

## Aviation Revitalization Loan Program Application Forms

This document includes form fields to be completed for the Aviation Revitalization Loan Program.

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

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: [chenaud@wsdot.wa.gov](mailto:chenaud@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: Dave Chenaar, Program Manager  
7702 Terminal Street SW  
Tumwater, Washington 98501-7264

# Aviation Revitalization Loan Program Application

7702 Terminal Street SW  
Tumwater, Washington 98501-7264

Date of Request

<p><b>1 Applicant</b></p> <p>Applicant's Authorized Representative:</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Address 2:</p> <p>City:                                  State:                  Zip:</p> <p>Phone:    Cell:</p> <p>Email:</p> <p>Federal Tax ID:</p>	<p><b>2 Project to be Managed by:</b></p> <p>Company:</p> <p>Name:</p> <p>Address:</p> <p>Address 2:</p> <p>City:                                  State:                  Zip:</p> <p>Phone:    Cell:</p> <p>Email:</p>
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*Find your legislative and congressional district at: <http://app.leg.wa.gov/districtfinder/>*

<p><b>3 Airport:</b></p> <p>NPIAS                  Non-NPIAS</p> <p>Enter number of annual commercial equipment enplanement last reported to FAA:</p>	<p>FAA Classification:</p> <p>State Classification:</p>	<p>Legislative District:</p> <p>Congressional District:</p> <p>General Public Access Yes                  No</p>
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4 No.	Project Name and Description	Total Project Cost	Local Funds	State Grant Funds	Federal Grant Funds	Loan Request

<p><b>5</b> Does the airport have an up-to-date Master Plan or ALP Narrative Report?</p> <p>Does the airport have an approved Airport Layout Plan (ALP)?</p> <p>Was the annual requirement to review and update Airport Information System (AIS) data met for the preceding calendar year?</p> <p>Does the airport sponsor have policies to reduce greenhouse gas emissions?</p> <p style="margin-left: 40px;">If yes, submit a copy of the policies.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>Date:</p> <p>Date:</p>
<p><i>Submitting copy via:</i></p>			

**6 Signature of Applicant's Authorized Representative**

*\*Only sign **IE** printing and submitting original paper document, provide signature here.*

*\***IE** submitting application electronically (PDF document), Email must be sent directly from airport's authorized representative.*

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# Instructions Aviation Revitalization Loan Program Application (DOT Form 900-031)

## 1. Applicant

The name of the municipality or person who legally owns and is responsible for managing the airport "airport sponsor".

**The Applicant's Authorized Representative** is the individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a mayor, city manager, county commissioner, city councilperson, port director, or tribal council member. The authorized representative should be the same individual who will sign the Aviation Revitalization Loan Program agreement, if awarded funding. The airport manager should only be listed if he or she has the authority to negotiate contracts on behalf of the applicant.

**Name, Title, Address, Phone, Cell, Email Address, and Federal Tax ID.** This should be the contact information for the applicant's authorized representative.

**2. Project to be Managed by** is the individual who will be responsible for the day-to-day management of the project and will be the appropriate contact for WSDOT Aviation to communicate matters relating to the loan. This person could be an employee of the airport sponsor. If the airport sponsor would like to authorize their consultant to communicate directly with WSDOT Aviation on their behalf, than this would be that individual.

**3. Airport** is the approved name of the airport.

Check if the airport is included in the National Plan of Integrated Airport Systems (NPIAS) or whether it is designated as a Non-NPIAS airport.

Select the appropriate FAA and State classifications from the dropdown lists.

Select the appropriate Legislative and Congressional districts for the airport from the dropdown lists (If you are unsure of your districts, click on the hyperlink and enter the airport sponsor's address).

## 4. Project Name and Description, along with Project Funding Sources

Submit only one (1) project per application. Enter the numerical application project number starting with '1'. If submitting more than one application, subsequent applications should be numbered in-ascending order (i.e. 2, 3, 4, etc.). The Project Name should be descriptive and be similar to the Project Title entered in the State Capital Improvement Program (SCIP), if applicable. Projects not included in the SCIP can be considered for funding.

Give a brief but accurate description of the project. You will have the opportunity to expand upon this in the Project Data Sheets to follow.

Insert the full cost of the project, the amount of funds from other local, state, or federal sources, if any, and the amount you are requesting from the Aviation Division.

The total of the first column must equal the total of all other columns.

Please make these amounts as accurate as you can. Actual project bid amounts or negotiated consultant fees are preferable. If precise amounts are not yet available you are encouraged to use professional engineering estimates. If these estimates turn out to be an understatement and inadequate to cover the cost of the actual project, WSDOT Aviation may not be able to cover the additional costs which may have to be borne by the applicant. You will be asked to provide additional information supporting these costs and the source on the project data sheets.

## 5. Other Questions and Required Documentation

**Master Plan / ALP Narrative Report** - Please indicate if the airport has an approved Airport Master Plan or Airport Layout Plan (ALP) Narrative Report by checking 'Yes' or 'No'. If 'Yes' insert the month and year the report is dated.

**Airport Layout Plan (ALP)** - Please indicate if the project is included in an approved Airport Layout Plan (ALP) by checking 'Yes' or 'No'. If 'Yes' insert the month and year the plan was approved. The project you are requesting funding for does NOT need to be shown on the ALP in order to be considered for funding. If the project is not included in an approved ALP, the sponsor should indicate where the project is to be located on airport property.

**Airport Information System (AIS)** - Please indicate by checking 'Yes' or 'No' if the airport sponsor met the requirement to review and update their data in the AIS for the preceding calendar year by the December 31 deadline

**Greenhouse Gas Policy** - RCW 70.235.070, outlines fund distribution prerequisites for infrastructure and capital development projects, all airport sponsors should adopt a greenhouse gas emission reduction policy in accordance with this new law. Please indicate by checking 'Yes' or 'No' if the airport sponsor has an adopted policy. If 'Yes' submit a copy of the policy to WSDOT Aviation and indicate how you are submitting by selecting the appropriate response from the drop-down menu.

For more information on this law, please visit Washington State Legislature's Revised Code of Washington (RCW) at <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.235.070>

While having a policy is currently not a requirement that determines loan eligibility, it is anticipated in the near future that this will be an added requirement.

## **6. Signing and submitting the Loan Application**

WSDOT Aviation prefers airport sponsors submit the loan application and supporting documentation electronically. The Aviation Revitalization Loan Application, Project Data Sheet, and Supplemental Justification Sheet will need to be emailed from the Applicant's Authorized Representative as a saved pdf file. The email being sent directly from the Applicant's Authorized Representative will serve in lieu of an actual signature on a printed document.

The application can still be submitted as a printed document in which case the Applicant's Authorized Representative will need to sign the Aviation Revitalization Loan Program Application in the space provided.

There are multiple methods available for submitting the additional supporting documentation either electronically or in printed form.

Regardless of how the airport sponsor chooses to submit their application, all application forms and supporting documentation must be received by WSDOT Aviation by the published deadline.

# Aviation Revitalization Loan Application Project Data Sheet

Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-031)

## 1. Project Category (Select One Only)

Hangar	Fueling	Infrastructure	Passenger Amenities	Property	Other
New	New	Utilities	Terminal	Business Park	
Replace	Replace	Apron	Parking	Retail	
Renovate	Upgrade	Taxiway	Restaurant/Food	Other	
Other	Other	Other	Rental		
			Other		

## 2. Detailed Project Description / Approach to Accomplishing Project:

## 3. Project Justification:

## 4. Cost Estimate Details:

Source of Project Cost Estimate -

## 5. Project Schedule:

Expected Start of Project:

Expected Completion of Project:

Start of Work Covered by Loan:

Completion of Work Covered by Loan:

Submit a [detailed project schedule](#) (to include project milestones).

Submitting project schedule via:

## 6. Other Supporting Project Documentation (Required):

Submit a spending and repayment plan identifying anticipated loan expenditures and repayment schedule by month.

Submitting via:

Submit job creation data using the [Aviation Economic Impact Calculator](#).

Submitting via:

## 7. Other Supporting Project Documentation (As Applicable):

Submit documentation supporting your consultant selection process.

Submitting via:

Submit a copy of your consultant's Scope of Work.

Submitting via:

Have project plans and specifications been prepared?

Yes No

Has the property been appraised?

Yes No

FAA AIP Project Number (if any):

FAA Grant Contract Number (if any):

Other supporting documentation?

# Instructions for Project Data Sheet (DOT Form 900-031A)

Complete a separate Project Data Sheet for the project listed from the Aviation Revitalization Loan Program Application (Form 900-031). A individual sheet has been created and has automatically populated data for Airport Sponsor, Airport Name, and Project Title. If there is more than one project, you will need to complete an additional application packet.

- 1. Project Category and Type** - Mark the appropriate project category. Some categories will also ask for specific project type information under that category (e.g. Category - Hangar, Project Type – New Hangar). Select only the category of the most prominent work element of your project.
- 2. Detailed Project Description** - Provide a brief but descriptive narrative of the project to thoroughly explain what will be accomplished by the project. Please be as clear and specific as possible.

*Example: Hangar – Renovate: Remove all existing walls, roof, lighting, mechanical and plumbing systems leaving only the existing structural steel frame, concrete slab, and foundations in place. Prime and repaint the existing structural frame. Provide existing structure with new exterior walls, roof and openings including new hangar doors. Provide new HVAC system and a new high-expansion foam fire suppression system. Provide new electric power, lighting, and distribution system. Provide a UPS to enable all hangar door operations during a power outage. Provide new above-slab plumbing. The new large hangar space will be able to house 4 aircraft at a time. Other new interior spaces include: an addition to the northwest corner to include the fire suppression system and a storage room. The existing "wing" extending from the northwest building face shall enclose electrical and mechanical rooms, a communications room, two storage rooms and office spaces, as described.*

- 3. Project Justification** - Provide a brief narrative to justify how the project would generate revenue and sustain/expand airport usage should the project receive a state loan. Cite marketing plans or research that supports the project. List any deposits or waiting lists for structures proposed. Required: Describe how revenue sources will be used to repay the loan including rental/lease rates proposed and if there are any anticipated rental rates increases proposed in the future. Attach any documents that support and identify the revenue sources described as directed under *Section 6: Other Supporting Project Documentation*.
- 4. Cost Estimate Details** - Provide specific information as to how the project costs shown on the first page of the Loan Application were arrived at including the source (i.e. bid tab, engineer's estimate, vendor quote, etc.). Be sure to include a detailed itemization of the specific costs (i.e. labor and overhead costs not just construction costs in your estimate (i.e. design engineering, environmental, project bidding, construction, construction observation, etc.)
- 5. Project Schedule** - Indicate the expected start and completion of the overall project and when the work covered by the loan is beginning and ending. Note that these two sets of dates can be different. Only eligible costs incurred after the loan agreement execution date are reimbursable.

Submit a detailed project schedule that includes major milestones, key deliverables, specific actions, etc. A typical project schedule is included for your convenience. The milestones listed are not necessarily in chronological order.

- 6. Other Supporting Project Documentation (Required)** - 1) Submit a spending plan showing anticipated loan expenditure amounts by month over the duration of the project, 2) Submit a repayment plan indicating the preferred loan length (up to 20 years), any grace period desired (up to 3 years) and the source of funds intended to repay the loan, and 3) Submit information on jobs/revenue created by the project (WSDOT's Aviation Economic Impact Calculator is a good tool for this) and/or information that supports revenue projections.
- 7. Other supporting Project Documentation (As Applicable)** - Provide any additional information as applicable that will help WSDOT Aviation fully understand your project. A Statement of Financial Activity (Income Statement), Statement of Financial Position (Balance Sheet), and Statement of Cash Flows is highly suggested.

# Aviation Revitalization Loan Program Application Supplemental Justification

**Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-031)**

1. Can you provide conclusive evidence that the loan project will provide revenue generating income opportunities? If yes, please provide details.	Yes	No
2. Will a specific private development or expansion occur, only if the aviation facility improvement is made? If yes, explain.	Yes	No
3. Will this loan project result in the creation of jobs or private sector capital investment? If yes, please elaborate.	Yes	No
4. Does this loan project improve opportunities for the successful maintenance, operations, or expansion of the airport or adjacent business park? If yes, explain.	Yes	No
5. Does this project result in the creation or retention of long-term economic opportunities? If yes, elaborate.	Yes	No
6. Does this project result in leveraging additional federal funding for the airport? If yes, explain.	Yes	No
7. Project Readiness:		
a. Has required environmental documentation (e.g. NEPA/SEPA) been approved?	Yes	No
b. Is project ready to proceed immediately?	Yes	No
8. Land Use Compatibility:		
a. Does the local land use jurisdiction recognize the airport as an Essential Public Facility in its comprehensive plan? If yes, provide reference to the specific location(s) in the plan.	Yes	No
b. Does the comprehensive plan include policies and/or zoning in place that discourages the development of incompatible land uses adjacent to the airport? If yes, provide reference to the specific location(s) in the plan.	Yes	No
c. Are regulations and/or zoning in place that prohibit penetration of FAR Part 77 surfaces? If yes, provide references to the specific regulation(s).	Yes	No