



**Washington State  
Department of Transportation**

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# **Community Aviation Loan Program Procedures Manual**

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**Aviation**

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# ***Introduction***

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

WSDOT's Aviation Division is continuing to update our information technology systems to be able download and submit all loan application forms electronically. Most of the forms depicted in the Appendices are in digital format and can be completed and submitted electronically via email to: [chenaud@wsdot.wa.gov](mailto:chenaud@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 loan program, all forms will be available on the web for sponsors to complete and submit online.

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 Community Airport Revitalization Loan Program pursuant to [RCW 43.88](#). In which the program provides crucial financial assistance to public-use airports in the preservation of Washington's system of airports.

## 1-1 What are the goals of the WSDOT Community Airport Revitalization Loan Program?

WSDOT conducted an Airport Investment Study, completed in 2015, to evaluate the short- and long-term airport capital and preservation needs at Washington's public-use airports and identify any funding gaps between forecast funding and needs. WSDOT found that the 134 public-use airports evaluated for the study would need an estimated \$3.6 billion over the next 20 years. The Aviation Division using a combination of federal, state, and local funds, awarded \$3.8 million in 2015-17 funding. To address the shortfall, analysis of the study identified 10 core solutions to bridge the funding gap. One core solution was to establish a state-sponsored revolving aviation infrastructure loan fund. A revolving loan fund is meant to be a self-replenishing pool of funds, using interest and principle payments on old loans to issue new loans. The key benefits determined were 1) a new self-generated aviation funding source for revenue-generating projects, 2) a wide range of user group support, and 3) relief for an airport's borrowing capacity for other projects and programs.

The primary goal of the program is to issue loans to keep Washington's aviation system healthy and strong and to allow revenue generating projects to be funded (Ineligible under FAA grant funding). Loans must be for improvements that either generate revenue or reduce the cost of maintaining/operating the airport.

## 1-2 How does the loan 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 loan 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 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 loan 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 Loan 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 loan 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 loan program makes strategic airport investments to maximize limited resources.

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

### **1-3 How is the WSDOT Community Aviation Loan Program funded?**

WSDOT’s loan program is funded through an adopted 2019 capital budget (SHB 1102, Section 4005) and 2021 capital budget (SHB 1080, Section 4004) that provided a \$10 million appropriation to be deposited into a new revolving loan account. Funds in the Account may only be used to fund authorized loans as approved by the Board, and repayment of the loans must be paid into the Account. A revolving loan fund is meant to be self-replenishing pool of funds, using interest and principle payments on old loans to issue new loans.

**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.

**Aviation Easement** – A loan 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.

**CARB** – Community Aviation Revitalization Board.

**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.

**Public Use Airport** – Any airport that is used for public, governmental, county, or municipal purposes for matters of public necessity and/or benefit.

**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.

### 3-1 Sponsor Eligibility

Any city, county, airport/port authority, political subdivision, public/private corporation, private entity or federally recognized Indian tribe that owns and operates, a public-use airport included in the [Washington Aviation System Plan \(WASP\)](#) and not listed as having more than 75,000 annual commercial air service passenger enplanements as published by FAA is considered an eligible airport sponsor and may apply for WSDOT Community Aviation Revitalization Loan Program funds. The municipality or tribe may act jointly with other municipalities or tribes 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 loan assurances (minimum one and one-half times the length of the loan up to thirty 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, state and federal governmental authorities or regulatory agencies.

### 3-2 Airport Information System

As a condition for loan 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](mailto:aisadmin@wsdot.wa.gov) with the following information:

- Sponsor name, address, phone number and email

### 3-3 Compatible Land Use

The airport must demonstrate that it is protected from incompatible development (including height hazards; reference FAA Form 7460-1) 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](#).

### 3-4 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.

### 3-5 Eligible Projects

The intent of the Community Aviation Revitalization Loan Program is to provide sponsors of public-use airports with loans to develop revenue generating projects to preserve and maintain our state system of airports. Airports are critical links to the state transportation network by providing improved access, economic vitality, and recreational and emergency uses for communities. It is the role of the loan program to fund projects that strengthen Washington's aviation infrastructure by funding revenue-generating capital projects

Community Aviation Revitalization funds may be used for the acquisition, construction, and improvements of airports. All project work must be available for public use and, be shown on an approved Airport Layout Plan (ALP) or Development Plan.

NPIAS airport projects also receiving FAA funding (AIP) are required to use the FAA design and construction advisory circulars. Visit the FAA website [www.faa.gov/airports](http://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 Aviation Revitalization Loan Program funded projects are:

- 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.
  - Aviation fuel facilities.
- New construction to include the extension, strengthening or widening of a runway, taxiway or aircraft parking apron to accommodate revenue-producing facilities and/or activities.
- Acquisition of property or improvements for revenue-producing development.
- New access and/or service roads to accommodate revenue-producing facilities.
- Construction of parking, ground transportation, and rental car facilities.
- Construction of facilities to accommodate leasing to food concessions and other passenger amenities
- Utility projects and/or extensions.



### 3-6 Ineligible Projects

Some of the commonly ineligible items for State Community Aviation Revitalization Loan program 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 loan.
- 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.
- Routine and low-cost maintenance work (e.g. weed spraying, mowing, sweeping, snow plowing, etc.).

WSDOT will accept loan applications for construction projects starting prior to the date set forth in the solicitation for loan 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.

### 3-7 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](#)).

### 3-8 Loan Limit

The maximum amount WSDOT Aviation can loan to any one individual sponsor in any one single loan is **\$750,000**. The goal of the Board is to award at least 75% of available loan funds to airports with less than or equal to 50,000 commercial enplanements as reported to FAA. No more than 25% of available loan funds will be awarded to airports with greater than 50,000 annual commercial enplanements as reported to FAA. The Board reserves the right to revise the distribution of available program funding dependent on demand for the loans.

### **3-9 Matching Funds**

There is no match requirement for the Community Aviation Revitalization Loan program. To achieve State system goals and provide funding for 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 100% of eligible costs. If the sponsor is able, and would like to contribute monetarily, they certainly can and may receive additional consideration towards their total project application score during WSDOT Aviation's prioritization review of all loan applications.

### **3-10 In-kind Contributions**

The use of in-kind volunteer labor, materials, or force account work may be considered by the Board to evaluate the strength/competitiveness of the application.

## Chapter 4      *Applying for Funding*

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### 4-1      **Schedule**

The next Aviation Revitalization Loan applications is scheduled to be available to airport sponsors by **July 30, 2021**. The initial deadline for proposals will be due approximately 8 weeks later on **October 1, 2021** for scoring by WSDOT staff. A prioritized list will be presented to the Board to select and award loans in November 2021. Loan agreements will be created and sent to awarded applicants for execution with the intent to have all funded projects under contract prior by February 2022.

Subsequent loan application periods will be subject to funding availability and the repayment of previous awarded loans.

### 4-2      **Aviation Revitalization Loan Program Application**

Requests for funding must be submitted on WSDOT Aviation's Aviation Revitalization Loan Application form (DOT [Form 900-031](#) Revised 01/2020 – See [Appendix C](#)). The application consists of three separate forms; Airport Loan Application, Project Data Sheet, and Supplemental Justification. This electronic form is a fillable PDF document that contains fields to be completed by the applicant. The application contains specific instructions on how to complete the forms. Save the document, populate all applicable fields (save frequently as you go), then remember to **save the final document for submission to WSDOT Aviation as a PDF**. Email the application to [chenaud@wsdot.wa.gov](mailto:chenaud@wsdot.wa.gov) as an attachment (in the 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 can be re-submitted to WSDOT Aviation to be reconsidered for funding during the next funding cycle.

### 4-3      **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: [chenaud@wsdot.wa.gov](mailto:chenaud@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 [chenaud@wsdot.wa.gov](mailto:chenaud@wsdot.wa.gov).

#### 4-4 Preparing the Application

An airport sponsor may submit funding requests for one or more projects. 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, each project must be submitted in a separate application.

With limited funds available, 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 Airport Layout Plan (ALP) or Project Development Plan (PDP) that shows the proposed development conforms to FAA and /or state design standards, whichever is applicable.

A current property map must accompany the application. No project will be funded without a current property map 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 land acquisition funding require an approved ALP or PDP that show the area(s) to be acquired and must include funding for updating the airport's property map after the acquisition is completed.

#### 4-5 Application Documentation

The following must be included when submitting an Aviation Revitalization Loan Application:

- Completed [application form](#), project data sheet(s), supplemental justification(s) (see [Appendix C](#)).
- Project sketch.
- Project schedule (see [Appendix D](#) for example).
- A statement of support for the project from the appropriate elected official(s), mayor, county commission chairman, port district, or airport authority chairman.
- 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).
- A spending plan (identified in the Application Project data Sheet, question #6)
- Greenhouse Gas Emissions Policy, if applicant has indicated they have a GHG policy.

- 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; and
  - Include an approval statement by the local authorities.

Any other information that may be useful in evaluating the application. For example: preliminary plans and specifications; scope of work; engineer cost estimates; job creation data; property appraisals (land acquisition projects). Submittal of financial statements such as a Statement of Financial Activity (Income Statement/Profit Loss statement), Statement of Financial Position (Balance Sheet), and Statement of Cash Flows is highly suggested.

## 4-6 Project Schedule

The sponsor must develop a realistic project schedule that will ensure that the loan can proceed in a timely manner. The schedule must set realistic sponsor deadline dates for key steps in the loan 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 D](#).

## 4-7 Spending Plan

WSDOT Aviation is required to submit a biennial budget allotment (by month) for the Community Aviation Revitalization Loan 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 Aviation Revitalization Loan must submit a detailed spending plan to WSDOT Aviation showing the anticipated reimbursement amount by month.

## 4-8 State Loan Assurances

On March 13, 2013, WSDOT convened a public hearing to adopt new grant assurances in the Washington Administrative Code (WAC) 468-260. It is the intent of the Community Aviation Revitalization Board (CARB) members to recommend amending the administrative code to include the aviation loan program to the assurances language through the CARB's rulemaking authority. Assurances are terms and conditions used to protect the public's investment in the aviation system. They require airport sponsors to build, maintain and operate their facilities safely, efficiently and in accordance with specified conditions.

Modeled after the Federal Aviation Administration (FAA) assurances, WSDOT grant/loan assurances provide enhanced oversight of airport grant and loan funds, and add benefits to airports receiving funds. The similarity of FAA and WSDOT grant/loan assurances simplifies the grant/loan 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 assurances carry forward all the provisions of the previous 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 30 years
- Airport shall not charge state agencies for limited/reasonable use
- Inspections and Reporting

The new grant/loan 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 record keeping 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 *Community Aviation Revitalization Loan Program Assurances* prior to the execution of the project's Aviation Loan Agreement. Upon a sponsor's acceptance of a loan offer by the department, these assurances are incorporated in and become part of the loan agreement (see Appendix F).

## 4-9 Who can you contact for help?

Dave Chenaar Program Manager  
Aviation Revitalization Loan Program  
360-705-7839 (Monday, Tuesday, Thursday, and Friday)  
360-628-1767 (Wednesday)  
[chenaud@wsdot.wa.gov](mailto:chenaud@wsdot.wa.gov)

### 5-1 Project Prioritization

Eligible Loan projects do NOT need to be included in an Airport's CIP or WSDOT's *Statewide Capital Improvement Program (SCIP)*. The SCIP prioritizes airport-submitted CIP projects using an objective set of FAA and state scoring criteria. While that strategy cannot be used for all projects submitted, the CARB may give special consideration for projects that are identified in the SCIP for prioritizing and awarding Community Aviation Revitalization Loans requested by airports.

The Following is a simplified overview of the loan evaluation process:

1. Airports submit their loan requests based on ability to generate revenue or reduce costs.
2. Loan requests are screened using a two-step process; First applications are reviewed using the following pass/fail criteria:
  - a. Does the project support general aviation activities at public use airports?
  - b. Does the airport have less than 75,000 annual commercial air service enplanements, as published by the FAA?
  - c. Will the airport sponsor commit to provide public access for one and one-half times the term of the loan, up to 30 years?
  - d. Is the application supported by the airport sponsor where the project is located?
  - e. Does the airport provide commensurate public access and benefit?
  - f. Does the application clearly identify the source of funds intended to repay the loan?
  - g. Is the application complete and includes the loan application and supporting documentation?

Next, applications that "pass" the above criteria, are then point scored separately (up to 100 points) based on the following criteria and ranked based on their overall score:

- h. Is the project ready to proceed? (20 points)
- i. Will the project create or retain long term revenue generating opportunities? (20 points)
- j. A specific private development or expansion will occur, and will only occur, if the aviation facility improvement is made? (20 points)
- k. How long does the sponsor plan to repay the loan? (10 points)



- l. Does the project leverage additional funding for the project? (10 points)
  - m. Does the loan project results in the creation of jobs or private sector capital investment? (10 points)
  - n. Does the project improve opportunities for successful maintenance, operations, or expansion of the airport or adjacent business park? (10 points)
3. The aviation director will review the recommended project funding list.
4. The CARB board members will make the final selection of projects for funding
5. Airports receiving funding will receive written loan offers and agreements.

## **5-2 How will agencies know the rank of their application(s)?**

WSDOT will notify each airport of their final ranking on the WSDOT Aviation Revitalization Loan Program list. For projects that have been recommended for funding, WSDOT will fund the highest ranking projects first, until the funding is exhausted or there is no eligible projects remaining. Future loan awards cannot be made until the original loan funds have been repaid or the state legislature and Governor have approved additional funds through the transportation budget, and actual appropriation levels are provided to WSDOT.

## **5-3 Will there be additional requirements before receiving the funds?**

Each airport will be notified of the state requirements for developing a final project agreement. A resolution supporting the project (publicly-owned airports), committing matching funds (if any), a repayment plan, a GHG policy (if not already provided), and loan assurances. 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.

## **5-4 When can the project begin?**

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

### 6-1 Getting Started

Upon receiving the fully executed loan 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 loan reimbursement. Partial payments will be made by WSDOT on the percentage of completion 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 loan 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.

## 6-2 Accounting Procedures

Each loan recipient 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 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 loan recipient 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 loan recipient 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, canceled checks or warrants and receipts for cash payments. The loan recipient 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 loan recipient may use its customary purchase procedures.

## 6-3 Land Acquisition Projects

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

The steps outlined above primarily relate to airport 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***

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All applications for state funding assistance for airport revenue projects should be accompanied by a statement of support from the airport sponsor and submitted to WSDOT Aviation. If the application project is selected and offered a loan, the airport sponsor must sign loan assurances as part of the loan agreement. 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 loan agreement will not be issued until WSDOT Aviation receives this assurance. Applications must also 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 following must be included when submitting an Aviation Revitalization Loan Application:

- Completed application form, project data sheet(s), supplemental justification(s) (see [Appendix C](#)).
- Project sketch.
- Project schedule (see [Appendix D](#) for example).
- A spending and repayment plan to support the project justification in the application.
- A statement of support of the project from the airport sponsor.
- Copy of Airport Zoning Ordinance or other protective ordinance (if not on file at WSDOT Aviation).
- Airport Layout Plan or Project Development Plan showing proposed project (if not on file at WSDOT Aviation).
- Greenhouse Gas Emissions Policy (if the applicant has indicated they have a 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), financial statements, 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 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. After all the projects have been reviewed, the ranked list will be submitted to the Board for their final selections. WSDOT Aviation will announce its list of aviation revitalization loan program projects for the upcoming year, first directly to airport sponsors and then publicly.

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

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

Those airport project sponsors whose funding applications are approved by the Board will be sent a loan 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). The agreement will contain the terms and conditions of acceptance of the loan, 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 loan agreement and notice to proceed.

# Appendix B      **Consultant Selection and Project Development**

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## **B-1      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, with only the most qualified consultant, the scope of work and tentative fee for services rendered. If negotiations fail, the sponsor would then begin negotiations with the second most qualified consultant.

**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.





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## Aviation Revitalization Loan Program Application Forms

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

Saving the Word 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. You may also save the completed document as a PDF.

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 Word/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 Chenaud, Program Manager  
7702 Terminal Street SW  
Tumwater, Washington 98501-7264





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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



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

**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.



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## 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)**

<b>1. Project Category (Select One Only)</b> <input type="checkbox"/> Hangar <input type="checkbox"/> Fueling <input type="checkbox"/> Infrastructure <input type="checkbox"/> Passenger Amenities <input type="checkbox"/> Property <input type="checkbox"/> Other <input type="checkbox"/> New <input type="checkbox"/> New <input type="checkbox"/> Utilities <input type="checkbox"/> Terminal <input type="checkbox"/> Business Park <input type="checkbox"/> Replace <input type="checkbox"/> Replace <input type="checkbox"/> Apron <input type="checkbox"/> Parking <input type="checkbox"/> Retail <input type="checkbox"/> Renovate <input type="checkbox"/> Upgrade <input type="checkbox"/> Taxiway <input type="checkbox"/> Restaurant/Food <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Rental <input type="checkbox"/> Other	
<b>2. Detailed Project Description / Approach to Accomplishing Project:</b>  	
<b>3. Project Justification:</b>  	
<b>4. Cost Estimate Details:</b>	<i>Source of Project Cost Estimate -</i>
<b>5. Project Schedule:</b> Expected Start of Project: _____ Expected Completion of Project: _____ Start of Work Covered by Loan: _____ Completion of Work Covered by Loan: _____ Submit a <a href="#">detailed project schedule</a> (to include project milestones). <i>Submitting project schedule via:</i> Choose an item.	
<b>6. Other Supporting Project Documentation (Required):</b> Submit a spending and repayment plan identifying anticipated loan expenditures and repayment schedule by month. <i>Submitting via:</i> Choose an item. Submit job creation data using the <a href="#">Aviation Economic Impact Calculator</a> . <i>Submitting via:</i> Choose an item.	
<b>7. Other Supporting Project Documentation (As Applicable):</b> Submit documentation supporting your consultant selection process. <i>Submitting via:</i> Choose an item. Submit a copy of your consultant's Scope of Work. <i>Submitting via:</i> Choose an item. Have project plans and specifications been prepared? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the property been appraised? <input type="checkbox"/> Yes <input type="checkbox"/> No FAA AIP Project Number (if any): _____ FAA Grant Contract Number (if any): _____ Other supporting documentation? _____	



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## 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 aboveslab 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.



"A Steward for Washington's Aviation System"

## 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will a specific private development or expansion occur, only if the aviation facility improvement is made? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will this loan project result in the creation of jobs or private sector capital investment? If yes, please elaborate.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does this project result in the creation or retention of long-term economic opportunities? If yes, elaborate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does this project result in leveraging additional federal funding for the airport? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Project Readiness:	
a. Has required environmental documentation (e.g. NEPA/SEPA) been approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is project ready to proceed immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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).	<input type="checkbox"/> Yes <input type="checkbox"/> No





## **Conclusion**

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This manual has been prepared to assist airport sponsors in applying for Aviation Revitalization Loan 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 loan agreement forms contained within this document should be reviewed very carefully, as should the section on project implementation and required accounting procedures for loan agreements. Application forms can be obtained from WSDOT Aviation by visiting the website [www.wsdot.wa.gov/aviation/funding/CARB-Loan.htm](http://www.wsdot.wa.gov/aviation/funding/CARB-Loan.htm).