provide funding for projects of local, regional, or State significance, including projects that may not otherwise be funded or eligible under the FAA, WSDOT Aviation may fund an eligible project's costs up to a maximum of 95% of eligible costs with a minimum 5% match from the airport sponsor. If the sponsor is able, and would like to contribute a larger match amount, they certainly can and will receive additional points towards their total project application score during WSDOT Aviation's prioritization review of all grant applications.

For projects receiving federal funds, it has been a long standing practice of the Airport Aid Program to support airports in matching their Airport Improvement Program (AIP) grants. Currently AIP grants require 10% of the project total to come from the airport sponsor. WSDOT supports grants to airports for up to one-half of their match requirement.

In-kind Match Contributions

The use of in-kind volunteer labor, materials, or force account work may not be used towards local match requirements.

Chapter 4

Applying for Funding

Schedule

WSDOT solicits grant applications and awards funds once each year. During odd numbered years (e.g. 2017, 2019, etc.), the grant schedule is constrained by the state's biennium, which prohibits grant awards prior to July 1. Thus, during odd numbered years WSDOT typically solicits applications from airport sponsors between March and May and announces grant awards by July 15.

During even numbered years (e.g. 2018, 2020, etc.), the grant solicitation and award schedule is earlier to better align with the typical construction season. Thus, during even numbered years applications are solicited between February and March with grant awards announced by May 15.

Airport sponsors can elect to submit a grant application at any given time during the year (outside of the official solicitation) to be considered for the next grant cycle.

Airport Aid Application

Requests for funding must be submitted on WSDOT Aviation's [Airport Aid Application](#) form (DOT Form 900-030 EF Revised 02/2016 – See Appendix C). The application consists of three separate forms; Airport Aid Application, Project Data Sheet, and Supplemental Justification. This electronic form is a fillable .pdf document that contains fields to be completed by the applicant. Save the document, populate all applicable fields (save frequently as you go), then remember to save the final document for submission to WSDOT Aviation. Email the application to johnsel@wsdot.wa.gov as an attachment (in the fillable .pdf format - Do NOT modify the document or insert/delete pages). Supporting documentation should be attached to the email as separate documents. Once firm costs are established for a project, a copy of the accepted bid or cost figures should be sent to WSDOT Aviation.

Please note that changes to the application may NOT be able to be saved depending on the Adobe Acrobat version being used, ensure that ALL field entries have been completed and desired number of copies printed before closing the document.

If a project is not selected for funding, the application must be re-submitted to WSDOT Aviation the following year if it is to be reconsidered for funding.

Submitting the Application

WSDOT Aviation prefers applications to be submitted electronically because data is extracted directly from the .pdf document. In lieu of an actual signature, applications submitted electronically must be submitted directly from the airport sponsor's authorized representative via email to: johnsel@wsdot.wa.gov.

If the application cannot be submitted electronically, printed applications can be submitted either in person or mailed to: WSDOT Aviation - 7702 Terminal Street SW, Tumwater, WA 98501-7264. Printed applications must include an **original signature** of the airport sponsor's authorized representative. If the airport sponsor wishes to grant signature authority to an individual other than a direct employee (e.g. consultant, airport volunteer, etc.) written consent of the airport sponsor must accompany the application. WSDOT will not accept facsimiles of the application.

Supporting documentation such as project schedules, plans & specifications, proposed scopes of work, spending plans, etc. may be submitted by email to johinsel@wsdot.wa.gov.

Preparing the Application

An airport sponsor may submit funding requests for multiple projects in one grant cycle. All related activities for a particular project must be grouped into one estimate and contained in one application. If you plan to submit multiple projects for a particular construction season, 1) the projects must be consistent with approved airport layout plans, 2) projects should be grouped into the appropriate project category, and 3) all activities in a particular project category should be contained in the same project (i.e. all pavement activities should be grouped in same application).

With limited funds available for airport preservation, airport sponsors should leverage all local, state and federal funds available for the project.

For a project to be considered for funding, WSDOT Aviation must have an approved Airport Layout Plan (ALP) on file that shows the proposed development and that it conforms to FAA design standards.

A current Exhibit "A" property map must either be on file with WSDOT Aviation or one must accompany the application. If the Sponsor has provided an Exhibit "A" for previous projects and no change has occurred in the airport property it should be noted in the application letter that the last submitted Exhibit "A" is still correct. No project will be funded without an Exhibit "A" on file that shows that the airport owns or, in some cases, has a long-term lease (minimum twenty years) for the land upon which the project will be accomplished.

Applications for planning projects do not require an approved ALP or Exhibit "A". Applications for land acquisition funding require an approved ALP that show the area(s) to be acquired and must include funding for updating the airport's Exhibit "A" after the acquisition is completed.

Application Documentation

The following must be included when submitting an Airport Aid Application:

- Completed [application form](#), project data sheet(s), supplemental justification(s) (see Appendix C).
- [Airport Aid Application Checklist](#) (see Appendix D).
- Project sketch.
- Project schedule (see Appendix E for example).
- A statement of support of the project from the appropriate elected official(s), mayor, county commission chairman, or airport authority chairman.
- A signed assurance that local matching funds are available and have been authorized by the appropriate governing body of the airport. This assurance must be in the form of a resolution adopted by the governing body of the airport or a notarized certification of sponsor's attorney. WSDOT Aviation will not issue a grant until receipt of an adopted resolution or certification of sponsor's attorney.
- Copy of Airport Zoning Ordinance or other protective ordinance (if not on file at WSDOT Aviation).
- Airport Layout Plan showing proposed project (if not on file at WSDOT Aviation).

- Greenhouse Gas Emissions Policy.
- Any other information that may be useful in evaluating the application (i.e. preliminary plans and specifications, scope of work, engineer cost estimates, job creation data, property appraisals (land acquisition projects), etc.)
- Engineering Requirements
 - Applications that include paving must meet minimum standards set forth by WSDOT Aviation General Aviation Construction Guidelines.
 - If the applicant airport is a NPIAS airport, approval by the Federal Aviation Administration must be obtained for engineering plans.
 - If pavements are involved, include cross-sectional drawings showing configuration and dimensions of the various components.
 - If pavements are involved, include a statement of area (number of square feet or square yards) of each type of pavement.
 - If underground drainage is involved, include a complete engineering design including hydrology (magnitude of storm and runoff) and hydraulics (size of pipes and locations of pick-ups and outfalls required). Construction drawings are not required.
 - Include cost estimates for each component of the project.
 - Include an approval statement by the public entity.

Project Schedule

WSDOT Aviation can notify the sponsor of the favorable potential for receiving grant funding in the upcoming grant cycles. This is not a commitment nor a guarantee of funds, but simply a notice that funding for the project appears favorable and that the sponsor should consider initiating actions that require long lead times in order to avoid delays in the grant process.

In addition, the sponsor must develop a realistic project schedule that will ensure that the grant can proceed in a timely manner. The schedule must set realistic sponsor deadline dates for key steps in the grant process because a sponsor's failure to complete these steps in a timely manner may seriously impact or delay project funding. A project schedule template containing common key steps template is provided in Appendix E.

Spending Plan

WSDOT Aviation is required to submit a biennial budget allotment (by month) for the Airport Aid Program. The allotment is a detailed plan of expenditures authorized in the agency's budget and the related cash disbursements. WSDOT, the Office of Financial Management (OFM), the Legislature, and the public monitor WSDOT Aviation's actual spending compared to its spending plan. This monitoring helps prevent over-expenditure and improves the assumptions upon which budgets, spending plans, and other financial decisions are based. Allotments enable the state to take advantage of the expected pattern of state spending for the timing of bond sales and state-level cash management.

Each airport sponsor who is awarded an Airport Aid grant must submit a detailed spending plan to WSDOT Aviation showing the anticipated reimbursement amount by month.

State Grant Assurances

On March 13, 2013, WSDOT convened a public hearing to adopt new grant assurances in the Washington [Administrative Code \(WAC\) 468-260](#). Grant assurances are terms and conditions used to protect the public's investment in the aviation system. They require airport sponsors to maintain and operate their facilities safely, efficiently and in accordance with specified conditions.

Modeled after the Federal Aviation Administration (FAA) assurances, WSDOT grant assurances provide enhanced oversight of airport aid grant funds, and add benefits to airports receiving funds. The similarity of FAA and WSDOT grant assurances simplifies the grant process for the 64 National Plan of Integrated Airport Systems (NPIAS) airports that also abide by FAA grant assurances, reinforces the Aviation Division's policy to encourage Non-NPIAS airports to strive to meet FAA standards, and demonstrates WSDOT Aviation's continuing partnership with the FAA.

WSDOT's new grant assurances carry forward all the provisions of the previous grant agreement:

- Compliance with plans and specifications
- Real property acquisition procedures
- Local jurisdiction funds availability
- Maintain public access for useful life of a project, not to exceed 20 years
- Airport shall not charge state agencies for limited/reasonable use
- Inspections and Reporting

The new grant assurances add new components tied to compatible land-use planning, public hearings, pavement maintenance, non-discrimination, environmental stewardship, and a host of similar programmatic improvements:

- References to state RCWs, WACs and Executive Orders
- Good title
- Preserving rights and powers
- Consistency with local plans
- Consideration of local interest
- Consultation with users
- Public hearings
- Air and water quality standards
- Pavement preventive maintenance
- Accounting system, audit, and recordkeeping requirements
- Wage rates
- Nondiscrimination requirements
- Equal employment opportunity (EEO) responsibilities
- Veteran's preference
- Planning projects
- Operation and maintenance
- Hazard removal and mitigation
- Compatible land use
- Economic nondiscrimination
- Fee and rental structure

- Airport revenues
- Land for state facilities
- Airport layout plan
- Disposal of land
- Engineering and design services
- Foreign market restrictions
- Policies, standards, and specifications
- Disadvantaged business enterprises
- Hangar construction

An airport sponsor shall submit a printed copy of the current *Airport Aid Grant Program Assurances* as part of the Airport Aid Application. Upon a sponsor's acceptance of a grant offer by the department, these assurances are incorporated in and become part of the grant agreement (see Appendix F).

Who can you contact for help?

Eric Johnson
Airport Construction & Grants Program Manager
360-848-7115 (*Tuesday - Friday*)
360-709-8099 (*Monday*)
Johnsel@wsdot.wa.gov

Chapter 5

Evaluating the Applications

Allocation of Airport Aid Grant Funds

WSDOT Aviation allocates state grant funds in two stages: By **Airport Type** and **Project Type**. The following table serves as a guide for grant distribution.

Allocation of Funds by Airport Type

Approximately fifty-five percent (55%) of all funds are allocated to airports that are eligible to receive federal funds (National Plan of Integrated Airport Systems – NPIAS) General Aviation airports with less than 20 based aircraft, and non-NPIAS airports. The other forty-five percent (45%) is allocated among all other airports.

Allocation of Funds by Project Type

Projects are allocated among three project categories: 1) 65-75 percent pavement projects, 2) 15-25 percent safety, and 3) 10 percent for maintenance, security and planning projects.

Type of Airport	Type of Project		
	Pavement 65-75%	Safety 15-25%	Maint, Security & Planning 10%
NPIAS General Aviation airports with <20 based aircraft, and ALL non-NPIAS airports (55% of total)	36-41%	8-14%	6%
All Other (45% of total)	29-34%	7-11%	4%

Project Prioritization

WSDOT's Statewide Capital Improvement Program (SCIP) tackles the challenge of targeting state and federal resources in a more strategic way by better identifying and prioritizing aviation related projects. This process helps WSDOT Aviation and local governments communicate to decision-makers the need for continued and increased investments into Washington's airport system. The program is a continuous, multi-year program that assesses short-term (0-5 year) and long-term (5-20 year) airport improvement needs for the Washington state airport system. The SCIP helps agencies including WSDOT Aviation, the Federal Aviation Administration (FAA) and local governments better anticipate future airport development capital needs and make strategic investments to maximize financial resources.

The SCIP prioritizes airport-submitted CIP projects using an objective set of FAA and state scoring criteria. WSDOT uses this prioritized list in prioritizing and awarding airport aid grants requested by airports.

Following is a simplified overview of the grant process:

1. Airports submit their grant requests based on projects entered in the SCIP.
2. Grant requests are screened using the following criteria:
 - a. The project was submitted in the airport's CIP.
 - b. The project was submitted for the same year the grant is being requested.
 - c. The project is eligible and justified.
 - d. The project scope and cost are consistent with what was submitted in the airport's CIP.
 - e. The airport has complied with all eligibility requirements (i.e. the airport completed its annual review/update of its Airport Information System data by December 31 of the preceding year, etc.).
 - f. The application is complete and includes the grant application and supporting documentation (see Airport Aid Application Checklist).
 - g. The project is ready to proceed.
 - h. FAA funding has been verified for projects requesting matching funds.
3. Grant applications will be prioritized based on their SCIP score.
4. The grants program manager will analyze the preliminary grant list to ensure airport and project allocation targets are met as identified in Chapter 5 of the WSDOT Airport Aid Grant Procedures Manual.
5. The grants program manager will also seek opportunities to maximize leverage of state and local funds to support FAA funding for airport projects.
6. The grants program manager will implement programmatic upgrades and/or downgrades of projects to ensure airport and project allocation, and fund leveraging targets result in a balanced grant award program.
7. The aviation director will review the recommended project funding list.
8. WSDOT will notify each airport of their final ranking on the funding list.
9. Airports receiving funding will receive written grant offers and agreements.

How will agencies know the rank of their application(s)?

WSDOT will notify each airport of their final ranking on the WSDOT Airport Aid Grant list. For projects that have been recommended for funding, WSDOT will determine the type of funding that might be available for the selected project. The actual grant awards cannot be made until the state legislature and Governor have approved the transportation budget, and actual appropriation levels are provided to WSDOT.

Will there be additional requirements before receiving the funds?

Each airport will be notified of either the state or federal requirements for developing a final project agreement. This may include a more defined scope of work, a requirement to hold a public hearing, documentation of bidding processes, documentation of fee negotiations, signatures on assurances and certifications, etc.

When can the project begin?

Successful projects may begin on or after all final signatures are made on a grant agreement for that specific project. To complete the grant award process, WSDOT Aviation will mail a grant offer letter and grant agreement forms to the public entity for completion. They are to be signed and returned to WSDOT Aviation. A signed copy of the grant agreement and notice to proceed letter will be returned as official authorization to commence the project.

Note: Never make a financial commitment on a project without getting written approval from WSDOT to commence the project.

Chapter 6

Project Implementation

Getting Started

Upon receiving the fully executed grant agreement and a letter of Notice to Proceed, the airport sponsor can proceed with implementing the approved project. The project implementation process generally involves the following steps; other steps may be appropriate as determined by any circumstances unique to a particular project.

Step 1 - Advertise for Bids. For construction projects, the airport sponsor should advertise for bids in accordance with Washington State's competitive bid law.

Step 2 - Notification of Bid Award. For construction projects, the airport sponsor should report the lowest responsive bidder to WSDOT Aviation, along with a signed copy of the construction contract (including plans & specifications).

Step 3 - Pre-construction Conference. For construction projects, the airport sponsor shall conduct a pre-construction meeting in coordination with WSDOT Aviation.

Step 4 - Construction Notice to Proceed. The airport sponsor issues a "Notice to Proceed" to the selected contractor with a copy to WSDOT Aviation.

Step 5 - Begin Construction. Construction work begins.

Step 6 - Progress Payment Requests. The project sponsor shall submit monthly requests for grant reimbursement. Partial payments will be made by WSDOT on the basis of the amount of actual work completed to date (less any previous payments) and the proportionate share of state participation. Requests for partial payment must be approved by the sponsor's project manager and be accompanied by appropriate supporting documentation.

Step 7 - Project completion and final inspection. Projects must be "signed-off" by the sponsor's construction manager and inspected by WSDOT Aviation's designated project representative.

Step 8 - Final Payment Request. Project sponsor requests final payment. After the project has been inspected and accepted by WSDOT Aviation, the airport sponsor may then submit its final request for payment after all outstanding project invoices by contractors and suppliers has been paid in full by the local project sponsor

Step 9 - Final payment and project close-out. WSDOT will issue the final payment only after the necessary supporting documentation has been submitted by the project sponsor and accepted by WSDOT Aviation. Issuance of the final payment constitutes project close-out.

Accounting Procedures

Each public entity shall establish and maintain, for each individual project, an adequate accounting record to allow personnel of the state to determine all funds received (including funds of the public entity and funds received from the state or other sources) and to determine if all of the incurred costs of the project are allowable.

The public entity shall segregate and group project costs so that it can furnish, on due notice, cost information in the following classifications:

- Apportionments from WSDOT Aviation funds
- Payments for acquisition and development
- Purchase price or value of land

The public entity shall obtain and retain in its files, for a period of three (3) years after the date of the final payment, documentary evidence such as invoices, cost estimates and payrolls supporting each item of project costs. The public entity shall retain for a period of three (3) years after the date of final payment, evidence of all payments for items of project costs including vouchers, cancelled checks or warrants and receipts for cash payments. The public entity shall allow appropriate personnel of the state to audit the project records and accounts to determine the allowable project costs and the amount of federal and state participation in the cost of the project. Appropriate personnel of the state may make progress audits at any time during the project.

Materials and Supplies

- Procurement
 - In purchasing materials and supplies for a project, the public entity may use its customary purchase procedures.

Land Acquisition Projects

Grant requests for land acquisition must be supported by an appraisal performed by a qualified land appraiser.

The steps outlined above primarily relate to airport improvement projects involving construction. Land acquisition projects typically follow a different process and can be complex and time consuming, particularly if condemnation becomes involved. The following general guidance is offered to minimize the complexity and time needed to pursue an airport land acquisition project.

When federal funds will be used to pay for land acquisition related to an airport improvement project, the airport owner must comply with the "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs" ([49 CFR Part 24](#)). Under this regulation, the land must be appraised and a review appraisal performed to establish just compensation, or fair market value. The airport owner must offer no less than the appraised value for the real property to be acquired. All persons that are displaced must be relocated to comparable housing that is decent, safe, and sanitary.

Airport owners are encouraged to review [FAA Advisory Circular 150/5100-17](#) for additional information about federally assisted airport land acquisition projects. This advisory circular provides more detailed information about the procedures that must be followed in acquiring property under the FAA's Airport Improvement Program. The Advisory Circular also covers the required services and qualifications of an appraiser and review appraiser.

Appendix A

Application Review and Award Procedures

Applications for state airport improvement project funding assistance begin with an up-to-date Master Plan (MP)/Airport Layout Plan (ALP) and Capital Improvement Plan (CIP). The airport CIP shall cover a minimum five-year period and be updated annually as circumstances dictate. The CIP is intended to identify the airport improvement projects that the airport operator desires to pursue, along with the estimated costs of the project(s) to be accomplished each year. Projects included in the CIP should be realistic and reasonable (within the scope of the current ALP or justified with a needs study). Planned CIP projects must be depicted on the ALP. The preparation of the MP/ALP and/or CIP should be closely coordinated with WSDOT Aviation to facilitate a timely review and approval. Airport sponsors must submit their five-year list of projects into the SCIP annually.

All applications for state funding assistance for airport improvement projects should be accompanied by a statement of support from the mayor, county commission chairman, or airport authority chairman and submitted to WSDOT Aviation. Also, the application must be accompanied by a signed assurance that local matching funds are available and have been authorized by the appropriate governing body of the airport. This assurance must be in the form of a certified copy of a resolution adopted by the governing body of the airport or Certificate of Sponsor's Attorney, a grant agreement will not be issued until WSDOT Aviation receives this assurance. Applications must be accompanied by adequate supporting documentation, including but not limited to preliminary plans and specifications, property appraisals (land acquisition projects), and estimated costs (see below).

The project sponsor may submit applications for state airport improvement program grants at any time during the year. Ideally, the annual applications should be submitted along with the pre-application for federal funds if FAA assistance is being sought.

The following must be included when submitting an Airport Aid Application:

- Completed application form, project data sheet(s), supplemental justification(s) (see Appendix C).
- Airport Aid Application Checklist (see Appendix D).
- Project sketch.
- Project schedule (see Appendix E for example).
- A statement of support of the project from the appropriate elected official(s), mayor, county commission chairman, or airport authority chairman.
- A signed assurance that local matching funds are available and have been authorized by the appropriate governing body of the airport. This assurance must be in the form of a resolution adopted by the governing body of the airport or a notarized certification of sponsor's attorney. WSDOT Aviation will not issue a grant until receipt of an adopted resolution or certification of sponsor's attorney.
- Copy of Airport Zoning Ordinance or other protective ordinance(if not on file at WSDOT Aviation).
- Airport Layout Plan showing proposed project (if not on file at WSDOT Aviation).
- Greenhouse Gas Emissions Policy.

- Any other information that may be useful in evaluating the application (i.e. preliminary plans and specifications, scope of work, engineer cost estimates, job creation data, property appraisals (land acquisition projects), etc.).
- Engineering Requirements
 - Applications that include paving must meet minimum standards set forth by WSDOT Aviation General Aviation Construction Guidelines.
 - If the applicant airport is a NPIAS airport, approval by the Federal Aviation Administration must be obtained for engineering plans.
 - If pavements are involved, include cross-sectional drawings showing configuration and dimensions of the various components.
 - If pavements are involved, include a statement of area (number of square feet or square yards) of each type of pavement.
 - If underground drainage is involved, include a complete engineering design including hydrology (magnitude of storm and runoff) and hydraulics (size of pipes and locations of pick-ups and outfalls required). Construction drawings are not required.
 - Include cost estimates for each component of the project.
 - Include an approval statement by the public entity.

After the annual applications are received, WSDOT Aviation will review the funding applications it has received. The application will be reviewed for completeness and if additional information is needed, the airport owner will be contacted in writing with a request to submit the required information. All projects will be ranked based on the SCIP project score. After all the projects have been reviewed, the recommended grant program will be submitted to the Director of Aviation for his final approval. WSDOT Aviation will announce its annual list of airport improvement program projects for the upcoming year, first directly to airport sponsors and then publicly.

The annual airport improvement program is reviewed and coordinated with the Federal Aviation Administration's Airports District Office (FAA/ADO). The purpose of this review with the FAA/ADO is two-fold. First, it will provide WSDOT with an opportunity to present and discuss the state's airport improvement priorities with key FAA personnel. Second, it will allow Aviation staff to learn about those projects that are likely to be funded by the FAA during the upcoming fiscal year.

It is WSDOT's goal that state funding assistance decisions will be made in a timely fashion to minimize project delay. For projects involving FAA funds, the department intends to time WSDOT Aviation's final decision about state funding participation to coincide as closely as possible with the FAA/ADO's issuance of its formal grant offer to the airport owner. If the scope of the project has changed since the time the state funding application was first submitted due to the amount of available federal funds (according to the FAA's tentative allocation letter), the airport sponsor shall communicate the changes to WSDOT Aviation in a timely manner.

For projects that do not involve federal funding, it is the department's intent that the final decision to fund an airport's request will be made immediately prior to the planned start of the project. Unless otherwise notified in writing by the airport owner, the planned project start date will be the date indicated on the application for funding assistance. To assure that an airport's funding application is approved in a timely manner, it is the

airport sponsor's responsibility to remain in close contact with the staff of WSDOT Aviation regarding its pending application.

Upon establishment of the priority list, public entities that are to receive an allocation will be notified by mail. The notification will be in the form of a grant offer letter (the specific project or projects approved will be identified).

Upon receipt of the grant offer letter, the applicant is to sign, date, and return the original letter to WSDOT Aviation, indicating its desire to accept the allocation. A copy of the notification should be retained in the applicant's file.

Those airport project sponsors whose funding applications are approved by the Director of Aviation will be sent a grant agreement that should be signed by the appropriate airport representative and returned to WSDOT Aviation for final execution. The project sponsor must also submit a copy of the resolution adopted by the airport's governing body (e.g., city council, county commission, airport authority) if one has not already been submitted. The agreement will contain the terms and conditions of acceptance of the grant, as well as identifying the state's share of the project costs. A fully executed funding agreement and notice to proceed will be returned to the project sponsor once all required state signatures have been made on the agreement.

Note: No project should be started by the airport sponsor prior to receiving the fully executed grant agreement and notice to proceed.

Appendix B

Consultant Selection and Project Development

What is the process to select a consultant?

Here is a step-by-step approach that may help you navigate through the requirements of retaining expert help through a consultant. Many project services needing the skill and advice of professional experts may include planning and design of airport construction projects, airport layout plans, capital improvement plans, environmental investigations, land appraisals and obstruction evaluations. Make sure to follow the requirements under the law, WSDOT Aviation staff can help you through the process. State match money can be held up until compliance with contracting law occurs.

Step 1:

Contact WSDOT Aviation. Project sponsor should contact WSDOT Aviation to coordinate the proposed project and determine if the expert assistance of a consultant is needed for the proposed project. When assistance of a consultant is required, complete the next steps.

Step 2:

Solicit Consultant Proposals. Project sponsor is expected to seek and engage the services of a qualified engineer or airport planner utilizing a qualifications-based selection process by advertising or soliciting requests for qualifications (RFQs). Airport owners are urged to review [FAA Advisory Circular 150/5100-14E](#) and WSDOT's [Consultant Services Manual](#) for further information about the consultant selection process. The airport owner will be required to furnish WSDOT Aviation with documentation that a qualifications based selection process was followed.

Step 3:

Project Scoping Meeting. It is advisable that a project scoping meeting be held between the airport sponsor, its consultant, FAA (if applicable), and WSDOT Aviation to discuss the scope of the project(s) for which the consultant has been selected.

Step 4:

Negotiate Consultant Contract & Fee. Airport sponsor negotiates the scope of work and tentative fee for services.

Step 5:

Independent Cost Analysis of Consultant Fee. For airport improvement projects that will exceed \$100,000, the airport sponsor must have an independent cost analysis performed by someone qualified to do so, did not submit a Statement of Qualification (SOQ), and that does not have a conflict of interest with the consulting firm that has been selected.

Step 6:

Issuing the Successful Consultant Notice to Proceed. Upon approval of the scope of work and fees, the project sponsor may proceed with the signing of a contract and issuance of a notice to proceed.

Step 7:

Hold a Pre-Design Meeting. A pre-design meeting will be conducted with WSDOT Aviation, the consulting engineer, the airport representative, FAA (if applicable), and any other participants as determined by WSDOT Aviation staff and airport representative. The pre-design meeting will outline the proposed airport improvements to be accomplished with available funding. The consulting engineer will furnish at this meeting any conceptual design drawings and sketches that have been prepared to clearly illustrate the proposed work. The purpose of this meeting is to establish a scope of work, work plan and target date for completion of the plan assembly.

Step 8:

Plan Review by WSDOT. The consulting engineer will furnish to WSDOT Aviation an electronic set of plans to review and approve. The plans should include, at a minimum, the title sheet, airport layout, notes, profile grades, typical sections, geometric improvements, drainage improvements, existing utilities, land acquisition requirements, and environmental approvals. WSDOT Aviation will review the plan set and provide comments to the airport sponsor and consulting engineer for consideration.

Step 9:

Construction Projects and your Advertisements for Bids. For construction projects, advertise for bids at the appropriate time.

Appendix C

Airport Aid Application Form

Washington State Department of Transportation
Aviation Division

Airport Aid Application Forms

Please indicate menu choice by clicking on the appropriate menu button.

**Airport Aid Application
(DOT Form 900-030EF)**

**Project Data Sheet
(DOT Form 900-030A)**

**Supplemental Justification
(DOT Form 900-030B)**

This document includes form fields which are used to complete the Airport Aid Application Forms.

Saving the .pdf document to your computer should allow you to save your entries and then edit the document at a later time.

However - Depending on the Adobe Acrobat version that you are using, your work might NOT be saved. It is suggested that you make an entry, save the document, exit the document, and then re-open the document to see if your data saved.

Ensure you have completed ALL field entries.

Make sure to save your work frequently.

If you are not able to save your work you will need to print the application before closing the document.

Options for submitting your application:

By Email -

The airport sponsor's authorized representative can Email the application by attaching the .pdf document and all other supporting documentation to: johnsel@wsdot.wa.gov

By Mail or in Person-

The application forms can be printed and signed by the airport sponsor's authorized representative along with other supporting documentation and can be mailed or hand delivered to WSDOT Aviation's office at:

WSDOT Aviation Division
Attn: Eric Johnson, Construction & Grants Program Manager
7702 Terminal Street SW
Tumwater, Washington 98501-7264

Appendix D

Airport Aid Application Checklist

<u>Airport Aid Application Checklist</u>			
Sponsor: _____	<u>Project Type</u>		
Airport: _____	<input type="checkbox"/> Pavement		
<input type="checkbox"/> NPIAS <input type="checkbox"/> Non-NPIAS	<input type="checkbox"/> Safety		
Amount Requested: \$ _____	<input type="checkbox"/> Maintenance, Operations, Security, and Planning		
Local Match: \$ _____ - _____ %	<input type="checkbox"/> Other _____		
Expected Start: _____	Expected Completion: _____		
<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
			<u>Comments</u>
Application Signed (Original Signatures)			_____
Application Received by Deadline			_____
Amount Requested \$250,000 or Less			_____
Local Match (Minimum 5% or 5% FAA Match)			_____
Eligible Project			_____
Approved Airport Layout Plan			_____
Protective Zoning in Place			_____
Project Data Sheet			_____
• Project Layout Plan/Sketch			_____
Supplemental Justification Sheet			_____
Statement of Support from Elected Official(s)			_____
Adopted Resolution – Matching Funds Available			_____
Supporting Documentation			_____
• Consultant Selection & Scope of Work			_____
• Grant Assurances (Signed & Attached)			_____
• Plans & Specifications			_____
• Detailed Project Schedule (Project Milestones)			_____
• Detailed Cost Estimate or Bid Results			_____
• Spending Plan (by Month)			_____
• Property Appraisal (Land Acquisition)			_____
Engineering Drawings			_____
Demonstrate FAA Funds Sought First (NPIAS Only)			_____
Airport Information System Annual Update <i>Completed for Prior Year</i>			_____
Greenhouse Gas Emission Policies			_____
Job Creation Data			_____
Application Complete			_____
Grant Application Checklist Rev. May 2013	WSDOT Reviewer _____	Date _____	

Appendix E

Project Schedule

PROJECT SCHEDULE			
AIRPORT: _____			
SPONSOR: _____			
CONSULTANT: _____			
FAA PROJECT MANAGER: _____		FAA AIP GRANT No.: _____	
PROJECT DESCRIPTION: _____			
ITEM	DATE		COMMENTS
	ESTIMATED	ACTUAL	
1. Issue Request for Qualifications (RFQ)			
2. Consultant Selection			
3. Work Scope and Record of Negotiations			
4. Signed Engineering Contact			
5. Environmental Approved			
6. Benefit-cost Analysis			
7. Plans & Specifications Complete			
8. Submission of Airspace Study			
9. Coordination with Planning/Permit Agencies			
10. Construction Safety Phasing Plan			
11. Bid Advertising			
12. Pre-bid Meeting			
13. Bid Opening			
14. Submit Bid Tab and Recommendation of Award			
15. Award of Contract			
16. Pre-construction Meeting			
17. WSDOT Airport Aid Grant Application			
18. WSDOT Airport Aid Grant Issued			
19. FAA Grant Application			
20. FAA Grant Issued			
21. Start Construction			
22. Construction Complete			
23. Final Inspection			

Appendix F

Airport Aid Program Grant Assurances

The following Airport Aid Program Grant Assurances are incorporated herewith and form a part of the sponsor's application for funding under the Airport Aid Grant Program.

Signature of Applicant's Authorized Representative: _____

Title of Representative: _____

Date: _____

Chapter 468-260 WAC

Last Update: 3/14/13

AIRPORT AID PROGRAM GRANT ASSURANCES

WAC Sections

[468-260-010](#) General.

[468-260-020](#) Duration and applicability.

[468-260-030](#) Sponsor certification.

468-260-010

General.

(1) Airport sponsors shall comply with these assurances pursuant to and for the purpose of carrying out the provisions of the state of Washington airport aid program grant agreements.

(2) Airport sponsors will submit these assurances as part of the project application requesting funds under the provisions of RCW [47.68.090](#). As used herein, the term "public agency sponsor" means any municipality or municipalities acting jointly or any Indian tribe recognized by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such municipality or municipalities or Indian tribe or tribes, to be held available for the general use of the public; the term "private sponsor" means any person or persons acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such person or persons, to be held available for the general use of the public; and the term "sponsor" includes both public agency sponsors and private sponsors.

(3) Upon a sponsor's acceptance of a grant offer by the department, these assurances are incorporated in and become part of the grant agreement.

[Statutory Authority: RCW [47.68.090](#), 13-07-037, § 468-260-010, filed 3/14/13, effective 4/14/13.]

468-260-020

Duration and applicability.

(1) Washington airport aid program projects undertaken by a sponsor. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport project, not to exceed twenty years from the date of acceptance of a grant offer of state funds for the project. However, there shall be no limit on the duration of the assurances regarding exclusive rights and airport revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with state funds.

Appendix G

WSDOT Aviation Airport Layout Plan Requirements

An Airport Layout Plan is a narrative and graphic portrayal of the existing and proposed facilities, which are deemed necessary for operation of the airport.

An airport, by definition, means any area of land or water that is used, or intended to be used, for the landing and take-off of aircraft. A heliport is considered to be an airport for purposes of airport allocations.

An Airport Layout Plan is required to establish eligibility for State Airport Aid and is intended to ensure that the public entity has:

1. Studied its airport needs
2. Recognized the problems in development of its airport
3. Proposed a plan to meet the present and future needs
4. Accepted and officially approved the Layout Plan

Approval of the Airport Layout Plan by the elected body of the public entity must be forwarded with the Airport Aid application forms. This approval can be in the form of a resolution or minute order.

**WSDOT AVIATION
AIRPORT LAYOUT PLAN (ALP) CHECKLIST**
(Revised April 2013)

Location: _____

Airport: _____

Prepared By: _____

Date: _____

Reviewed By: _____

Date: _____

APPLICABLE FAA ADVISORY CIRCULARS:

[Citizen Participation in Airport Planning, AC 150/5050-4](#)
[Airport Master Plans, AC 150/5070-6B, Change 1](#)
[Airport Design, AC 150/5300-13A](#)

CRITICAL AIRCRAFT:

Make: _____

Model: _____

Airport Reference Code (ARC): _____

Annual Operations: _____

Desired Approach Minimums:

Runway End _____

Minimum _____

Runway End _____

Minimum _____

Runway End _____

Minimum _____

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
ALP COMPONENTS:					
I. Narrative Report	✓	✓			
II. Airport Layout Plan Drawing Set	✓	✓			
1. Airport Layout Drawing	✓	✓			
2. Airport Airspace Drawing	✓	✓			
3. Inner Portion of the Approach Surface Drawing	✓	✓			
4. Terminal Area Drawing	✓	(Optional)			
5. Land Use Drawing	✓	✓			
6. Runway Departure Surfaces Drawing	✓	(Optional)			
7. Airport Property Map	✓	(Optional)			

I. NARRATIVE REPORT

DATE: _____

MASTER PLAN ()

ALP REPORT ()

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
FORECAST AVIATION DEMAND:					
Current 5 yrs, 10 yrs, 20 yrs	✓	✓			
Local Operations	✓				
Annual Itinerant Operations					
All Aircraft	✓				
Current Design Aircraft	✓	✓			
Future Design Aircraft	✓	✓			
Total Annual Operations	✓	✓			
Based Aircraft	✓	✓			
Annual Instrument Approaches	✓				
Enplaned Passengers (Commercial Service Locations Only)	✓				
Design Aircraft (Current & Future)	✓	✓			
STAGE DEVELOPMENT:					
(Drawings, Schedule, Project Costs)	✓				
COORDINATION:					
(Highways, Planning Agencies, etc.)	✓	✓			
ADDITIONAL COMMENTS:					

II. AIRPORT LAYOUT PLAN DRAWING SET

DATE: _____

An Airport Layout Plan (ALP) is a graphic presentation to scale of existing and ultimate airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show relationships with applicable standards.

The following list provides general guidelines in preparing the Airport Layout Plan drawing set. The individual sheets that comprise the ALP drawing set will vary with each planning effort. During the project scoping activities, planners must determine which sheets will be necessary. Checklists from FAA Regional and District Offices and many state aviation offices may supplement the guidance provided in this Appendix. Since these checklists are comprehensive, not all items will be applicable to a specific project.

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
1. AIRPORT LAYOUT DRAWING					
a. Sheet size – Minimum 24” x 36”	✓	✓			
b. Scale – Within a range of 1” = 200’ to 1” = 600’	✓	✓			
c. North Arrow					
1) True and Magnetic North	✓	✓			
2) Year of the magnetic declination	✓				
3) Orient drawing so that north is to the top or left of the sheet	✓				
d. Wind Rose					
1) Data source and the time period covered	✓	<i>(only if available)</i>			
2) Include individual and combined coverage for:					
a) Runways with 10.5 knots crosswind	✓				
b) Runways with 13 knots crosswind	✓				
c) Runways with 16 knots crosswind	✓				
d) Runways with 20 knots crosswind	✓				
e. Airport Reference Point (ARP) – Existing and ultimate, with latitude and longitude to the nearest second based on NAD 83	✓	✓			
f. Ground contours at intervals of 2’ to 10’, lightly drawn	✓				
g. Elevations (Existing and Ultimate to 1/10 of a foot)					
1) Runway	✓	✓			
2) Displaced thresholds	✓				
3) Touchdown zones	✓				

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
4) Intersections	✓				
5) Runway high and low points	✓	✓			
6) Roadways where they intersect the RPZ edges and extended runway centerlines	✓	✓			
7) Structures on Airport--If a terminal area plan is not included, show structure top elevations on this sheet.	✓	✓			
h. Building limit lines – Show on both sides of the runways and extend to the airport property line or RPZ.	✓	✓			
i. Runway Details (Existing and Ultimate)					
1) Dimensions – length and width within the outline of the runway	✓	✓			
2) Orientation – Runway end numbers and true bearing to the nearest 0.01 degree	✓	✓			
3) Markings	✓	✓			
4) Lighting – Threshold lights only	✓	✓			
5) Runway Safety Areas-- Dimensions may be included in the Runway Data Table	✓	✓			
6) End Coordinates – Note near end (existing and ultimate) of each runway end, to nearest 0.01 second	✓	✓			
7) Displaced threshold coordinates, to the nearest 0.01 second	✓	✓			
8) Declared Distances – For each runway direction if applicable. Identify any clearway/stopway portions in the declared distances	✓	✓			
j. Taxiway details (Existing and Ultimate)					
1) Taxiway widths and separations from the runway centerlines, parallel taxiway, aircraft parking, and objects	✓	✓			
k. RPZ Details (Existing and Ultimate)					
1) Dimensions	✓	✓			
2) Type of property acquisition (fee or easement)	✓	✓			
l. Approach slope ratio (20:1; 34:1; 50:1)	✓	✓			
m. Airport Data Table (Existing and Ultimate)					
1) Airport elevation (MSL)	✓	✓			

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
2) Airport Reference Point data	✓	✓			
3) Mean maximum temperature	✓	✓			
4) Airport Reference Code for each runway	✓	✓			
5) Design Aircraft for each runway or airfield component	✓	✓			
n. Runway Data Table (Existing and Ultimate)					
1) Percent effective gradient	✓	✓			
2) Percent wind coverage	✓	✓			
3) Maximum elevation above MSL	✓	✓			
4) Runway length and width	✓	✓			
5) Runway surface type	✓	✓			
6) Runway strength	✓	✓			
7) FAR Part 77 approach category	✓	✓			
8) Approach type	✓	✓			
9) Approach slope	✓	✓			
10) Runway lighting (HIRL, MIRL, LIRL)	✓	✓			
11) Runway marking	✓	✓			
12) Navigational and visual aids	✓	✓			
13) RSA dimensions	✓	✓			
o. Title and Revision Blocks					
1) Name and location of the airport	✓	✓			
2) Name of preparer	✓	✓			
3) Date of drawing	✓	✓			
4) Drawing title	✓	✓			
5) Revision block	✓	✓			
6) Approval block (Sponsor)	✓	✓			
7) Approval block (WSDOT)	✓	✓			
p. Other					
1) Standard legend	✓	✓			
2) Existing and Ultimate airport facility and building list	✓	✓			
3) Location map	✓	✓			
4) Vicinity map	✓	✓			
ADDITIONAL COMMENTS:					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
2. AIRPORT AIRSPACE DRAWING					
a. Plan view of all FAR Part 77 surfaces, based on ultimate runway lengths	✓	✓			
b. Small scale profile views of existing and ultimate approaches	✓	✓			
c. Obstruction data tables, as appropriate	✓	✓			
d. Sheet size – same as the airport layout drawing	✓	✓			
e. Scale – 1" = 2,000' for the plan view; 1" = 1,000' for approach profiles; and 1" = 100' (vertical) for approach profiles	✓	✓			
f. Title and revision blocks - same as the airport layout drawing	✓	✓			
g. Approach Plan View Details					
1) USGS for base map	✓	✓			
2) Show runway end numbers	✓	✓			
3) Include 50' elevation contours on all slopes	✓	✓			
4) Show the most demanding surfaces with solid lines and others with dashed lines	✓	✓			
5) Identify top elevations of objects that penetrate any of the surfaces. For objects in the inner approach, add note "See inner portion of the approach plan view for close-in obstructions."	✓	✓			
6) For precision instrument runways, show balance of 40,000' approach on a separate sheet.	✓				
h. Approach Profile Details					
1) Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface.	✓	✓			
2) Identify all significant objects (roads, rivers, and so forth) and top elevations within the approach surfaces, regardless of whether or not they are obstructions	✓	✓			
3) Show existing and ultimate runway ends and FAR Part 77 approach slopes.	✓	✓			
ADDITIONAL COMMENTS:					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
3. INNER PORTION OF THE APPROACH SURFACE DRAWING					
a. Large scale plan views of inner portions of approaches for each runway, usually limited to the RPZ areas	✓	✓			
b. Large scale projected profile views of inner portions of approaches for each runway, usually limited to the RPZ areas	✓	✓			
c. Interim stage RPZs when plans for interim runways extensions are firm and construction is expected in the near future	✓	✓			
d. Sheet size – Same as Airport Layout drawing	✓	✓			
e. Scale – Horizontal 1" = 200'; vertical 1" = 20'	✓	✓			
f. Title and revision blocks – Same as for Airport Layout drawing	✓	✓			
g. Plan View Details					
1) Aerial photos for base maps	✓	✓			
2) Numbering system to identify obstructions	✓	✓			
3) Depict property line	✓	✓			
4) Identify, by numbers, all traverse ways with elevations and computed vertical clearance in the approach	✓	✓			
5) Depict the existing and ultimate physical end of the runways. Note runway end number and elevation	✓	✓			
6) Show ground contours, lightly drawn	✓	✓			
h. Profile View Details					
1) Depict terrain and significant items (fences, roadways, and so forth)	✓	✓			
2) Identify obstructions with numbers on the plan view	✓	✓			
3) Show roads and railroads with dashed lines at edge of the approach	✓	✓			
i. Obstruction Table Details					
1) Depict terrain and significant items (fences, roadways, and so forth)	✓	✓			
2) Identify obstructions with numbers on the plan view	✓	✓			
3) Show roads and railroads with dashed lines at edge of the	✓	✓			

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
approach					
4) Prepare a separate table for each RPZ	✓	✓			
5) Include obstruction identification number and description, the amount of the approach surface penetration, and the proposed disposition of the obstructions	✓	✓			
ADDITIONAL COMMENTS:					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
4. TERMINAL AREA DRAWING The need for this drawing will be decided on a case-by-case basis. For small airports, where the Airport Layout drawing is prepared to a fairly large scale, a separate drawing for the terminal area may not be needed.	(Optional)				
a. Large scale plan view of the area or areas where aprons, buildings, hangars, and parking lots are located	✓				
b. Sheet size – Same as Airport Layout drawing	✓				
c. Scale – Range of 1" = 50' to 1" = 100'	✓				
d. Title and revision blocks – Same as for Airport Layout drawing	✓				
e. Building Data Table – To list structures and show pertinent information about them. Include space and columns for:					
1) A numbering system to identify structures	✓				
2) Top elevation of structures	✓				
3) Existing and planned obstruction markings	✓				
ADDITIONAL COMMENTS:					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
5. LAND USE DRAWING	NOTE: Use ALP as a base map				
a. Include all land uses (industrial, residential, and so forth), on and off the airport, to at least the 65 DNL contour	✓	✓			<i>(to within Part 77 Horizontal Surface)</i>
b. Sheet size – Same as Airport Layout drawing	✓	✓			
c. Scale – Same as the Airport Layout drawing	✓	✓			
d. Title and revision blocks – Same as for Airport Layout drawing	✓	✓			
e. Aerial base map	✓	✓			
f. Legend (symbols and land use descriptions)	✓	✓			
g. Identify public facilities (such as schools, parks, and other)	✓	✓			
h. Drawing details – Normally limited to existing and future airport features (i.e., runways, taxiways, aprons, RPZs, terminal buildings and navigational aids)	✓	✓			
ADDITIONAL COMMENTS:					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
6. RUNWAY DEPARTURE SURFACES DRAWING					
a. Large scale plan views of departure surfaces for each runway end that is designated primarily for instrument departures. The one-engine inoperative (OEI) obstacle identification surface (OIS) should be shown for any departure runway end supporting air carrier operations.	✓				
b. Large scale projected profile views of departure surfaces for each runway that is designated primarily for instrument departures.	✓				
c. Sheet size – Same as Airport Layout drawing	✓				
d. Scale – Horizontal 1" = 1000'; vertical 1" = 100' (runway departure surfaces); and Scale – Horizontal 1" = 2000'; vertical 1" = 100' (OEI obstacle identification surfaces)	✓				
e. Title and revision blocks – Same as for Airport Layout drawing	✓				
f. Plan View Details					
1) Aerial photos for base maps	✓				
2) Numbering system to identify obstructions	✓				
3) Depict property line, including easements	✓				
4) Identify, by numbers, all traverse ways with elevations and computed vertical clearance in the departure surface	✓				
5) Depict the existing and ultimate physical end of the runways. Note runway end number and elevation	✓				
6) Show ground contours, lightly drawn	✓				
g. Profile View Details					
1) Depict terrain and significant objects, including fences, roadways, rivers, structures, and buildings.	✓				
2) Identify obstructions with numbers on the plan view	✓				
3) Show roads and railroads with dashed lines at edge of the departure surface	✓				
h. Obstruction Table Details					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
1) Depict terrain and significant objects, including fences, roadways, rivers, structures and buildings	✓				
2) Identify obstructions with numbers on the plan view	✓				
3) Show roads and railroads with dashed lines at edge of the approach	✓				
4) Prepare a separate table for each departure surface	✓				
5) Include obstruction identification number and description, the amount of the departure surface penetration, and the proposed disposition of the obstructions	✓				
ADDITIONAL COMMENTS:					

	Required		Included		Remarks
	FAA	WSDOT	Yes	No	
7. AIRPORT PROPERTY MAP	(Optional)				
a. Sheet size – Same as Airport Layout drawing	✓				
b. Scale – Same as the Airport Layout drawing	✓				
c. Title and revision blocks – Same as for Airport Layout drawing	✓				
d. Legend	✓				
e. Data Table					
1) A numbering or lettering system to identify tracts of land	✓				
2) The date the property was acquired	✓				
3) The Federal aid project number under which it was acquired	✓				
4) Type of ownership (fee, easement, federal surplus, and others)	✓				
f. Show existing and future airport features (i.e., runways, RPZs, navigational aids and so forth) that would indicate a future aeronautical need for airport property.	✓				
ADDITIONAL COMMENTS:					

Appendix H

Applicable Laws and Requirements

Financial assistance for acquisition and development of airports is governed, in part, by RCW 47.68.090. The Department is empowered by RCW 47.68.070, and RCW 47.68.210, to establish rules and regulations necessary to fully implement the authority of the Department of Transportation.

Eligible public entities are designated by RCW 47.68.020 Part 13, and RCW 47.68.090. They are: cities, counties, airport authorities, political subdivisions, public corporations, persons or any combination of public entities provided that they meet all other requirements determined by WSDOT Aviation.

In addition, Washington public entities and the State of Washington may cooperate financially with other states, counties, cities of other states, Indian reservations, foreign countries or any province or district of any foreign country in any project of joint use by the citizens of Washington as provided in RCW 47.68.020 and RCW 47.68.090.

Note:

[RCW 47.68.015](#) **Change of meaning, certain terms.**

Unless the language specifically indicates otherwise, or unless the context plainly requires a different interpretation:

Wherever in any provision in the Revised Code of Washington the term "Washington state aeronautics commission", "the state aeronautics commission", "the aeronautics commission of the state", "the aeronautics commission", or "the commission" (when referring to the Washington state aeronautics commission) is used, it shall mean the department of transportation created in [RCW 47.01.031](#).

Wherever in any provision in the Revised Code of Washington the term "state director of aeronautics", "director of aeronautics", or "director" (when referring to the state director of aeronautics) is used, it shall mean the secretary of transportation whose office is created in [RCW 47.01.041](#).

[RCW 47.68.020](#) **Definitions.**

As used in this chapter, unless the context clearly indicates otherwise:

(1) "Aeronautics" means the science and art of flight and including but not limited to transportation by aircraft; the operation, construction, repair, or maintenance of aircraft, aircraft power plants and accessories, including the repair, packing, and maintenance of parachutes; the design, establishment, construction, extension, operation, improvement, repair, or maintenance of airports or air navigation facilities; and instruction in flying or ground subjects pertaining thereto.

(2) "Aircraft" means any contrivance now known, or hereafter invented, used or designed for navigation of or flight in the air.

(3) "Airport" means any area of land or water which is used, or intended for use, for the landing and take-off of aircraft, and any appurtenant areas which are used, or intended for use, for airport buildings or other airport facilities or right-of-way, together with all airport buildings and facilities located thereon.

(4) "Department" means the state department of transportation.

(5) "Secretary" means the state secretary of transportation.

(6) "State" or "this state" means the state of Washington.

(7) "Air navigation facility" means any facility, other than one owned or operated by the United States, used in, available for use in, or designed for use in aid of air navigation, including any structures, mechanisms, lights, beacons, markers, communicating systems, or other instrumentalities or devices used or useful as an aid, or constituting an advantage or convenience, to the safe taking-off, navigation, and landing of aircraft, or the safe and efficient operation or maintenance of an airport, and any combination of any or all of such facilities.

(8) "Operation of aircraft" or "operate aircraft" means the use, navigation, or piloting of aircraft in the airspace over this state or upon any airport within this state.

(9) "Airman or airwoman" means any individual who engages, as the person in command, or as pilot, mechanic, or member of the crew in the navigation of aircraft while under way, and any individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft engines, airframes, propellers, or appliances, and any individual who serves in the capacity of aircraft dispatcher or air-traffic control tower operator; but does not include any individual employed outside the United States, or any individual employed by a manufacturer of aircraft, aircraft engines, airframes, propellers, or appliances to perform duties as inspector or mechanic in connection therewith, or any individual performing inspection or mechanical duties in connection with aircraft owned or operated by the person.

(10) "Aeronautics instructor" means any individual who for hire or reward engages in giving instruction or offering to give instruction in flying or ground subjects pertaining to aeronautics, but excludes any instructor in a public school, university, or institution of higher learning duly accredited and approved for carrying on collegiate work, who instructs in flying or ground subjects pertaining to aeronautics, while in the performance of his or her duties at such school, university, or institution.

(11) "Air school" means any person who advertises, represents, or holds out as giving or offering to give instruction in flying or ground subjects pertaining to aeronautics whether for or without hire or reward; but excludes any public school, university, or institution of higher learning duly accredited and approved for carrying on collegiate work.

(12) "Person" means any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

(13) "Municipal" means pertaining to a municipality, and "municipality" means any county, city, town, authority, district, or other political subdivision or public corporation of this state.

(14) "Airport hazard" means any structure, object of natural growth, or use of land, which obstructs the airspace required for the flight of aircraft in landing or taking off at an airport or is otherwise hazardous to such landing or taking off.

(15) "State airway" means a route in the navigable airspace over and above the lands or waters of this state, designated by the department as a route suitable for air navigation.

RCW 47.68.070 General powers.

The department has general supervision over aeronautics within this state. It is empowered and directed to encourage, foster, and assist in the development of aeronautics in this state and to encourage the establishment of airports and air navigation facilities. It shall cooperate with and assist the federal government, the municipalities of this state, and other persons in the development of aeronautics, and shall seek to coordinate the aeronautical activities of these bodies and persons. Municipalities are authorized to cooperate with the department in the development of aeronautics and aeronautical facilities in this state.

RCW 47.68.090 Aid to municipalities, Indian tribes, persons - Federal aid.

(1) The department of transportation may make available its engineering and other technical services, with or without charge, to any municipality or person desiring them in connection with the planning, acquisition, construction, improvement, maintenance, or operation of airports or air navigation facilities.

(2)(a) The department may render financial assistance by grant or loan, or both, to the following entities out of appropriations made by the legislature for the following purposes:

(i) Any municipality or municipalities acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport owned or controlled, or to be owned or controlled by such municipality or municipalities;

(ii) Any Indian tribe recognized as such by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such tribe or tribes, and to be held available for the general use of the public; or

(iii) Any person or persons acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such person or persons, and to be held available for the general use of the public.

(b) Such financial assistance may be furnished in connection with federal or other financial aid for the same purposes: PROVIDED, That no grant or loan, or both, shall be in excess of seven hundred fifty thousand dollars for any one project: PROVIDED FURTHER, That no grant or loan, or both, shall be granted unless the municipality or municipalities acting jointly, the tribe or tribes acting jointly, or the person or persons acting jointly shall from their own funds match any funds made available by the department upon such ratio as the department may prescribe.

(c) The department must establish, by rule, criteria for administering financial assistance to any entity.

(3) The department is authorized to act as agent of any municipality or municipalities acting jointly, any tribe or tribes acting jointly, or any person or persons acting jointly upon the request of such municipality or municipalities, tribe or tribes, or person or persons in accepting, receiving, receipting for, and disbursing federal moneys, and other moneys public or private, made available to finance, in whole or in part, the planning, acquisition, construction, improvement, maintenance, or operation of an airport or air navigation facility; and if requested by such municipality or municipalities, tribe or tribes, or person or persons, may act as its or their agent in contracting for and supervising such planning, acquisition, construction, improvement, maintenance, or operation; and all municipalities, tribes, and persons are authorized to designate the department as their agent for the foregoing purposes. The department, as principal on behalf of the state, and any municipality on its own behalf, may enter into any contracts, with each other or with the United States or with any person, which may be required in connection with a grant or loan of federal moneys for airport or air navigation facility purposes. All federal moneys accepted under this section shall be accepted and transferred or expended by the department upon such terms and conditions as are prescribed by the United States. All moneys received by the department pursuant to this section shall be deposited in the state treasury, and, unless otherwise prescribed by the authority from which such moneys were received, shall be kept in separate funds designated according to the purposes for which the moneys were made available, and held by the state in trust for such purposes. All such moneys are hereby appropriated for the purposes for which the same were made available, to be disbursed or expended in accordance with the terms and conditions upon which they were made available: PROVIDED, That any landing fee or charge imposed by any Indian tribe or tribes for the privilege of use of an airport facility planned, acquired, constructed, improved, maintained, or operated with financial assistance from the department pursuant to this section must apply equally to tribal and nontribal members: PROVIDED FURTHER, That in the event any municipality or municipalities, Indian tribe or tribes, or person or persons, or any distributor of aircraft fuel as defined by RCW [82.42.020](#) which operates in any airport facility which has received financial assistance pursuant to this section, fails to collect the aircraft fuel excise tax as specified in chapter [82.42](#) RCW, all funds or value of technical assistance given or paid to such municipality or municipalities, Indian tribe or tribes, or person or persons under the provisions of this section shall revert to the department, and shall be due and payable to the department immediately.

The department is authorized to accept, receive, receipt for, disburse, and expend federal moneys, and other moneys public or private, made available to accomplish, in whole or in part, any of the purposes of this section. All federal moneys accepted under this section shall be accepted and expended by the department upon such terms and conditions as are prescribed by the United States. In accepting federal moneys under this section, the department shall have the same authority to enter into contracts on behalf of the state as is granted to the department under [RCW 47.68.090](#) with respect to federal moneys accepted on behalf of municipalities. All moneys received by the department pursuant to this section shall be deposited in the state treasury, and, unless otherwise prescribed by the authority from which such moneys were received, shall be kept in separate funds designated according to the purposes for which the moneys were made available, and held by the state in trust for such purposes. All such moneys are hereby appropriated for the purpose of which the same were made available, to be disbursed or expended in accordance with the terms and conditions upon which they were made available.

RCW 47.68.180 Execution of necessary contracts.

The department may enter into any contracts necessary to the execution of the powers granted it by this chapter. All contracts made by the department, either as the agent of the state or as the agent of any municipality, shall be made pursuant to the laws of the state governing the making of like contracts. Where the planning, acquisition, construction, improvement, maintenance, or operation of any airport or air navigation facility is financed wholly or partially with federal moneys, the department as agent of the state or of any municipality, may let contracts in the manner prescribed by the federal authorities acting under the laws of the United States and any rules or regulations made thereunder.

RCW 47.68.210 Rules -- Standards.

The department of transportation may perform such acts, issue and amend such orders, make, promulgate, and amend such reasonable general rules, and procedures, and establish such minimum standards, consistent with the provisions of this chapter, as it shall deem necessary to perform its duties hereunder; all commensurate with and for the purpose of protecting and insuring the general public interest and safety, the safety of persons operating, using or traveling in aircraft or persons receiving instruction in flying or ground subjects pertaining to aeronautics, and the safety of persons and property on land or water, and developing and promoting aeronautics in this state. No rule of the department shall apply to airports or air navigation facilities owned or operated by the United States.

The department shall keep on file with the code reviser, and at the principal office of the department, a copy of all its rules for public inspection.

The department shall provide for the publication and general distribution of all its orders, rules, and procedures having general effect.

Chapter 468-260 WAC AIRPORT AID PROGRAM GRANT ASSURANCES

WAC 468-260-010 General. (1) Airport sponsors shall comply with these assurances

pursuant to and for the purpose of carrying out the provisions of the state of Washington airport aid program grant agreements.

(2) Airport sponsors will submit these assurances as part of the project application requesting funds under the provisions of [RCW 47.68.090](#). As used herein, the term "public agency sponsor" means any municipality or municipalities acting jointly or any Indian tribe recognized by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such municipality or municipalities or Indian tribe or tribes, to be held available for the general use of the public; the term "private sponsor" means any person or persons acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such person or persons, to be held available for the general use of the public; and the term "sponsor" includes both public agency sponsors and private sponsors.

(3) Upon a sponsor's acceptance of a grant offer by the department, these assurances are incorporated in and become part of the grant agreement.

WAC 468-260-020 Duration and applicability. (1) **Washington airport aid program projects undertaken by a sponsor.** The terms, conditions, and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport project, not to exceed twenty years from the date of acceptance of a grant offer of state funds for the project. However, there shall be no limit on the duration of the assurances regarding exclusive rights and airport revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with state funds.

(2) **Airport planning undertaken by a sponsor.** Unless otherwise specified in this grant agreement, only Assurances C:1, 2, 3, 4, 6, 7, 8, 13, 20, 33, 34, and 35 apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project.

WAC 468-260-030 Sponsor certification. The sponsor certifies, with respect to this grant that:

(1) **General state requirements.** It will comply with all applicable Washington state laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of state funds for this project including, but not limited to, the following:

(a) State legislation:

- [Chapter 8.26 RCW](#) (Relocation assistance -- Real property acquisition policy)
- [Chapter 27.34 RCW](#) (State historical societies -- Historic preservation)
- [Chapter 27.44 RCW](#) (Indian graves and records)

- [Chapter 27.48 RCW](#) (Preservation of historical materials)
- [RCW 29A.84.620](#) (Hindering or bribing voter)
- [Chapter 36.70A RCW](#) (Growth management -- Planning by selected counties and cities)
- Title 37 RCW (Federal areas -- Indians)
- [Chapter 39.12 RCW](#) (Prevailing wages on public works)
- [RCW 47.29.200](#) (Prevailing wages)
- [RCW 47.68.280](#) (Investigations, hearings, etc. -- Subpoenas -- Compelling attendance)
- [RCW 47.68.310](#) (Enforcement of aeronautics laws)
- Title 49 RCW (Labor regulations)
- Title 64 RCW (Real property and conveyances)
- [Chapter 70.94 RCW](#) (Washington Clean Air Act)
- Title 86 RCW (Flood control)
- Title 91 RCW (Waterways)
- [TITLE 12 WAC](#) (Transportation, department of (aeronautics commission))
- [TITLE 18 WAC](#) (Air pollution)
- [TITLE 25 WAC](#) (Archaeology and historic preservation, department of)
- [WAC 330-01-050](#) (dispositions, metropolitan municipal corporations)
- [TITLE 167 WAC](#) (Drug abuse prevention office)
- [TITLE 197 WAC](#) (Ecology, department of (environmental policy, council on))
- [TITLE 198 WAC](#) (Environmental and land use hearings office)
- [TITLE 199 WAC](#) (Environmental hearings office (environmental and land use hearings board))
- [TITLE 254 WAC](#) (Historic preservation, advisory council on)
- [TITLE 326 WAC](#) (Minority and women's business enterprises, office of)
- [Chapter 330-01 WAC](#) (Procedures for corridor and design public hearings under [RCW 35.58.273](#))
- [Chapter 468-100 WAC](#) (Uniform relocation assistance and real property acquisition)

- [WAC 468-100-008](#) (Compliance with other laws and regulations)
- [TITLE 357 WAC](#) (Financial management, office of -- State human resources director)
- [TITLE 508 WAC](#) (Ecology, department of (water resources))

(b) Executive orders:

- Governor's Executive Order 92-01 (Establishing Governor's Policy on a Drug-Free Work Place)
- Governor's Executive Order 96-04, Implementing the Americans with Disabilities Act and superseding Executive Order 93-03
- Governor's Executive Order 05-05 (Archaeological and Cultural Resources) Governor's Executive Order 11-01, superseding Executive Order 09-04, Amending Washington Council on Aerospace
- Governor's Executive Order 12-02 (Workforce Diversity and Inclusion)

(2) **General legal requirements.** It will comply with all applicable laws and ordinances, orders, guidelines, policies, directives, rules and regulations of municipal, county, and federal governmental authorities or regulatory agencies.

(3) **Responsibility and authority of the sponsor.**

(a) Public agency sponsor: It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

(b) Private sponsor: It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

(4) **Sponsor fund availability.** It has sufficient funds available for the portion of the project which is not paid by the state of Washington. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

(5) **Good title.** It holds good title, satisfactory to the department, to the areas of the airport or site thereof necessary for aircraft takeoff and landing as well as those necessary for the movement of aircraft to and from the landing and takeoff areas, or gives assurances satisfactory to the department that good title will be acquired prior to accepting grant funds.

(6) Preserving rights and powers.

(a) It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the department, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the department.

(b) It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property associated with this application or that portion of the property upon which state funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the department. If the transferee is found by the department to be eligible to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.

(c) If the sponsor is a private sponsor, it will, to the department's satisfaction, ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

(d) If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will, to the department's satisfaction, reserve and document in arrangements with said party sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the regulations and the terms, conditions, and assurances in this grant agreement and shall ensure that such arrangement also requires compliance therewith.

(e) Sponsors of commercial service airports will not permit or enter into any arrangement that allows an owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport.

(f) Sponsors of general aviation airports entering into any arrangement that allows an owner of residential real property adjacent to or near the airport must comply with the requirements set forth in Section 136 of Public Law 112-95.

(7) Consistency with local plans. Certify, to the department's satisfaction, that the project is consistent with plans (existing at the time of submission of this application) of public agencies that are authorized to plan for the development of the area surrounding the airport.

(8) Consideration of local interest. Certify, to the department's satisfaction, that it considered the interest of communities in or near where the project is located.

(9) Consultation with users. Certify to the department's satisfaction that when it made a decision to undertake any project, that it consulted with affected parties using the airport.

(10) **Public hearings.** In projects involving the location of an airport, an airport runway, or a major runway extension, it held public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the department, submit a copy of the transcript of such hearings to the department. Further, for such projects, its management board contain(s/ed) either voting representation from the communities where the project is located or it advised communities that they have the right to petition the department concerning a proposed project.

(11) **Air and water quality standards.** In projects involving airport location, a major runway extension, or runway location, it will provide the department appropriate written certification that the project will be located, designed, constructed, and operated so as to comply with applicable federal, state, and local air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the administrator of the Environmental Protection Agency, or the secretary of the Department of Ecology, certification shall be obtained. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the department.

(12) **Pavement preventive maintenance.** With respect to a project for the replacement or reconstruction of airport pavement, it assures or certifies to the department's satisfaction that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with state financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the department determines may be useful.

(13) **Accounting system, audit, and recordkeeping requirements.**

(a) It shall keep all project accounts and records which fully disclose the amount and disposition of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with [RCW 43.09.200](#) and the Washington state budgetary, accounting, and reporting system (BARS) manuals and financial reporting packages.

(b) It shall make available to the department and the Washington state auditor's office, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The department may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the department not later than six months following the close of the fiscal year for which the audit was made.

(14) **Wage rates.** It shall include in all contracts in excess of two thousand five hundred dollars, or as outlined in [WAC 296-127-050](#), for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages under the Washington State Prevailing Wages on Public Works Act, [chapter 39.12 RCW](#), which

contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work. This shall be documented by a statement of intent to pay prevailing wages and an affidavit of wages paid.

(15) **Nondiscrimination requirements.** It shall prohibit discrimination in all phases of contracted employment, contracting activities and training pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Justice System Improvement Act of 1979, the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, 49 C.F.R. Part 21, [chapter 49.60 RCW](#) and other related laws and statutes.

(16) **Equal employment opportunity (EEO) responsibilities.** It shall comply with regulations relative to nondiscrimination in state-assisted programs of the department, which are herein incorporated by reference and made a part of this project. With regard to the work performed during the project, it shall not discriminate on the grounds of race, color, gender, creed, national origin, age, sexual orientation, gender identity, marital status, disability or veteran status in the selection and retention of contractors, consultants and service providers, including procurement of materials and leases of equipment.

(17) **Veteran's preference.** It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to ensure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to honorably discharged military personnel who are veterans of any war of the United States, or of any military campaign for which a campaign ribbon shall have been awarded, and their widows or widowers, shall be preferred for appointment and employment. Age, loss of limb, or other physical impairment, which does not in fact incapacitate, shall not be deemed to disqualify them, provided they possess the capacity necessary to discharge the duties of the position involved as defined in [RCW 73.16.010](#). However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

(18) **Conformity to plans and specifications.** It will execute the project subject to plans, specifications, and schedules approved by the department. Such plans, specifications, and schedules shall be submitted to the department prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the department, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the department, and incorporated into this grant agreement.

(19) **Construction inspection and approval.** It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the department for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the department and such work shall be in accordance with regulations and procedures prescribed by the department. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the department shall deem necessary.

(20) **Planning projects.** In carrying out planning projects:

(a) It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved by the department.

(b) It will furnish the department with reports pertaining to the planning project and planning work activities, as designated by the department.

(c) It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the state of Washington.

(d) It will make all material prepared in connection with this grant available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

(e) It will give the department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

(f) It will grant the department the right to disapprove the sponsor's selection of specific consultants and their subcontractors to do all or any part of projects funded by this grant as well as the right to disapprove the proposed scope and cost of professional services.

(g) It will grant the department the right to disapprove the use of the sponsor's employees to do all or any part of the project.

(h) It understands and agrees that the department's approval of this project grant or the department's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the department to approve any pending or future application for an airport aid grant.

(21) **Operation and maintenance.** The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States or the state of Washington, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the department. In furtherance of this assurance, the sponsor will have in effect arrangements for:

(a) Operating the airport's aeronautical facilities whenever required;

(b) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and

(c) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions

interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

(22) **Hazard removal and mitigation.** It assures that such terminal airspace under the appropriate category of Federal Air Regulation Part 77, 14 C.F.R. 77, as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. Where hazards are on land owned by others, the sponsor will make every effort to coordinate with owners to mitigate airport hazards.

(23) **Compatible land use.** It shall, either by the acquisition and retention of property interest, in fee or easement, or by seeking enforcement of local zoning action, prevent the construction of any object which may constitute an incompatible land use such as residential encroachment, wildlife attractants, uses that emit smoke, steam, glare, or electromagnetic interference, and height hazards. Sponsor will take proactive measures to discourage incompatible land uses adjacent to the airport, to include a formal consultation with local jurisdictions on land use issues, and support and/or recommend land use regulations consistent with WSDOT best management practices found in WSDOT's *Airports and Compatible Land Use Guidebook*.

(24) **Economic nondiscrimination.**

(a) It will make the airport available as an airport for public use and without discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.

(b) In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:

(i) Furnish said services on a reasonable, nondiscriminatory, basis to all users thereof; and

(ii) Charge reasonable, and nondiscriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

(c) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.

(d) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

(e) Each air carrier using such airport (whether as a tenant, nontenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or nontenants and signatory carriers and nonsignatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

(f) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to, maintenance, repair, and fueling) that it may choose to perform. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

(g) The sponsor may establish such reasonable, and nondiscriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

(25) **Exclusive rights.** It will not grant exclusive right for the use of the airport to any person(s) providing, or intending to provide, aeronautical services to the public. For purposes of this subsection, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if the following apply:

(a) It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services;

(b) If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities including, but not limited to, charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity existing at such an airport before the grant of any assistance under [RCW 47.68.090](#); and

(c) It has received approval from the department.

(26) **Fee and rental structure.** It will maintain a competitive fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account factors such as the volume of traffic and economy of collection. No part of the state share of an airport development or airport planning project for which a grant is made under [RCW 47.68.090](#) shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

(27) **Airport revenues.** All revenues generated by the airport and any local taxes established after December 30, 1987, on aviation fuel, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this subsection:

(a) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

(b) If the department approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a twenty-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.

(c) When requested by the department, the sponsor will obtain an audit that will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes, and indicate whether funds paid or transferred to the owner or operator were paid or transferred in a manner consistent with state law and any other applicable provision of law, including any regulation promulgated by the secretary. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with state law.

(28) **Reports and inspections.** It will:

(a) Submit to the department such annual or special financial and operations reports as the department may request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the department; for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements,

regulations and other instruments, available for inspection by any duly authorized agent of the department upon request;

(b) In a format and time prescribed by the department, provide to the department and make available to the public following each of its fiscal years, an annual report listing in detail:

(i) All amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and

(ii) All services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

(29) **Use by government aircraft.** It will not charge the state or its agencies (except for those under contract), for limited but reasonable, nonroutine, search and rescue, law enforcement or public safety use of public landing and aircraft parking facilities. The sponsor may require written verification of an entity's official government business status, and notification prior to use of facilities.

(30) **Land for state facilities.** It will furnish without cost to the state of Washington for use in connection with any air traffic control or air navigation activities, or weather reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or for these same purposes, rights in buildings of the sponsor as the department considers necessary for construction, operation, and maintenance at state expense of space or facilities. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the department.

(31) **Airport layout plan.**

(a) It will provide airport layout plans (ALPs) as prescribed in WSDOT's *Aviation Grant Procedures Manual*. It will keep up-to-date at all times an airport layout plan of the airport showing:

(i) Boundaries of the airport and all proposed additions thereto, together with the boundaries of all off-site areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

(ii) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities;

(iii) The location of all existing and proposed nonaviation areas and of all existing improvements thereon; and

(iv) All proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the department which approval shall be evidenced by the signature of a duly authorized representative of the department on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations to the airport or any of its facilities

which are not in conformity with the airport layout plan as approved by the department and which might, in the opinion of the department, adversely affect the safety, utility, or efficiency of the airport.

(b) If a change or alteration in the airport or the facilities is made which the department determines adversely affects the safety, utility, or efficiency of any state-owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the department, the owner or operator will, if requested, by the department.

(i) Eliminate such adverse effect in a manner approved by the department; or

(ii) Bear all costs of relocating such property (or replacement thereof) to a site acceptable to the department and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the department's design standards beyond the control of the airport sponsor.

(32) Disposal of land.

(a) For land purchased under a grant for airport development purposes, it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the department an amount equal to the states' proportionate share of the fair market value of the land. The portion of the proceeds proportionate to the states' share of the cost of acquisition of such land will, upon application to the department, be reinvested or transferred to another eligible airport as prescribed by the department. The department shall give preference to the following, in descending order:

(i) Payment to the state of Washington for deposit in the aeronautics account; or

(ii) Reinvestment in an approved project that is eligible for grant funding under [RCW 47.68.090](#).

(b) Land shall be considered to be needed for airport purposes under this assurance if:

(i) It may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land; and

(ii) The revenue from interim uses of such land contributes to the financial self-sufficiency of the airport.

(c) Disposition of such land will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

(33) Engineering and design services. It will award each contract, or subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and

engineering services is negotiated under WSDOT *Consultant Services Manual M-27-50.02* or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

(34) **Foreign market restrictions.** It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States trade representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction. Sponsors are encouraged to "Buy American" whenever feasible and appropriate.

(35) **Policies, standards, and specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the department and included in this grant, and in accordance with applicable state policies, standards, and specifications.

(36) **Relocation and real property acquisition.** It will be guided in acquiring real property, to the greatest extent practicable under state law, by the land acquisition policies in [RCW 8.26.180](#).

(37) **Disadvantaged business enterprises.** The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any department-assisted contract or in the administration of its DBE program or the requirements of Governor's Executive Order 12-02.

(38) **Hangar construction.** If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long-term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose. For the purpose of this section, a long-term lease is defined as not to exceed fifty years.

Conclusion

This manual has been prepared to assist airport sponsors in applying for Airport Aid Grant Program funds. It explains the eligibility criteria for funding, and describes how priorities are determined. It also explains the application process and describes the necessary documentation that must accompany each application.

Sample applications and grant agreement forms contained within this document should be reviewed very carefully, as should the section on project implementation and required accounting procedures for grant agreements. An Airport Layout Plan Checklist is also included to assist airport sponsors understand WSDOT Aviation's planning requirements.

Application forms can be obtained from WSDOT Aviation by visiting the website www.wsdot.wa.gov/aviation/grants.