

# Airport Manager and Sponsor's Guide to State Aviation Programs



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## **Airport Manager and Sponsor's Guide To State Aviation Programs and Services**

The role of the Iowa Department of Transportation's (Iowa DOT) Office of Aviation is to advocate for aviation, administer state and federal aviation funding programs, enhance safety, and provide technical services to the aviation community. This guide has been developed to provide airport managers and sponsors with information about the services, programs and grants available through the Office of Aviation.

Aviation programs in Iowa are funded through the State Aviation Fund using aircraft registration fees and aviation fuel taxes paid by aviation users; as well as annual appropriations by the Iowa Legislature from the Vertical Infrastructure/Restrictive Capital fund to support improvements to vertical infrastructure at airports throughout the state. More information on funding programs can be found in the second section of this guidebook.

The guide is divided into three sections. The first section provides an overview of the Office of Aviation's initiatives and services, along with links to additional resources. The second section reviews state funding programs, including the processes for application and administration of grants. The third section describes the Federal pre-application process and the role that the Iowa DOT plays in the Federal Airport Improvement Program.

This sponsor guide and additional resource information are available on the Office of Aviation web site at [www.iowadot.gov/aviation](http://www.iowadot.gov/aviation).



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## Section 1: Office of Aviation Services

### Aircraft Registration

Since 2006, the Office of Aviation has managed the Iowa Aircraft Registration Program. Aircraft registration fees are deposited into the State Aviation Fund to help pay for aviation programs. As part of the aircraft registration program, the Office of Aviation also administers the collection of a one-time use tax based on the purchase price of an aircraft. The office also manages aircraft dealer certification.

Resources: Aircraft Registration Information and forms

<http://www.iowadot.gov/aviation/aircraftregistration/registration.html>

### Airport Inspections, Public Use Landing Certificates and 5010 Data Updates

The Office of Aviation has a responsibility to ensure that public-use airports in the state meet minimum airport safety standards. Minimum state safety standards are established by the Iowa DOT in the Iowa Administrative Code 761-720. Airports that are eligible to receive federal funds are also required to meet Federal Aviation Administration airport design standards.

An airport open for public use is required by Iowa Code Section 328.19 to obtain a public use landing certificate and to renew the certificate annually. Public use landing certificates may be renewed in one of two ways:

- 1) Airport is inspected by the Office of Aviation -  
Airport safety inspections are conducted throughout the year. During these inspections, the inspector will look at runway conditions, airport markings, airport lighting, runway approach angles and controlling runway obstructions. Airport managers may or may not be present during the inspections. After an inspection is completed, the airport manager is notified by letter and/or email if any corrections are needed by the airport to maintain public use status. Airports are provided a reasonable period of time to make the necessary corrections prior to reissuance of the landing certificate.
- 2) Airport submits a renewal application -  
Airports that are not inspected will receive an annual renewal application, which includes a copy of the state minimum safety standards and the 5010 Airport Master Record. The application requires the airport sponsor to review and make necessary corrections to the FAA's 5010 Airport Master Record, and to certify that the airport is maintaining state minimum safety standards. Airport sponsors should read the 5010 information carefully, and make sure that any changes are submitted to the Office of Aviation.

The Office of Aviation will issue a public use landing certificate to the airport after verifying that minimum state safety standards are met. The Certificate should be displayed in a public area at the airport. The Office of Aviation will submit 5010 Airport Master Record changes to the FAA.

Commercial service airports are inspected annually by the FAA under Federal Aviation Regulations Part 139 and are not inspected by the Iowa DOT.

Resources: State Minimum Safety Standards

<http://www.legis.state.ia.us/Rules/Current/iac/761iac/761720/761720.pdf>

5010 Airport Database <http://www.gcr1.com/5010web/#>

### **Air Service Development**

The state of Iowa plays a role in the development of air service in Iowa through data analysis of fares and capacity, statewide air service studies, support of federally funded air service programs, funding of infrastructure needs, and support of a statewide Air Service Development funding program.

The statewide Air Service and Economic Impact study for Commercial Service Airports released in 2008 provided detailed information to assist in sustaining and improving air service in Iowa.

Resources: Iowa Air Service Study

<http://www.iowadot.gov/aviation/studiesreports/servicestudy.html>

### **Aviation Advocacy and Education**

The Office of Aviation participates in a variety of outreach and educational activities designed to inform and educate the general public, the aviation community, and decision makers at the local, state, and national levels. At the core of the outreach and education activities is a communications program with web site, newsletter, "Hot News" e-mail updates, and media releases. Additionally, the office provides technical expertise on a variety of aviation issues to airports, FBO's, pilots, media, government agencies, legislators, and the general public.

The office also supports educational programs such as the annual Iowa Aviation Conference, and sponsorship of training programs for pilots, aviation maintenance technicians, and airport consultants. Outreach efforts are conducted as-needed to address topics involving timely issues such as agricultural aviation, land use planning around airports, safety issues in the helicopter EMS operating environment, and others as the need arises.

The Office of Aviation promotes aviation through public speaking engagements, exhibits at key events, support of Iowa Aviation Youth Camps, the Iowa Aviation Photography Contest, educational give-a-ways (i.e balsa planes, activity books), and providing letters from Iowa's governor to EAA Young Eagle participants.

Resources: Office of Aviation Web site: [www.iowadot.gov/aviation](http://www.iowadot.gov/aviation)

### **Aviation System Planning**

The Iowa DOT, in partnership with the FAA and local airport sponsors, strives to ensure that the aviation system is positioned to meet needs of the system users. The system plan is an important tool to guide development and monitor the ability of the system to meet the needs. Programming decisions are made using the facility and service objectives for airport roles identified in the system plan. Periodic updates of the system plan will re-evaluate system roles and provide a measurement of key benchmarks to monitor the effectiveness of the aviation system.

Occasionally, special reports are issued that address specific issues involving Iowa's air transportation system. These reports assist in planning efforts involving the air transportation system by providing information to system users, decision makers, and the general public.

Resources: [Iowa Aviation System Plan Executive Summary](#)

Individual reports found at:

<http://www.iowadot.gov/aviation/studiesreports/systemplanreports>.

(click on airport of choice, report under technical reports)

[Ag Aviation Summit](#)

[Air Service and Economic Impact Study for Commercial Airports](#)

[Economic Impact - Uses and Benefits of Aviation in Iowa](#)

[Helicopter Emergency Medical Services](#)

### **Automated Weather Observing System (AWOS)**

The Iowa DOT maintains a weather system that provides a network of aviation weather reporting stations at airports throughout the state. The Iowa DOT contracts for the maintenance of the statewide system and the transfer of data to the national weather system for those sites approved as part of the state system. Airports included in the state system are strategically located across the state to complement airports that have federally supported weather stations. The state system planning process identifies the need for any additional sites; any airport wishing to add a site to the state system must have approval from the Iowa DOT prior to installation.

Airports that have an AWOS included in the state system are required to provide electrical power to operate the equipment and to maintain clear access to the site. Airports must also keep vegetation and other objects 100 feet away from the unit to avoid system interference. The airport is responsible to avoid AWOS communication lines during construction projects, and the airport will be responsible for correcting any disruption to service due to airport construction projects. In addition, airport managers or operators may be asked to provide simple troubleshooting tasks that help maintain the accuracy of the system. Appendix E includes an AWOS Guide that explains the operation of the equipment and troubleshooting tasks, as well as specific responsibilities. Appendix E also includes a sample agreement that airports are asked to sign with the Iowa DOT identifying responsibilities for the maintenance of an AWOS system.

Resources: AWOS Web site: <http://weatherview.iowadot.gov/>

AWOS brochure: <http://www.iowadot.gov/aviation/publications/AWOSbrochure.pdf>

### **Data Collection and Analysis**

The Office of Aviation maintains an Airport Management System database that includes a wide range of information including airport airside and landside facilities, contact information, and planning data. This database is updated through the annual 5010 record updates, system plan updates, airport layout plan updates, special surveys, and notifications from airport managers. The information is used to update aviation system benchmarks, monitor the effectiveness or need for programs, and to respond to requests for information.

## **Directories and Aeronautical Charts**

Airport and heliport data maintained by the Office of Aviation is used to publish the Airport Directory every two years and the Heliport Directory as needed. Current versions of both directories are available at <http://www.iowadot.gov/aviation/airports/main.htm>. Heliport users or operators can report updated heliport information from the heliport web page. Updates and corrections to the Airport Directory can be reported to the Office of Aviation Airport Inspector.

The Office of Aviation also prints and distributes the Iowa Aeronautical Chart every two years. The Iowa Chart is intended to be used as a supplement to, and should not be used in lieu of current sectional charts.

### **Electronic Business Communications**

It is important for managers and sponsors to notify the Office of Aviation when contact information, including e-mail addresses, change. Much of the correspondence from the office, including solicitation for state applications, is now done through e-mail.

### **General Aviation Security**

Airport sponsors are encouraged to be proactive in enhancing security at airports by assessing current conditions, and developing and implementing a security plan. The Office of Aviation provides a template and information needed to develop a security plan. Security signs were distributed to all airports, and continue to be available as needed at no charge to airports. Airports requesting security related projects must have an airport security plan on file with the Office of Aviation. Commercial service airports are not required to have security plans on file with the Office of Aviation to be eligible for security related projects.

Resources: Security plan template and airport signage - Office of Aviation 515-239-1048  
TSA guidelines for general aviation  
[http://www.tsa.gov/assets/pdf/security\\_guidelines\\_for\\_general\\_aviation\\_airports.pdf](http://www.tsa.gov/assets/pdf/security_guidelines_for_general_aviation_airports.pdf)  
TSA General Aviation Web site  
[http://www.tsa.gov/what\\_we\\_do/tsnm/general\\_aviation/index.shtm](http://www.tsa.gov/what_we_do/tsnm/general_aviation/index.shtm)  
AOPA Watch Program <http://www.aopa.org/airportwatch/>  
AOPA General Aviation Security Training  
<http://flash.aopa.org/asf/gasecurity/gasecurity.cfm>

### **Land Use Near Airports**

Ensuring compatible land use near an airport is very important to maintaining safety and the future viability of the airport. The Office of Aviation developed the *Iowa Land Use Guidebook* that identifies five airport land use zones corresponding to the runway protection zone and Part 77 surfaces to assist local planners with identifying compatible land use near airports. In addition to tall structures, land uses that would encourage high concentrations of people, create visual obstructions, and/or attract wildlife may be inappropriate dependent on proximity to the airport. The guidebook encourages planning and also provides mitigation techniques for incompatible land use that may already exist.

Airport managers and sponsors are encouraged to become familiar with the guidebook and work with local jurisdictions to ensure that land uses near airports remain compatible through comprehensive planning and zoning. The Iowa DOT initiated a new grant program for airport sponsors to develop or update city or county comprehensive plans and zoning ordinances. A sponsor assurance for accepting state funding for airport projects requires airports to protect the air space according to FAA Part 77.

Any construction on public use airport property or near public use airports requires an air space evaluation. Consult the FAA obstruction evaluation web site to determine notification requirements. The obstruction evaluation web site should also be routinely reviewed to monitor proposed construction near your airport.

Resources: Iowa Land Use Guidebook and resources:

<http://www.iowadot.gov/aviation/studiesreports/compatibleland.html>

Airport Zoning (Iowa Code Chapter 329): <http://coolice.legis.state.ia.us/Cool-ICE/default.asp?category=billinfo&service=iowaCode&ga=83>

Obstruction evaluation: <https://www.oaaaa.faa.gov/oaaaa/external/portal.jsp>

### **Pavement Management**

The Office of Aviation, with the assistance of the FAA, oversees periodic pavement inspections at airports eligible for federal funds to provide airport sponsors with tools to maximize the life of the airfield pavements. The inspections and management reports are also used by the Office of Aviation and the FAA to prioritize projects. Airport sponsors are encouraged to use the pavement management reports and required to conduct routine inspections and maintenance to provide longer term usability of pavements.

Resources: Individual airport pavement condition inspection reports at

<http://www.iowadot.gov/aviation/airports/municipal.asp> -click on the airport of interest.

### **Runway Markings**

The Runway Marking Program provides critical safety markings at public-owned general aviation airports to provide key operational information to pilots on the ground and from the air. Airport markings are updated on a rotating basis or as needed.

### **Wildlife Mitigation**

Wildlife can become safety hazards at airports. Airports should take efforts to decrease the potential for aircraft wildlife strikes. The Office of Aviation has a cooperative effort with the USDA Animal and Plant Health Inspection (APHIS) Wildlife Services to provide wildlife consultations and mitigation at airports in Iowa. Wildlife consultations were completed at all enhanced service and general service airports. It was found that geese, birds, deer and coyote were the most common wildlife problems at airports in Iowa.

The wildlife hazard consultations provided recommendations for habitat management and suggestions for mitigation if needed. Mitigation efforts may include harassment, control, or removal. The Office of Aviation provides funding and coordinates mitigation efforts at airports with the USDA Wildlife Services.

In order for deer to be removed from an airport, a shooting permit must be issued by the Iowa Dept of Natural Resources. Permits are also required for the removal of geese and other migratory birds. Wildlife Services can help coordinate the issuance of permits with the appropriate agencies. A listing of wildlife needing permits is in Appendix G.

Resources: Iowa DNR wildlife damage information and depredation biologists:

<http://www.iowadnr.com/wildlife/files/damage.html>

[http://www.iowadnr.com/wildlife/files/files/depredation\\_contact.pdf](http://www.iowadnr.com/wildlife/files/files/depredation_contact.pdf)

USDA Wildlife Services biologist: Ernie.Colboth@aphis.usda.gov  
Federal Fish and Wildlife License/Permit Application Form – Appendix G  
Wildlife Categories in Iowa and Permits Necessary – Appendix G

**Windssocks**

Windssocks are basic safety tools that provide valuable information to pilots regarding wind direction and speed prior to takeoff and landing. Windssocks are provided to airports and heliports by contacting the Office of Aviation at 515-239-1691.

## Section 2: State Aviation Grant Programs

Effective airport planning for future improvements is important for local airport sponsors in order to meet the aviation demands for their airport. Each year as airport sponsors begin the local funding planning cycle, the short term and long term goals of the airport should be addressed. Airport layout plans, master plans, state system plan and other local planning efforts should be addressed to determine a five-year capital improvement program that includes potential federal and state projects.

The Office of Aviation administers two major categories of state aviation funding programs: the Airport Improvement Program and the Vertical Infrastructure programs. Funding allocations for the programs and project selection are approved by the Iowa Transportation Commission. This section of the sponsor guide provides descriptions and application processes for the grant programs, and the grant administration process.

### Airport Improvement Program

The Airport Improvement Program, funded by the State Aviation Fund, includes aviation safety programs and aviation planning and development programs. These programs assist airports and the Office of Aviation in preserving and enhancing the air transportation system in Iowa.

**Aviation Safety** – All grants in this category are available on an ongoing basis throughout the year as long as funds are available. Application forms, state share, sponsor eligibility and project eligibility vary for each specific type of grant.

- **Immediate Safety Enhancements (ISE)** – Program is intended to assist airports with repairs to safety related equipment and infrastructure that may malfunction or become damaged outside the typical grant application process. Safety related issues identified by the airport inspector as needing immediate attention may also be included.
  - Eligible applicants are sponsors of public owned airports.
  - Eligible projects include airport lighting, communication equipment, navigational aids, obstruction removal, and pavement maintenance needing immediate attention.
  - Applications may be submitted via fax or mail, should include multiple estimates when feasible and must be approved prior to beginning work. (Iowa DOT Form 291119) A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
  - Project selection and approval occurs as applications are submitted.
  - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
  - State share is 70%, with a maximum grant of \$10,000.

Resources: Immediate Safety Enhancement Program Application Form  
<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=843>

Minority Impact Statement  
<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=737>



- **Wildlife Mitigation** – Program is intended to assist airports in mitigating and removing wildlife from airports to reduce the potential for wildlife strikes. An initial consultation or wildlife study conducted by the USDA Wildlife Services should be completed prior to applying for mitigation.
  - Eligible applicants are sponsors of general aviation public owned airports.
  - Eligible projects include wildlife harassment, control, and complete wildlife studies.
  - Applications can be submitted via fax or mail and should identify specific wildlife issues that need to be mitigated. (Iowa DOT Form 291116) A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
  - Project selection and approval occurs as applications are submitted. If the project is eligible and funding is available, the Office of Aviation may approve the grant. The Iowa DOT will coordinate with Wildlife Services (WS) to determine the type of mitigation services that WS will perform and the costs for the services.
  - The sponsor will be asked to sign an agreement with the Iowa DOT agreeing to reimburse the Iowa DOT after completion of the project. Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
  - State share is 85%. The Iowa DOT will pay initial costs to the WS and request reimbursement for the sponsor's 15% share after the project is completed.

Resources: Wildlife Mitigation Application Form

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=769>

Minority Impact Statement

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=737>

**Aviation Planning and Development** – These grants, with the exception of Air Service Development and the land use planning and zoning grants, are included in the annual application package due in late April or early May. Sponsor eligibility and state share vary by type of grant.

- **Airport Development Grants** – Grant program to assist airport sponsors in the preservation and development of the airfield and related infrastructure. Projects should be supported by the aviation system plan. New construction must be shown on an airport layout plan. If sponsors are requesting security related projects, a security plan must be on file with the Office of Aviation. Airport sponsors should be able to begin a project within twelve months of accepting a grant.
  - Eligible applicants are sponsors of public owned airports.
  - Eligible projects include runway, apron and taxiway construction and rehabilitation; pavement maintenance; drainage; obstruction removal; signage and lighting; hangar and terminal renovation; navigation and communication aides; land acquisition; fuel facilities; security related projects such as lighting or access control; planning studies such as airport layout plans (ALPs), master plans, and multi-jurisdictional feasibility studies.



- Application information is available on the Office of Aviation Web site and e-mailed to sponsors in late January. Applications are due in early May. A completed application package includes:
  - an application form with contact information and summary of requested projects (Iowa DOT Form 291114);
  - a project detail sheet that provides a description, justification, and detailed cost estimate for each project (Iowa DOT Form 291115);
  - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112);
  - a resolution showing commitment of local support;
  - documentation of an updated airport layout plan and security plan if required for the type of project requested; and
  - a Minority Impact Statement (Iowa DOT Form 105101).
- Projects are reviewed and prioritized based on system plan objectives, airport role, type of project, justification, percent of local match, and whether supported by multiple jurisdictions. Projects are prioritized by Office of Aviation Staff, and presented to the Transportation Commission for review in June. Airports are notified of projects recommended to the Commission. The Iowa Transportation Commission typically approves project applications in July.
- Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
- State share is up to 85%, with a minimum grant of \$5,000. Additional local share increases the prioritization of the project.

Resources: Application Package

<http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html>

Administrative Rule

<http://www.legis.state.ia.us/Rules/Current/iac/761iac/761710/761710.pdf>

- **Air Service Development – Sustainment** - Program aims to sustain and/or increase capture rates of existing demand in the market area through ongoing marketing and educational programs. Funds must be obligated within six months of signing an agreement.
  - Eligible applicants are sponsors of public owned airports with current scheduled commercial service.
  - Eligible projects include ongoing marketing and educational programs, leverage of local and federal funds in the collection of data, additional studies, or matching funds for federal grants such as the Small Community Air Service Development Program.
  - Applications will be accepted through an annual application process and includes a description of how funds will be used. A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
  - Project applications are reviewed and airports are notified of project approval.
  - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.

- State share is 80%, with a maximum grant of \$28,000, based on availability of funds.
  
- **Air Service Development – Enhancement** - Program is available on an as-needed basis when opportunities for air service enhancements arise that may require financial incentives or market entry support. The goal is to increase air service options for the traveling public, as well as the competitiveness of air service in Iowa through any or a combination of service on new routes, entry of a new carrier into a market, increasing seat capacity with larger aircraft or increased flight frequencies. Funds must be obligated within six months of an agreement and a report on project results is required on completion.
  - Eligible applicants are sponsors of public owned airports with current scheduled commercial service.
  - Eligible projects include incentives or other support for service on new routes, entry of new carrier into market, and increasing seat capacity or flight frequencies.
  - Applications are accepted on an on-going basis as an airport sponsor has a need. The application should include the specific project description, justification, and cost information with local contributions specified. A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
  - Project selection and approval occurs as applications are submitted. If the project is eligible and funding is available, the Office of Aviation may approve the grant.
  - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
  - State share will vary and a significant local share is expected. Maximum amount for each project cannot be more than 40% of available funding.
  
- **Land Use Planning and Zoning** – Program designed to encourage airports, cities, and counties to enact airport zoning that protects compatible land use near airports. Reimbursement for these grants will only occur after a zoning ordinance or comprehensive plan is adopted.
  - Eligible applicants are sponsors of public owned airports.
  - Eligible projects include update or development of airport zoning ordinance or city/county comprehensive plan.
  - Applications are accepted on an on-going basis. The application should include specific project description, justification, and cost information. (Iowa DOT Form 291118) A Minority Impact Statement (Iowa DOT Form 105101) must also be attached to the application.
  - Project selection and approval occurs as applications are submitted. If the project is eligible and funding is available, the Office of Aviation may approve the grant.
  - Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
  - State share is up to 85%, with \$25,000 maximum for airport zoning and \$20,000 maximum for comprehensive planning.

Resources: Application Form – Appendix A

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=771>

Minority Impact Statement

<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=737>

## Vertical Infrastructure Programs

Vertical infrastructure programs assist airports in preserving and enhancing vertical infrastructure at the airports. Vertical infrastructure funding for general aviation and commercial service airports depends on annual appropriations from the Revitalize Iowa Infrastructure Fund and/or Restricted Capital Accounts. Application for the programs is included as part of the annual application package due in late April or early May. Sponsor eligibility and state share vary by type of grant.

**General Aviation Vertical Infrastructure Program (GAVI)** – Preservation and development of the vertical infrastructure at general aviation airports. Projects should be supported by the aviation system plan and new construction must be shown on an airport layout plan. Funds must be obligated within 12 months of agreement. Buildings must be owned by the airport sponsor.

- Eligible applicants are sponsors of public owned general aviation airports.
- Eligible projects include landside construction and major renovation of airport terminals, hangars, maintenance buildings, and fuel facilities. Iowa Code Section 8.57.6.c excludes routine maintenance.
- Application information is available on the Office of Aviation Web site and e-mailed to sponsors in late January. Applications are due late April or early May. A completed application package includes:
  - an application form with contact information and summary of requested projects (Iowa DOT Form 291114);
  - a project detail sheet that provides a description, justification, and detailed cost estimate for each project (Iowa DOT Form 291115);
  - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112);
  - a resolution showing commitment of local support;
  - documentation of an updated airport layout plan; and
  - a Minority Impact Statement (Iowa DOT Form 105101).
- Projects are reviewed and prioritized based on system plan objectives, airport role, type of project, justification, percent of local match, and whether supported by multiple jurisdictions. Projects are prioritized by Office of Aviation Staff, and presented to the Transportation Commission for review in June. Airports are notified of projects recommended to the Commission. The Iowa Transportation Commission typically approves project applications in July.
- Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
- State share is up to 85%, with a minimum grant of \$5,000. Additional local share increases the prioritization of the project. Maximum cap may vary depending on funding availability.

Resources: Application Package

<http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html>

Administrative Rule <http://www.legis.state.ia.us/aspx/ACODocs/DOCS/3-24-2010.761.717.pdf>

**Commercial Service Vertical Infrastructure Program (CSVI)** - Preservation and development of the vertical infrastructure at commercial service airports.

- Eligible applicants are sponsors of commercial service airports.
- Application process: Application information is available on the Office of Aviation Web site and e-mailed to sponsors in late January. Applications are due late April or early May. A completed application package includes:
  - application form with contact information and summary of requested projects (Iowa DOT Form 291114);
  - project detail sheet that provides a description, justification, and detailed cost estimate for each project (Iowa DOT Form 291115);
  - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112);
  - resolution showing commitment of local support;
  - documentation of updated airport layout plan; and
  - a Minority Impact Statement (Iowa DOT Form 105101).
- Eligible projects include landside construction and renovation of airport terminals, hangars, maintenance buildings, and fuel facilities. Iowa Code Section 8.57.6.c defines the overall eligibility of projects which excludes routine maintenance.
- Projects are reviewed by Office of Aviation Staff for eligibility and presented to the Transportation Commission for review in June. Airports are notified of projects recommended to the Commission. The Iowa Transportation Commission typically approves project applications in July.
- Two copies of a signed agreement are sent to the sponsor for signature. The sponsor must sign the agreements and return one copy prior to authorization to proceed with the work.
- No local match is required. Funds are distributed to the commercial service airports by a 50/40/10 formula: one-half of the funds are allocated equally between each airport; 40 percent of the funds are allocated based on the percentage of enplaned passengers at each airport versus the total number of enplaned passengers in the state; and 10 percent of the funds are allocated based on the percentage of the air cargo tonnage at each airport versus the total tonnage in the state.

Resources:

Application Package

<http://www.iowadot.gov/aviation/legislative/stateapplicationpage.html>

Administrative Rule

<http://www.legis.state.ia.us/aspx/ACODocs/DOCS/3-24-2010.761.716.pdf>

## **GRANT ADMINISTRATION**

### **Grant Agreement and Execution**

After a project has been approved, two copies of a grant agreement are mailed to the airport sponsor for sponsor signature. After the sponsor has signed the agreement and returned one signed copy to the Iowa DOT, the grant is executed and the project can begin. Only expenses incurred after the grant is executed are eligible for reimbursement.

### **Grant Provisions**

Airport sponsors should read the grant agreement carefully for specific funding programs. Sponsor responsibilities for the various grant programs may vary and are included in the grant agreement. The sponsor is responsible for letting contracts according to the Iowa Code, contracting all professional and construction services, inspecting the project, maintaining all records, and requesting reimbursement timely. The length of time that funding will be available for reimbursement is specified in the grant agreement.

Resources: Sample grant agreements for the various programs can be found in Appendix B.

### **Grant Amendments**

With effective planning, the need for a grant amendment should be rare. A grant amendment is necessary prior to any change in scope or maximum amount of grant. Funding is typically not available to increase the amount of grants, and increases in costs are the responsibility of the airport sponsor. The airport can request that the amount of the grant be increased if unforeseen improvements are necessary as a result of the project, or the bids are higher than anticipated. If funding is available, the grant may be increased at the discretion of the Iowa DOT. A major change in scope of a project that would have changed the prioritization of a project will not be approved.

### **Sponsor Assurances**

Airport sponsors that accept a state grant are obligated to maintain and operate the airport in a safe and efficient manner for a period of 20 years. Acceptance of a grant also invokes certain conditions and assurances for which the sponsor must comply. Various assurances are included with the different program types. Maintain a copy of the agreement for specific assurances that pertain for the funding accepted.

The sponsor must also ensure compliance with Title VI of the Civil Rights Act of 1964 as amended to ensure that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from the Iowa DOT.

### **Consultant/Engineering Agreements**

The sponsor is required to follow all requirements from Iowa Code Section 544A.18, 193B Iowa Administrative Code Chapter 5, Chapter 542B of the Code of Iowa, and 193C Administrative Code Chapter 1 to determine when professional engineering or architectural

plans and specifications must be used. A chart that explains when an engineer is needed is included in Appendix D.

Airport sponsors are responsible for contracting with engineers for planning or construction services. The Iowa DOT pre-qualifies engineering firms that have experience in aviation projects. The consultant pre-qualified lists should be used to find a qualified aviation engineer/consultant and can be found at these Web sites:

**Resources:**

Airport Layout/Master Planning:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=132>

Airport Design:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=211>

Airport Construction:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=223>

Airport Planning Miscellaneous:

<https://secure.websiteencryption.com/idot/asp/secure/prequal/consult.asp?CategoryID=131>

**Consultant/Engineering Agreement Audit Requirements**

Any engineering contract that will be part of an aviation grant reimbursed with state funds is subject to Iowa DOT audit. An engineering contract in excess of \$50,000 is required to have a DOT pre-audit, prior to the airport sponsor signing the agreement with the firm. All engineering contracts are subject to a final audit by Iowa DOT external audits. Copies of the engineering agreement and invoices for work performed will be required for review. The audits staff will also review the firm's most recently audited overhead rate. An engineering contract that is included in a project, but is not considered as part of the costs for reimbursement by state funds, is not subject to the audit requirements.

**Project Bidding Requirements**

All projects meeting the definition of public improvements (construction, reconstruction, or improvements) must follow the competitive bid and competitive quotation procedures for vertical infrastructure defined in *Iowa Code* Chapter 26 of and 761 Iowa Administrative Code Chapter 180. All airport projects, both vertical and airside projects, are subject to the vertical infrastructure definition. Repair and maintenance work completed by employees of the governmental subdivision are not included; however, if the work is contracted, the thresholds apply.

Threshold	Vertical Infrastructure		
	Cities or other governmental entities		Counties
	≤ 50,000 population	> 50,000 population	
Competitive Bid	\$100,000	\$100,000	\$100,000
Competitive Quote	\$47,000	\$67,000	\$87,000

Projects below the thresholds for competitive quote can use informal procedures, but obtaining more than one quote is recommended. If the estimated project costs fall below \$100,000 but above the competitive quote threshold, the competitive quote process must be used. (See Appendix D for information regarding the competitive quote process.) If the total project cost exceeds \$100,000, the project cannot be divided into separate parts unless a competitive bid is done for all parts. Engineering and consultant costs are not included when determining estimated project costs. Chapter 26.3 of the Iowa Code Public Construction Bidding discusses when it is necessary to issue a bid for proposed public improvement projects and the necessary steps for issuing a bid notice.

Sections 26.4 through 26.13 apply to all competitive bidding pursuant to this section and the entire chapter can be found on the internet at:

<http://search.legis.state.ia.us/nxt/gateway.dll/ic?f=templates&fn=default.htm>

Resource: 761 Iowa Administration Code 180 – Appendix D

<http://www.legis.state.ia.us/aspx/ACODocs/DOCS/3-24-2010.761.180.pdf>

Bid and Quote Thresholds -

[http://www.iowadot.gov/local\\_systems/publications/bid\\_limits.htm](http://www.iowadot.gov/local_systems/publications/bid_limits.htm)

### **Targeted Small Business (TSB) Requirements**

The Iowa Department of Inspections and Appeals (DIA) certifies businesses owned, operated, and actively managed by women, minority group members, or persons with disabilities as targeted small businesses. Certified TSBs are eligible to apply for low-interest loans and equity grants through the Iowa Department of Economic Development (IDED). More about this program can be found at the Iowa DIA website: <https://dia.iowa.gov/tsb/index.php/home>.

Recipients of state funds to help finance projects are required by the Iowa Code to make a positive effort to solicit bids from and to utilize TSBs as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers or participants in the work covered by the agreement. A "Checklist and Certification" form should be provided to the Iowa DOT at the completion of each project. Appendix C includes additional information to include with bid documents.

### **Requests for Reimbursements**

Only costs incurred after a project is approved and an agreement is executed between the airport sponsor and the Iowa DOT are eligible for reimbursement, unless the airport received prior advance authorization. Any work done prior to a signed agreement or prior authorization will not be reimbursed. Reimbursement requests should be made after the costs are incurred and payment is made by the sponsor.

Sponsors may request reimbursement for periodic payments to the contractor for acceptable work completed to date. Reimbursement will be made in whole dollar amounts only, rounded down. Final payment request may include documentation of unreimbursed amounts due to rounding, and final reimbursement will be made up to the contract amount in whole dollars.

Reimbursements should be made in the same fiscal year that the work is completed. Reimbursement for work done near the end of a state fiscal year (June 30) must be requested by August 15.

Requests for reimbursement must include a signed reimbursement form, copies of invoices, and proof of payment. The Iowa DOT can provide EFT automatic payments into a sponsor's bank account by notifying the Iowa DOT Office of Finance 515-239-1338.

Resource: Reimbursement claim form (Form 291108):  
<http://www.iadotforms.dot.state.ia.us/iowadotforms/GetTemplate.aspx?did=637>

### **Grant Closeout**

Grant closeout requirements may vary by program type. All airfield and vertical infrastructure program grants require that a final acceptance form (Form 291109) or comparable document be signed by the sponsor and submitted to the Office of Aviation at the conclusion of the project. Other funding programs may require specific grant closeout documents. Review the grant agreement for specific requirements for the grant program.

Sponsors are required to maintain all records and documentation of expenditures for a period of three years after completion of the project. Projects are subject to audits at any time.

Airport owners and operators who accept a state grant accept certain conditions and assurances for which the sponsor must comply for a period of twenty years. Sponsors are encouraged to routinely review their obligations.



## Section 3: State Role in the Federal Airport Improvement Program

Airports included in the National Plan of Integrated Airport System (NPIAS) are eligible for federal funds. The Office of Aviation works closely with the FAA to ensure that the airport system in Iowa meets the needs of aviation system users.

Iowa is a channeling state, which means that general aviation airports that are eligible for federal funds and small commercial service airports not receiving primary entitlement are required by the Iowa Code Section 330.13 to submit pre-applications for the Federal Airport Improvement Program (AIP) funding to the Iowa DOT. Application deadline for the pre-applications is typically early-mid December. The Office of Aviation staff review the applications and recommend project prioritization to the Iowa Transportation Commission. After the Transportation Commission approves the prioritization, the pre-applications are forwarded to the FAA by the FAA deadline.

The FAA reviews the pre-applications and recommends projects based on the federal airport improvement program project prioritization and other qualitative factors. Projects must be eligible, justified, and have appropriate planning in place prior to a project being programmed. After a project is recommended, FAA will notify an airport when to begin designing and bidding a project. FAA intends to require airports to make the formal grant application (SF-424) based on bids, by May 1 of each year.

### Non-Primary Entitlement

General aviation airports and commercial service airports with fewer than 10,000 enplanements receive non-primary entitlement (NPE) up to \$150,000 per year. The entitlement is based on the 5-year development costs included in the NPIAS published every two years. Every two years the Office of Aviation will assist the FAA and ask airports to update the projects that are included in the NPIAS. This update may include deleting projects that have been completed or no longer desired, and adding any new projects that may be desired. Projects in the NPIAS are not constrained by the availability of funding and may differ from those on the 5-Year Capital Improvement Plan.

Non-primary entitlement is designated for use at specific airports. The NPE can be carried over and accumulate for four years. It is the responsibility of airport sponsors to plan ahead so that these funds can be used. Every effort is made by the FAA and the Office of Aviation to help airports use these funds; however, airport sponsors need to have adequate planning to prevent inefficient project formulation and timing in the final year to use the funds. NPE funds can only be used for eligible and justified projects.

During the year that the entitlement funds expire, airport sponsors may be asked to transfer the funds to another airport in Iowa. Transfers are allowed by the federal program and help keep the federal money in Iowa.

Resource: National Plan of Integrated Airport System  
[http://www.faa.gov/airports/planning\\_capacity/npias/](http://www.faa.gov/airports/planning_capacity/npias/)

### Planning....Planning....Planning

Airport development should be guided by an Airport Layout/Master Plan that is updated

periodically. All development projects must be shown on an approved airport layout plan before the FAA will commit to funding. An emphasis on short term and long term planning will help federal projects progress through the system more effectively. As airport sponsors prepare their 5-year capital improvement plan, all projects and sources of funding should be considered and included. Development projects must also have appropriate environmental documentation prior to receiving funding. Land purchase agreements must be in place before land acquisition projects can be programmed.

Resources: *Developing your Airport Through Sound Capital Planning Practices*

[http://www.faa.gov/airports/central/airports\\_resources/media/5-Year%20CIP.Brochure.4-fold\\_508.pdf](http://www.faa.gov/airports/central/airports_resources/media/5-Year%20CIP.Brochure.4-fold_508.pdf)

Federal AIP Sponsor Guide

[http://www.faa.gov/airports/central/aip/sponsor\\_guide/](http://www.faa.gov/airports/central/aip/sponsor_guide/)

FAA Environmental References

<http://www.faa.gov/airports/environmental/>

Acquiring Land for Airports

[http://www.faa.gov/airports/environmental/relocation\\_assistance/](http://www.faa.gov/airports/environmental/relocation_assistance/)

### Eligible Projects

Only projects eligible for the Federal AIP program should be included on ACIP datasheets. The table below provides examples of eligible and ineligible projects.

Eligible Projects	Ineligible Projects
<i>Aircraft hangars (Non-Primary airports) (only new capacity)</i>	<i>Hangar/terminal rehabilitation</i>
<i>Airfield drainage</i>	<i>Development that exceeds FAA Standards</i>
<i>Airfield lighting</i>	<i>Development for exclusive use</i>
<i>Airfield signage</i>	<i>Improvements for commercial enterprises</i>
<i>Apron construction/rehabilitation</i>	<i>Industrial park development</i>
<i>Environmental studies</i>	<i>Landscaping</i>
<i>Fuel farms (Non-Primary airports)(only new capacity)</i>	<i>Fuel farm replacement, repairs, or upgrades (except for documented capacity enhancement)</i>
<i>General aviation terminal buildings</i>	<i>Marketing plans</i>
<i>Land acquisition</i>	<i>Office equipment</i>
<i>Certain Navaids (e.g. REILs, PAPIs )</i>	<i>Training</i>
<i>Planning studies</i>	<i>Airport operational Costs</i>
<i>Runway construction/rehabilitation</i>	<i>Replacement perimeter fencing</i>
<i>Safety area improvements</i>	
<i>Snow removal equipment</i>	<i>Maintenance equipment and vehicles (mowers)</i>
<i>Snow removal equipment storage</i>	<i>Artwork</i>
<i>Taxiway construction/rehabilitation</i>	
<i>Weather observation stations (AWOS)</i>	
<i>Wildlife fencing with adequate justification</i>	<i>Security fences and access control (unless required by FAR 1542)</i>

Resource: AIP Overview <http://www.faa.gov/airports/central/aip/overview/>

### Justified Projects

FAA will only fund projects that meet FAA requirements for justification. This requirement is in force even if only non-primary entitlement funds are used.

- In the case of a runway extension, justification includes documentation of 500 itinerant operations of the critical design aircraft.  
Apron expansion projects require that an apron sizing spreadsheet be completed that justifies the size requested.

[www.faa.gov/airports/central/airports\\_resources/media/apron\\_area.xls](http://www.faa.gov/airports/central/airports_resources/media/apron_area.xls)

- Requests for snow removal equipment (SRE) require the sponsor to complete the spreadsheet that justifies the type of equipment requested.

[www.faa.gov/airports/central/airports\\_resources/media/sre.xls](http://www.faa.gov/airports/central/airports_resources/media/sre.xls).

Chapters 4 & 5 of the Airport Winter Safety and Operations, Advisory Circular (AC) 150/5200-30C

[http://www.faa.gov/airports/resources/advisory\\_circulars/media/150-5200-30C/150\\_5200\\_30C.pdf](http://www.faa.gov/airports/resources/advisory_circulars/media/150-5200-30C/150_5200_30C.pdf) and the Airport Snow and Ice Control Equipment, AC

150/5220-20

[http://www.faa.gov/documentLibrary/media/advisory\\_circular/150-5220-20/150\\_5220\\_20.PDF](http://www.faa.gov/documentLibrary/media/advisory_circular/150-5220-20/150_5220_20.PDF) indicate the minimum equipment needed.

### Revenue Producing Projects – Hangars and Fuel Facilities

Hangars and fuel facilities are eligible projects using non-primary entitlement funding only. No state apportionment or discretionary funding can be used on these projects. Only new construction that enhances capacity is eligible. No rehabilitation projects or replacement projects are eligible. The sponsor is required to submit: (1) justification for the project, including a waiting list if applying for a hangar; (2) a statement that airside development needs are met or a financial plan to fund airside needs over the next 3 years; and (3) evidence that runway approach surfaces are clear of obstructions.

Resources: FAA Revenue Facility Policy

[http://www.faa.gov/airports/central/aip/revenue\\_producers/](http://www.faa.gov/airports/central/aip/revenue_producers/)

### Capital Improvement Program (CIP) Data Sheets

A CIP data sheet is required for each project that the airport would like included in the first three years of the 5-Year CIP. Datasheets should include a detailed cost estimate for the project and be signed by the airport sponsor.

Resources: CIP Datasheet

[http://www.faa.gov/airports/central/airports\\_resources/media/cip\\_data\\_sheet.doc](http://www.faa.gov/airports/central/airports_resources/media/cip_data_sheet.doc)

**Federal Airport Improvement Program (AIP) Pre-Applications** – All pre-applications for federal funds from non-primary airports are required to be submitted to the Iowa DOT prior to submission to the FAA.

- Eligible sponsors: Sponsors of non-primary airports included in the NPIAS

- Application process: Application information is available on the Office of Aviation Web site and e-mailed to sponsors in September. Applications are due mid December. A completed application package includes:
  - Federal AIP Pre-application form with contact information and checklist (Iowa DOT Form 291111)
  - Capital Improvement Program (CIP) data sheet for each project or phase requested in the next three years
  - 5-year capital improvement plan (CIP) that shows planned federal and state projects (Iowa DOT Form 291112)
  - Long Range Needs Assessment (Iowa DOT Form 291113)
  - Documentation of an approved, updated airport layout plan
  - Documentation of project environmental determination
  - Land has been acquired
  - Documentation of project justification for revenue producing projects, snow plow equipment or apron expansion
  - Documentation of pavement management program if applicable
- Eligible projects – Projects include: runway, apron and taxiway construction and rehabilitation; pavement maintenance; drainage; obstruction removal; signage and lighting; navigation and communication aides; land acquisition; fuel facilities, terminals and hangars if all airside needs met; airport layout/master plans; snow removal equipment and equipment storage buildings
- Local share – 5%, \$25,000 minimum grant amount
- Project prioritization/approval: Projects are reviewed and prioritized based on available non-primary entitlement funding, system plan objectives, airport role, type of project, and justification. Projects are prioritized by Office of Aviation Staff, and presented to the Transportation Commission for review and approval of the prioritization. All pre-applications forwarded to FAA. All final funding decisions are the responsibility of the FAA and use the FAA project prioritization and other qualitative factors. After projects are recommended by the FAA and the airports are given a 'go letter,' airports apply for actual grants directly with the FAA based on bids by May 1.
- Special requirements: Projects must meet FAA eligibility and justification. The FAA must have made an environmental determination on the proposed project and land must be acquired prior to the project being recommended. See annual instructions for specific requirements.

Resources: Application Package-

<http://www.iowadot.gov/aviation/legislative/federalaipapplication.html>

CIP Datasheet with instructions:

[http://www.faa.gov/airports/central/airports\\_resources/media/cip\\_data\\_sheet.doc](http://www.faa.gov/airports/central/airports_resources/media/cip_data_sheet.doc)

Federal AIP Sponsor Guide:

[http://www.faa.gov/airports/central/aip/sponsor\\_guide/](http://www.faa.gov/airports/central/aip/sponsor_guide/)

**FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP)  
PRE-APPLICATION FFY 2013  
CHECKLIST**

**Please attach the following documents with your application:**

- Sponsor Identification Sheet for the Airport
- CIP Data Sheet (one for **each** project)
- 5-year Capital Improvement Program (CIP)
- Long Range Needs Assessment
- Verification of an updated ALP (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with NEPA.
- Verification of completed land acquisition or signed purchase agreement.
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting Federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 & 5 of the Airport Winter Safety and Operations, Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment, AC 150/5220-20 showing the minimum equipment needed, along with the ACIP Data Sheet. Include a copy of a completed FAA Snow Plow Design Spreadsheet.
- If requesting Federal assistance for General Aviation (GA) apron expansion, include a copy of a completed GA Apron Design spreadsheet.
- For Revenue-Producing Facilities (i.e., fueling facilities and hangars), please submit: 1) A statement that airside development needs are met or a financial plan to fund airside needs over the next 3 years, 2) A statement that runway approach surfaces are clear of obstructions, and 3) Justification for the project.

Please mail with support documents identified in checklist to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Program Manager  
E-mail: [kay.thede@dot.iowa.gov](mailto:kay.thede@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1048

[www.iowadot.gov/aviation](http://www.iowadot.gov/aviation)



## FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP)

### PRE-APPLICATION FFY 2013

### AIRPORT SPONSOR IDENTIFICATION

Airport Name: \_\_\_\_\_

Airport Sponsor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
City State ZIP Code

E-mail Address: \_\_\_\_\_ FAX Number: \_\_\_\_\_

U.S. Congressional District Number: \_\_\_\_\_

ECHO Control Number: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

Dun and Bradstreet Number (DUNS): \_\_\_\_\_

Please mail with support documents identified in checklist to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Program Manager  
E-mail: [kay.thede@dot.iowa.gov](mailto:kay.thede@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1048

[www.iowadot.gov/aviation](http://www.iowadot.gov/aviation)



**REQUEST FOR FEDERAL ASSISTANCE**  
FEDERAL AVIATION ADMINISTRATION  
CENTRAL REGION \ AIRPORTS DIVISION



**INSTRUCTIONS FOR COMPLETING  
CAPITAL IMPROVEMENT PLAN  
DATA SHEET**

A Capital Improvement Plan (CIP) Data Sheet must be submitted for each major work item that is requesting Federal assistance over the next 3 years. If required, evidence of State and Regional Clearinghouse coordination should be provided with the CIP Data Sheet. Submittal of this information is necessary to effectively administer the Airport Improvement Program. Collection of information for the airports grant program is addressed under OMB control number 2120-0570. Users requiring assistance or reasonable accommodation may contact the FAA Central Region at 816-329-2600.

**HEADER INFORMATION** - Include the name of the airport, the LOCID, the local priority of the requested work, the project description, and the desired federal fiscal year (October 1<sup>st</sup> to September 30<sup>th</sup>) that you desire the project. Contact the State Airport Planner responsible for your state regarding which federal fiscal years they are working on.

**SKETCH** - Color-coded sketch that depicts and identifies the scope of the proposed project.

**JUSTIFICATION** - The justification should be brief and describe the need, objectives, method of accomplishment, and the benefit expected to be obtained from the assistance.

**COST ESTIMATE** - The estimate of total cost (engineering, administrative, legal, appraisal costs, etc.) including Federal, State and Local shares. Attach a detailed cost estimate showing unit costs; aggregate in square yards (S.Y.), concrete paving in square yards (S.Y.) and asphaltic paving in tons. Separate the costs for land acquired in fee and land acquired in easement. NOTE: cost estimates cannot include an amount for contingencies.

**SPONSOR'S VERIFICATION** - The verification that the project is properly planned and is ready to "go" within the 1<sup>st</sup> year of the three-year CIP program period. Except for equipment acquisition, proposed development and land acquisition must be shown on an approved ALP, have cleared environmental processing, and the land already acquired or have a signed purchase agreement. These requirements must be completed before a project can be considered for funding. For the 2<sup>nd</sup> and 3<sup>rd</sup> years of the CIP program, the sponsor should be working towards satisfying these requirements. Date each item verifying that all project requirements are satisfied (check marks are not acceptable).

If requesting Federal assistance for snow removal equipment, include an inventory of existing airport equipment and calculations based on Chapters 4 & 5 of the Airport Winter Safety and Operations, Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment, AC 150/5220-20 showing the minimum equipment needed, along with the CIP Data Sheet.

If requesting Federal assistance for general aviation apron expansion, include calculations based on Appendix 5 of the Airport Design Advisory Circular 150/5300-13 showing justification for the size of apron needed, along with the CIP Data Sheet.

If requesting Federal assistance for revenue producing facilities (fuel farms, hangers), please contact the State Airport Planner responsible for your state for eligibility requirements. Submit with the CIP Data Sheet; 1) A statement that airside development projects are complete or a financial plan to fund airside needs over the next three years, 2) A statement that approach surfaces are clear of obstructions, and 3) A statement of capacity justification for the project.

### CIP DATA SHEET

<b>AIRPORT</b>	Point mouse on each area for instructions	<b>LOCID</b>	LOC here	<b>LOCAL PRIORITY</b>	Priority here
<b>PROJECT DESCRIPTION</b>	Project Title here			Identify FFY that you desire to construct (FFY: Oct. 1-Sept. 30)	Federal Fiscal Year requested

**SKETCH:**

Paste Sketch Here

**JUSTIFICATION:**  
Enter Project Description and Justification here

**COST ESTIMATE:** (Attach detailed cost estimate)

Federal (95%)	\$0	State	\$0	Local (5%)	\$0	Total	\$0
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**SPONSOR'S VERIFICATION:**  
For each and every project as applicable

Date	(see instruction sheet or point mouse over each date box for more information)
Required	- Date of approved ALP with project shown
Required	- Date of environmental determination (ROD, EQNSI, CE), or cite CE paragraph # (307-312) in Order 1050.1E
If needed	- Date of land acquisition or signed purchase agreement
If needed	- Date of pavement/maintenance program
If needed	- Snow removal equipment inventory & sizing worksheet (for SRE acquisition)
If needed	- Apron sizing worksheet (for apron projects)
	Revenue producing facilities (for fuel farms, hangers, etc.)
If needed	- Date statement submitted for completed airside development
If needed	- Date statement submitted for runway approaches are clear of obstructions

**SPONSOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** Enter Date

**PRINTED NAME:** Enter Sponsor's Name here **TITLE:** Enter Sponsor's Title here

**PHONE NUMBER:** Enter Sponsor Phone Number here

FAA USE ONLY					
PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

- Comment [JDD1]:** Enter the airport name here
- Comment [JDD2]:** Enter the airport three letter identifier here
- Comment [JDD3]:** This is a numeric ranking identifying the local importance of the project. This will be taken into consideration when developing the funding plan for the airport but does not guarantee project funding in a specific time frame.
- Comment [JDD4]:** Enter a brief project description/title here. Do not use proprietary product or brand names. A more detailed explanation of the project should be entered in the Project Justification area below.
- Comment [JDD5]:** Enter the Federal Fiscal Year you would like the project to begin. Remember that the funding plan for the current year is already complete so this should be a *future* fiscal year. Funding is not guaranteed for the year requested but it will be considered when developing a funding plan.
- Comment [JDD6]:** Add a sketch of the project location or equipment requested here. No sketch is necessary for planning projects.
- Comment [JDD7]:** Enter a detailed description of the proposed project and why it is needed. New construction must be already depicted on the approved Airport Layout Plan. Runway construction, including widening and extension projects, must have documentation that there ... [1]
- Comment [JDD8]:** The maximum Federal share of an AIP eligible project is currently 95%.
- Comment [JDD9]:** This is usually 95% of the total project cost. The actual Federal share is ... [2]
- Comment [JDD10]:** Enter the amount of funds contributed towards this project by your State ... [3]
- Comment [JDD11]:** The required Local share of an AIP eligible project is currently a minimum ... [4]
- Comment [JDD12]:** This is usually 5% of the total project cost. The actual Local share is ... [5]
- Comment [JDD13]:** Total estimated cost of the project. Attach the estimate to support this ... [6]
- Comment [JDD14]:** Enter the Date your Airport Layout Plan (ALP) was approved. If you do ... [7]
- Comment [JDD15]:** All projects using Federal funds must have an environmental determina ... [8]
- Comment [JDD16]:** Only enter a date here if this is a project to acquire land. AIP particip ... [9]
- Comment [JDD17]:** If you have received AIP funds for a pavement project and are request ... [10]
- Comment [JDD18]:** Place a check here to indicate this request for Snow Removal Equ ... [11]
- Comment [JDD19]:** Place a check here to indicate this request for apron area has the f ... [12]
- Comment [JDD20]:** Only Non Primary Entitlement funds can be used for revenue f ... [13]
- Comment [JDD21]:** Revenue producing facility projects are not eligible without an attached ... [14]



**Page 2: [1] Comment [JDD7]****Instructions**

Enter a detailed description of the proposed project and why it is needed. New construction must be already depicted on the approved Airport Layout Plan. Runway construction, including widening and extension projects, must have documentation that there are 500 annual itinerant operations of aircraft requiring the runway dimensions being proposed. Apron construction/expansion requests must be supported by data on the apron sizing worksheet. Snow Removal Equipment requests must be accompanied by a completed SRE sizing worksheet and an inventory of SRE already at the airport. Do NOT use proprietary product names or specific brand names in this description.

**Page 2: [2] Comment [JDD9]****Instructions**

This is usually 95% of the total project cost. The actual Federal share may be less if there is ineligible work included in the project total or if there are insufficient entitlement funds available. Whole dollars only please.

**Page 2: [3] Comment [JDD10]****Instructions**

Enter the amount of funds contributed towards this project by your State program (if any). Whole dollars only please.

**Page 2: [4] Comment [JDD11]****Instructions**

The required Local share of an AIP eligible project is currently a minimum of 5%.

**Page 2: [5] Comment [JDD12]****Instructions**

This is usually 5% of the total project cost. The actual Local share may be more if there is ineligible work included in the project total or if there are insufficient entitlement funds available. Whole dollars only please.

**Page 2: [6] Comment [JDD13]****Instructions**

Total estimated cost of the project. Attach the estimate to support this amount. Do not include contingencies in the estimate. An estimate here that is significantly below the detailed design estimate or the final project bids may result in the project being cancelled or require a larger Local share to complete. Projects that require funds in addition to an airport's available entitlements will have to compete for discretionary funds which may impact when or if the project receives AIP funds. Large projects that have a low National Priority Rating may be unlikely to receive full AIP funding. Whole dollars only please.

**Page 2: [7] Comment [JDD14]****Instructions**

Enter the Date your Airport Layout Plan (ALP) was approved. If you do not have an approved ALP or this project is not shown on the approved ALP then this project is not eligible for AIP funding.

**Page 2: [8] Comment [JDD15]****Instructions**

All projects using Federal funds must have an environmental determination. Enter the date of the Record of Decision (ROD), Finding of No Significant Impact (FONSI), or accepted Categorical Exclusion (CE) Checklist here. N/A is NOT acceptable. The project is not eligible without a valid entry here.

**Page 2: [9] Comment [JDD16]****Instructions**

Only enter a date here if this is a project to acquire land. AIP participation in land acquisition is done on a reimbursement basis so the land must either be purchased or under contract before a grant will be issued. Land should not be purchased until first receiving the appropriate environmental determination and obtaining the required appraisals and necessary environmental site assessments. Contact our office for detailed land acquisition requirements to ensure your land acquisition is eligible for AIP funding.

**Page 2: [10] Comment [JDD17]****Instructions**

If you have received AIP funds for a pavement project and are requesting a pavement project then you must have an approved Pavement Maintenance Program. Enter the date the program received its approval here.

**Page 2: [11] Comment [JDD18]****Instructions**

Only Non Primary Entitlement funds can be used for revenue producing facility projects which include fuel farms and hangars. Only new facilities are eligible; if the 5010 Master Record shows fuel available a new system for the same type of fuel is NOT eligible. Attached must be a signed and dated statement that no runway, taxiway, or apron project in excess of available entitlements will be needed during the three years that follow an AIP funded revenue producing facility project.

**Page 2: [14] Comment [JDD21]****Instructions****9/2/2010 3:27:00 PM**

Revenue producing facility projects are not eligible without an attached signed and dated statement that no obstructions in the approaches are identified on the 5010 Airport Master Record, in the Airport /Facility Directory (AFD), or in the U.S. Terminal Procedures publication; that all safety areas and zones are clear of obstacles and free of incompatible land uses; and that the approach categories to the airport are consistent with the approach types listed on the approved Airport Layout Plan.

## FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Airport Name: \_\_\_\_\_

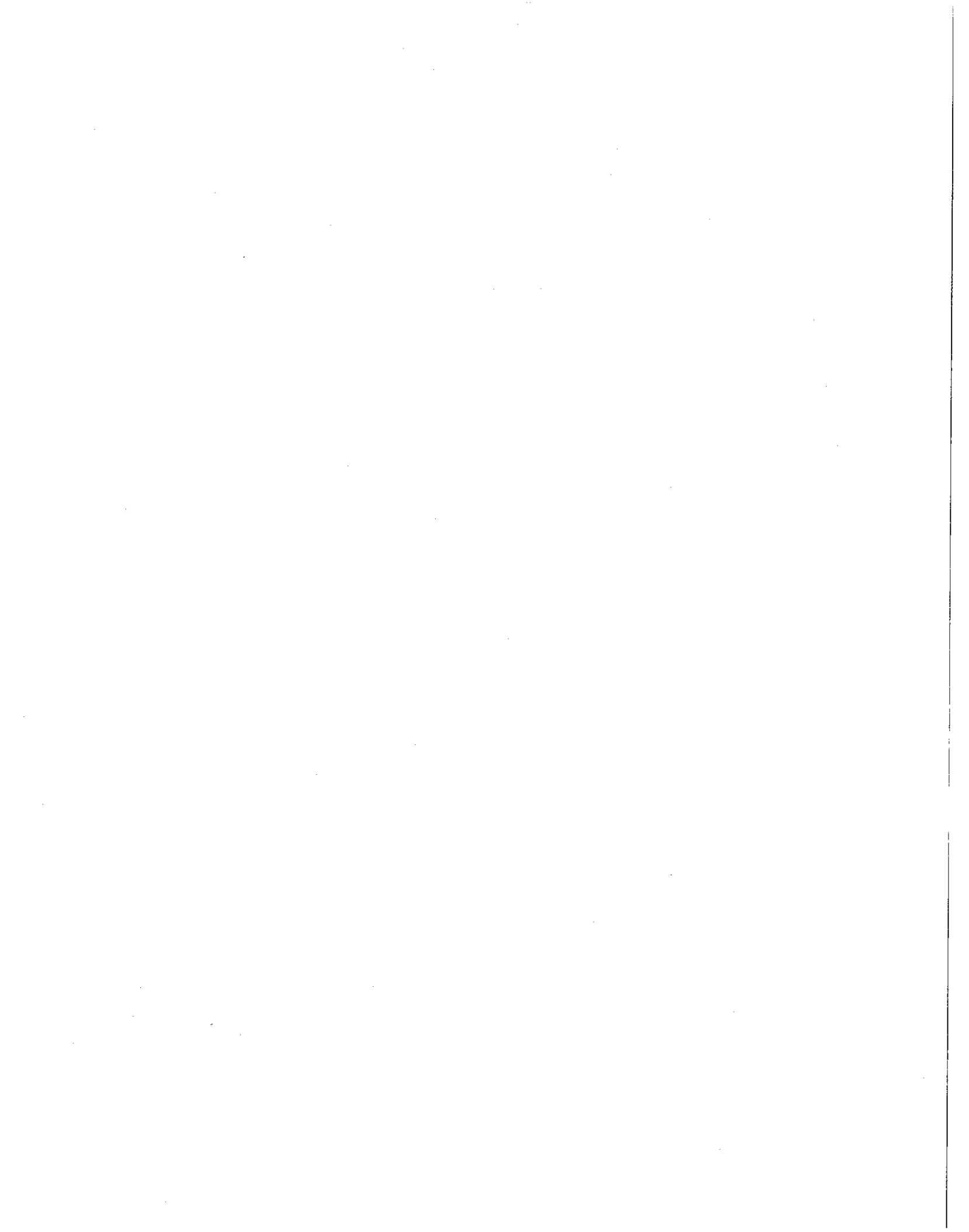
Telephone: \_\_\_\_\_

Prepared By: \_\_\_\_\_

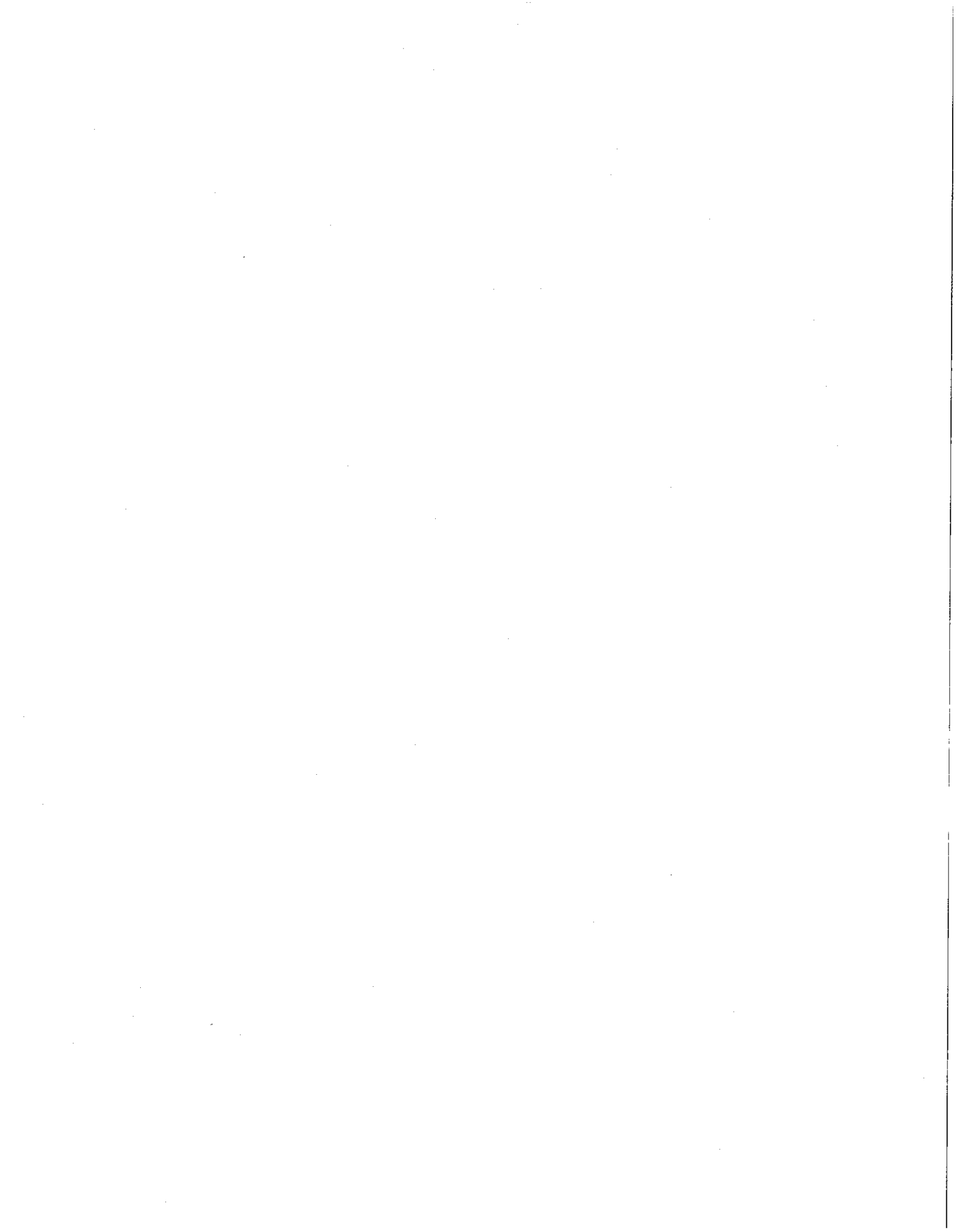
Date Approved: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Project Description	Funding Source	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
	Federal	\$	\$	\$	\$	\$
	State	\$	\$	\$	\$	\$
	Local	\$	\$	\$	\$	\$
	Total	\$	\$	\$	\$	\$
	Federal	\$	\$	\$	\$	\$
	State	\$	\$	\$	\$	\$
	Local	\$	\$	\$	\$	\$
	Total	\$	\$	\$	\$	\$
	Federal	\$	\$	\$	\$	\$
	State	\$	\$	\$	\$	\$
	Local	\$	\$	\$	\$	\$
	Total	\$	\$	\$	\$	\$
	Federal	\$	\$	\$	\$	\$
	State	\$	\$	\$	\$	\$
	Local	\$	\$	\$	\$	\$
	Total	\$	\$	\$	\$	\$
	Federal	\$	\$	\$	\$	\$
	State	\$	\$	\$	\$	\$
	Local	\$	\$	\$	\$	\$
	Total	\$	\$	\$	\$	\$







## Keys to Success

The Central Region believes an effective AIP program converts Aviation Trust Funds into high priority aviation infrastructure that benefits the aviation user on a timely basis.

Current National FAA AIP fiscal practices include:

- Issuing grants based on bids or negotiated fees
- Timely programming of grants
- Ensuring no grant stays inactive for 18 months. Grants are to be initiated immediately with most closed in two years from acceptance
- Closing all grants within four years of appropriation

For an airport to be as competitive as possible for the limited discretionary funding, three strategies are recommended:

1. Identify development with system impacts including additional capacity, efficiency or safety/security.
2. Utilize apportioned funds on high-priority development. In general, the highest priority work is that associated with safety/security, pavement rehabilitation of runways and the primary taxiway system, noise reduction, planning and environmental mitigation. Generally, new pavement construction, apron, terminal and access are lower priority.
3. Manage your Grant program effectively by implementing sound capital planning and grant management practices.

## Resources

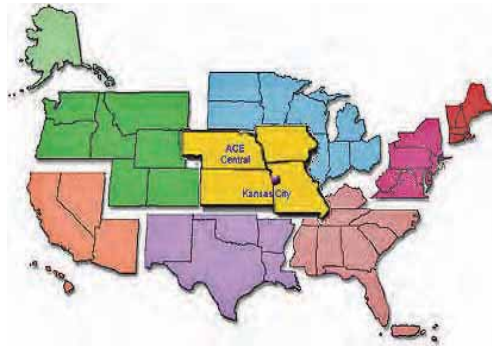
**Central Region AIP Sponsor Guide:**

[http://www.faa.gov/airports/central/aip/sponsor\\_guide/](http://www.faa.gov/airports/central/aip/sponsor_guide/)

**AIP Handbook:** FAA Order 5100.38C

**Airport Capital Improvement Planning:** FAA Order 5100.39

**FAA Website:** <http://www.faa.gov/>



**Central Region Airports Division  
Federal Aviation Administration  
901 Locust  
Room 335  
Kansas City, MO 64106  
(816) 329-2600  
Fax: (816) 329-2610**

**Planning and Programming Branch Mgr.  
(816) 329-2647**

**Planning Lead  
(816) 329-2645**

**Iowa Planning Engineer  
(816) 329-2639**

**Kansas Planning Engineer  
(816) 329-2637**

**Missouri Planning Engineer  
Capacity Specialist  
(816) 329-2640**

**Nebraska Planning Engineer  
(816) 329-2624**

**Environmental Specialist  
(816) 329-2617**

September 2010



## Planning

Airport planning is a systematic process used to efficiently guide future development of airports consistent with local, State and national goals. The FAA establishes standards and provides guidance on master and system planning. A key objective of airport planning is to assure the effective use of airport resources in order to satisfy aviation demand in a financially feasible manner.

Effective airport planning results in the sponsor identifying short term and long term needs of their airport. Airport needs may arise from aviation demand, airport inspections, runway safety recommendations and security recommendations.

The Airport Capital Improvement Program (ACIP) serves as the FAA's primary tool for project formulation. The FAA relies on the ACIP to serve as the basis for the distribution of limited grant funds under the Airport Improvement Program (AIP). The ACIP provides the means to systematically identify, prioritize and assign funds for airport development.

Under the ACIP, sponsors requesting federal aid submit their capital improvement plan (CIP) to the FAA, including all required supplemental documentation. The FAA evaluates each project for eligibility, justification, reasonableness of cost, priority assessment, reasonableness of project schedule, and information deficiencies.

Sponsors should note that the preparation and submittal of a CIP project does not represent a guarantee that the sponsor will receive Federal funds. The official notice that a sponsor will receive Federal funds is through a Congressional notification for release of funds. Until this formal release has been made, all projects efforts are construed as a sponsor initiative.

## Capital Planning Process for AIP Funding

A CIP is prepared on an annual basis and represents the airport sponsor's five-year program for development at their airport.

It is essential for good capital planning practices to be adopted in order to position airport development projects for bid-based AIP grant funding. Grant awards based on bids are imperative to realizing aviation system and capacity improvements in a timely manner. Following the capital planning practices summarized below will assist in the efforts to invest the federal dollar in the most efficient way. Please visit our regional website for CIP templates and additional information.

### Capital Planning Steps

- Identify potential funding sources and amounts, PFC, AIP, State, Other Local
- Determine project eligibility under AIP
- Align AIP eligible projects with Federal Objectives
- Target non AIP funds for low AIP priority projects
- Assign budgets and phase projects
- Contact your FAA Program Manager to refine plan during the first quarter of each calendar year
- Schedule periodic discussions with your Program manager to review program progress

### 5 Years before Construction

- Review Master Plan and ALP. Identify potential projects
- Determine if ALP or Exhibit A Property needs updating.
- Communicate with users and tenants

### 4 Years before Construction

- Scope the project
  - Identify funding sources (AIP/State/Local)
  - Identify type of Environmental Documentation (CE or EA) expected.
  - Determine if DBE goals are required
  - Identify if Benefit Cost Analysis (BCA) or Letter of intent (LOI) is appropriate
- ⇒ By **February 15**, Submit CIP Data Sheet showing Environmental Assessment next year, if required

### 3 Years before Construction

- Select Consultant as needed for remaining AIP implementation steps
  - Refine Scope and Cost Estimate
  - Identify new or existing NAVAIDS that will be affected by the project
  - Identify if any Instrument Approach Procedures will need modification due to the project
  - Initiate
    - Environmental Documentation (CE/EA)
    - ALP update, Airspace Review, Exhibit A Property Update, DBE Plan, LOI, BCA
- ⇒ By **February 15**, Submit CIP Data Sheet showing
- Construction 3-years out
  - Reimbursement for Land Acquisition next year

### 2 Years before Construction

- Finalize ALP Update, Environmental Documentation, Exhibit A
- Purchase Land or have contract to purchase
- Coordinate
  - NAVAIDS
  - Reimbursable Agreement with FAA Air Traffic Organization facilities group

### 2 Years before Construction (con't)

- ⇒ By **February 15**, Submit CIP Data Sheet showing
- Construction 2-years out
  - Project Design next year
- ⇒ By **May 1**, Submit Grant Application for Land Acquisition Reimbursement

### 1 Year before Construction

- Solidify Project Scope
  - Conduct Aeronautical Survey (Instrument Approach Procedures take 18-24 months for development after acceptance of Aeronautical survey)
  - Develop plans and specifications
    - Include Additive/Deductive Alternatives to ensure the project is consistent with budget
    - Develop Construction Safety Plan
  - Update/Revise Cost Estimates
  - Finalize Reimbursable Agreement, BCA, LOI, DBE Goals
  - Review project schedule with FAA and agree you will be able to accept a grant the following year based on bid
- ⇒ By **February 15**, Submit CIP Data Sheet showing Construction next year
- ⇒ By **May 1**, Submit Grant Application for Design and Aeronautical Survey this year
- If construction will occur within 2 years of design
  - Review funding

### Implementation Year

- Advertise, Secure Bids
  - Make Grant application based on Bid
- ⇒ By **May 1**, Submit Grant Application for Construction based on bid this year

### Immediately Following Implementation

- Use the aviation improvement
- As-built ALP
- Close, or initiate Grant Closure within 90-days of acceptance

## CIP Data Sheets

Sponsors identify individual projects by submitting a CIP Data Sheet for each work item they desire.

**Submittal Requirements** A CIP Data Sheet must be submitted for each major work item listed within the sponsor's 5-year CIP that is requesting Federal assistance over the next 3-years. If required, evidence of State and Regional Clearinghouse coordination should be provided with the CIP Data Sheet.



As a prerequisite for AIP eligibility, all such identified work must comply with the current approved Airport Layout Plan (ALP) as well as have an environmental determination to proceed. For projects seeking discretionary funds in excess of five million dollars, a benefit/cost analysis is required.

**Timing of Submission** The sponsor may submit a request-for-aid at any time during the year. However, in order to be included in a specific fiscal year (FY), timely submittal of the request is essential. Typically, requests for a particular fiscal year should be submitted by **February 15** of the previous fiscal year. For example, requests for FY 2011 should be submitted by February 15 of 2010.

# Appendix A

## Sample Application Forms

- ▀ Airport State Funding Application Package -  
(Airfield, planning, security and vertical infrastructure)
  - Checklist and Application (Form 291114)
  - Project Data Sheet (Form 291115)
  - Sponsor Resolution
  - Five-Year CIP (Form 291112)
- ▀ Air Service Development
- ▀ Land Use Planning and Zoning
- ▀ Wildlife Mitigation
- ▀ Minority Impact Statement





## AIRPORT STATE FUNDING APPLICATION CHECKLIST

Fiscal Year 2010

Please attach the following documents with your application:

- Application Form
- Project Data Sheet, including a detailed cost breakdown. Use one for each project
- City/sponsor resolution that endorses project, certifying availability of matching funds
- 5-year Capital Improvement Program (CIP)
- Verification that project is identified in a current ALP on file with the Office of Aviation (when applying for new construction of buildings or airfield expansion)
- Pavement maintenance program (verify that you are using the pavement maintenance program provided by the Iowa DOT or similar program when applying for pavement preservation or reconstruction)
- Airport Security Plan on file with the Office of Aviation (when applying for airport security projects)
- Protective land use zoning and/or planning (please answer the following)

Height zoning	<input checked="" type="checkbox"/> Yes	Date adopted	<u>7/1/1995</u>	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Land use planning/zoning	<input checked="" type="checkbox"/> Yes	Date adopted	<u>7/1/2008</u>	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Comprehensive plan adopted with airport land use included	<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No	<input type="checkbox"/> Pending
Other (please explain)	_____				

Send 1 **signed** copy of the application materials to the address listed below.

Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, Iowa 50010

ATTN: Program Manager  
e-mail: [kay.thede@dot.iowa.gov](mailto:kay.thede@dot.iowa.gov)  
515-239-1048  
FAX: 515-233-7983

## AIRPORT STATE FUNDING APPLICATION

Fiscal Year 2010

Airport Name: Iowa Airport

Airport Sponsor Name: City of Anywhere

Contact Person: John Doe Title: City Administrator

Complete Mailing Address: 1234 W 4th Street

Anywhere IA 55555 Daytime Phone: 5555555555  
City State Zip Code

E-mail Address: john.doe@aol.com FAX Number: 5555555555

Project Description – If applying for more than one project, list in order of priority. A separate project application data sheet is needed for each project.	Project Type (Airfield, Security, Planning, Crack sealing, Vertical infrastructure)	Total Project Amount	State Amount Requested	Percent State Share
Install				

<b>Windssocks</b> – Orders may be placed using this form or by calling 515-239-1691	Indicate quantity needed: <div style="display: flex; justify-content: space-around;"> <span>___ 18" x 96"</span> <span>___ 36" x 144"</span> </div>
-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

The Sponsor certifies that the information contained in this application is accurate and complete to the best of his/her knowledge.

\_\_\_\_\_  
Signature of Authorized Sponsor Representative Title

\_\_\_\_\_  
Typed Name Date

Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, Iowa 50010

ATTN: Program Manager  
e-mail: [kay.thede@dot.iowa.gov](mailto:kay.thede@dot.iowa.gov)  
515-239-1048  
FAX: 515-233-7983

## AIRPORT STATE FUNDING APPLICATION PROJECT DATA SHEET

Fiscal Year 2010

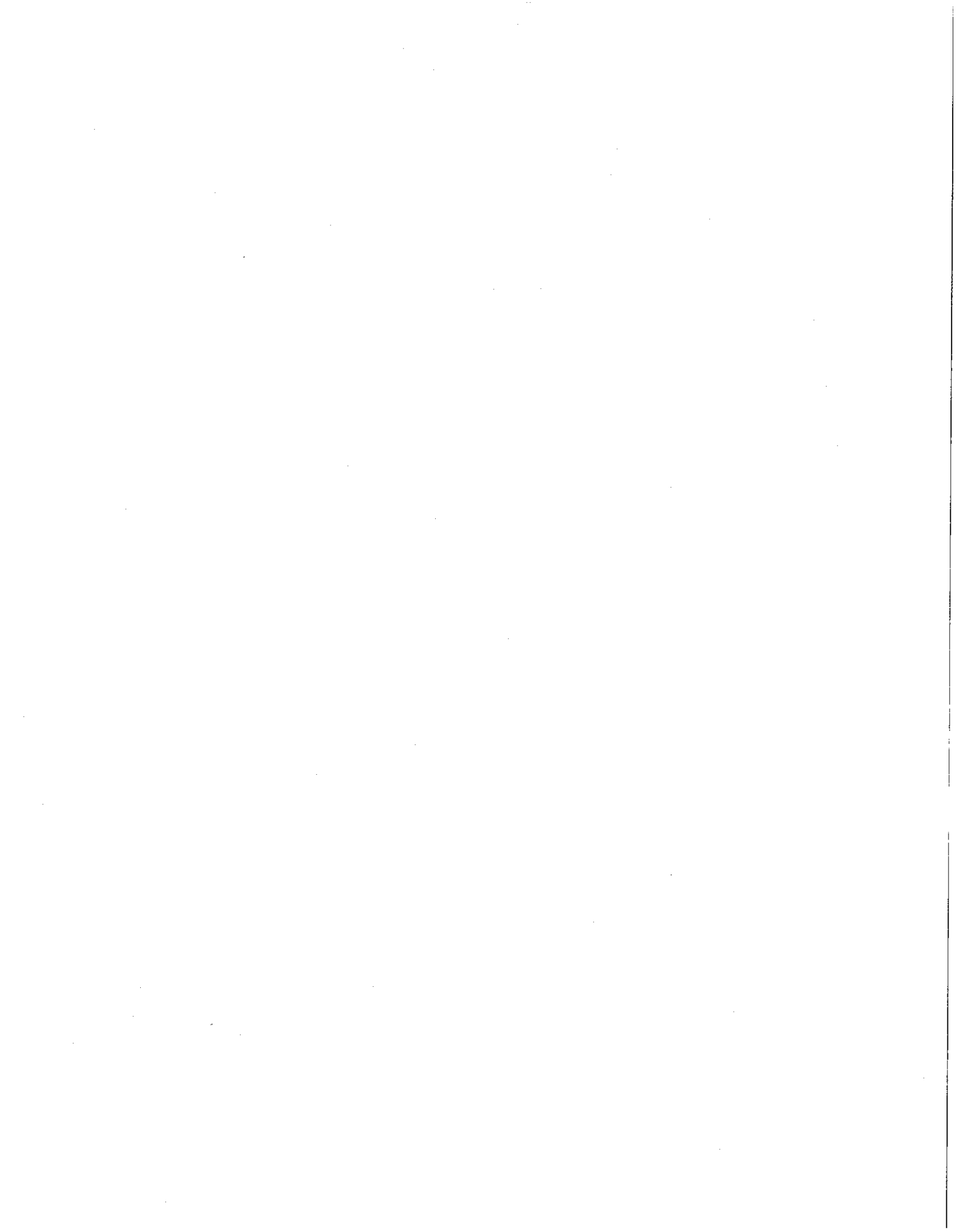
**Submit a separate data sheet for each project**

<b>Airport</b>	Anywhere Airport	<b>Date</b>	04/01/2009
<b>Project Type (check only one)</b>	<input checked="" type="checkbox"/> Airfield <input type="checkbox"/> Security <input type="checkbox"/> Planning <input type="checkbox"/> Airport Signage <input type="checkbox"/> Vertical Infrastructure		
<b>Project Description</b>			
<b>Sketch</b>	Attach separate sketch from ALP if applicable.		
<b>Project Justification</b> (include detailed information and data to support need.)			
<b>Detailed Cost Estimate</b> (Attach separate sheet if necessary.)			
	Total Project Cost:		_____ ( %)
	Local Share:		_____ ( %)
	Requested State Share:		_____ ( %)
<b>Sponsor Signature</b>		<b>Sponsor Title</b>	

Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, Iowa 50010

ATTN: Program Manager  
e-mail: kay.thede@dot.iowa.gov  
515-239-1048  
FAX: 515-233-7983



Resolution No. \_\_\_\_\_

**RESOLUTION OF THE CITY OF \_\_\_\_\_  
APPROVING THE SUBMITTAL OF AN APPLICATION FOR  
AIRPORT IMPROVEMENT PROGRAM ASSISTANCE**

WHEREAS, the City of \_\_\_\_\_ desires to make application for a grant-in-aid;

NOW, THEREFORE, BE IT RESOLVED by the City of \_\_\_\_\_, Iowa:

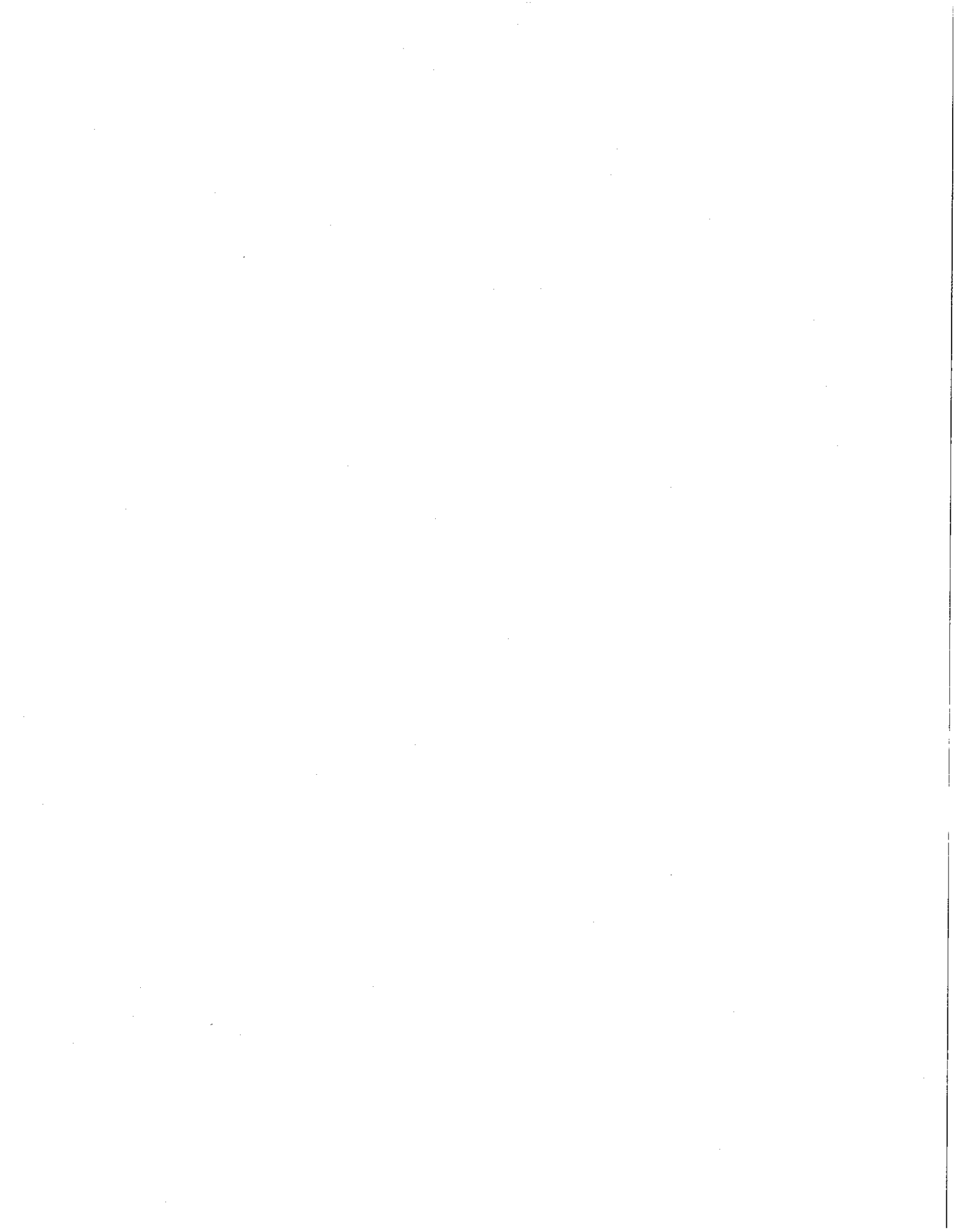
1. That the City of \_\_\_\_\_ desires to \_\_\_\_\_ for an estimated project cost of \$ \_\_\_\_\_.
2. That the City of \_\_\_\_\_ authorizes the submittal of an application for Airport Improvement Program funding – FY \_\_\_\_\_.
3. That the City of \_\_\_\_\_ has the funds available to provide a \_\_\_\_\_ % match for the project not to exceed \$ \_\_\_\_\_.
4. That the City of \_\_\_\_\_ certifies that appropriate zoning is in place or will be enacted as part of the Airport Layout Plan (ALP) Update to protect the airport and its environs.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
, Mayor

ATTEST:

\_\_\_\_\_  
, City Administrator/Clerk



## FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Airport Name: Iowa Airport

Telephone: 555-555-5555

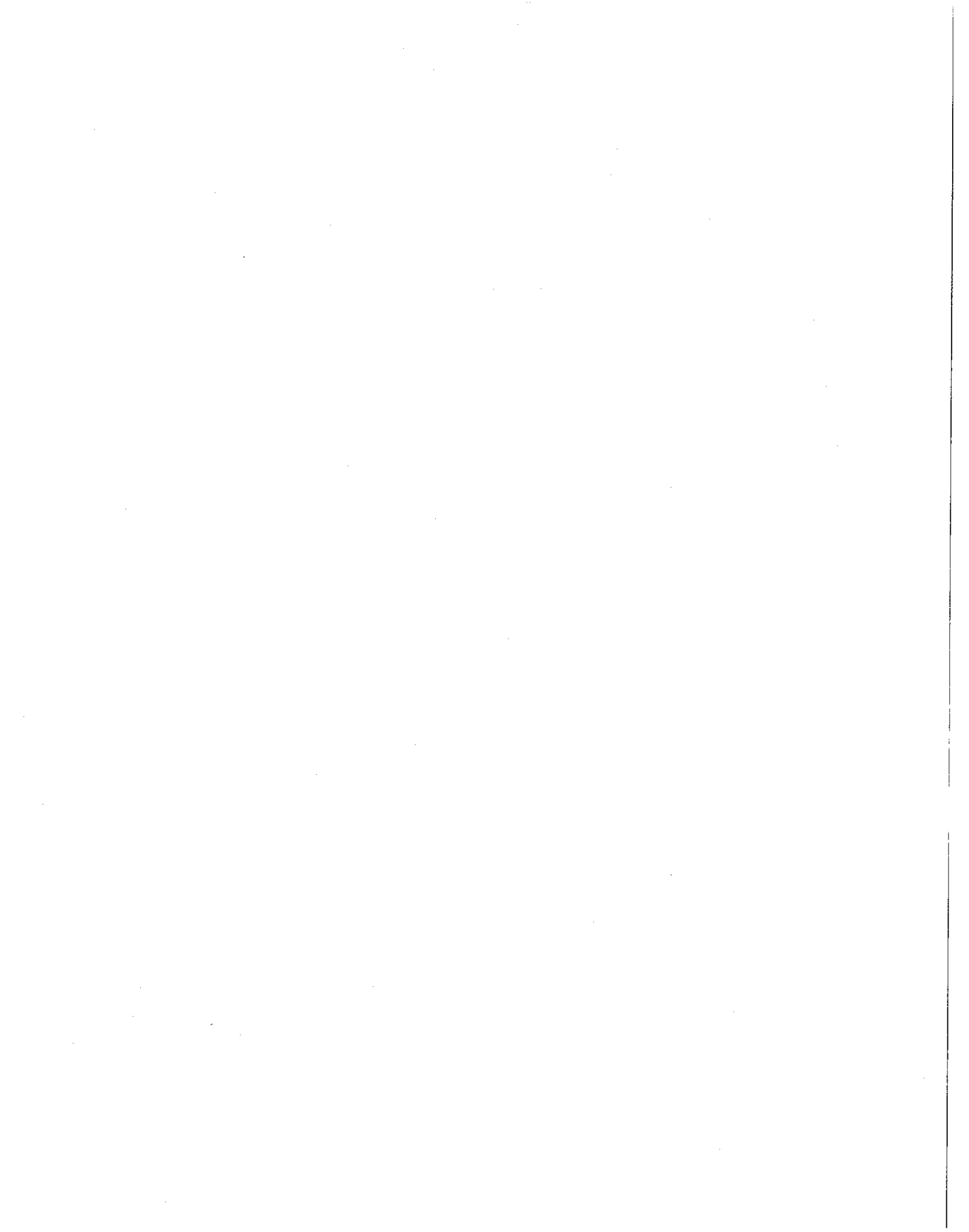
Prepared By: John Doe, Airport Consultant

Date Approved: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Project Description	Funding Source	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Runway rehabilitation	<b>Federal</b>	\$ 156,750	\$	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$ 8,250	\$	\$	\$	\$
	<b>Total</b>	\$ 165,000	\$	\$	\$	\$
Remove obstructions	<b>Federal</b>	\$	\$ 133,000	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$ 7,000	\$	\$	\$
	<b>Total</b>	\$	\$ 140,000	\$	\$	\$
Extend runway - environmental	<b>Federal</b>	\$	\$	\$ 71,250	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$ 3,750	\$	\$
	<b>Total</b>	\$	\$	\$ 75,000	\$	\$
Hangar rehabilitation	<b>Federal</b>	\$	\$	\$	\$	\$
	<b>State</b>	\$ 72,250	\$	\$	\$	\$
	<b>Local</b>	\$ 12,750	\$	\$	\$	\$
	<b>Total</b>	\$ 85,000	\$	\$	\$	\$
Runway crack filling	<b>Federal</b>	\$	\$	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$ 5,000
	<b>Local</b>	\$	\$	\$	\$	\$ 5,000
	<b>Total</b>	\$	\$	\$	\$	\$ 10,000
	<b>Federal</b>	\$	\$	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$	\$	\$
	<b>Total</b>	\$	\$	\$	\$	\$







### AIRPORT PLANNING AND ZONING GRANT APPLICATION

This application can be used throughout the year. This application form is available at [www.iawings.com](http://www.iawings.com). See instructions on Page 2.

Airport Name \_\_\_\_\_ Date \_\_\_\_\_

Airport Sponsor Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ FAX Number \_\_\_\_\_

Project Type (check only one)	<input type="checkbox"/> Zoning Ordinance	<input type="checkbox"/> New	<input type="checkbox"/> Updated
	<input type="checkbox"/> Comprehensive Plan	<input type="checkbox"/> New	<input type="checkbox"/> Updated

Project Description (attach draft scope of work, associated costs, timeline, and copy of current zoning ordinance):

#### PROJECT COST INFORMATION

Total Cost of the Project	\$ _____	(Up to 85%, \$25,000 max. zoning ordinance, \$20,000 max. comprehensive plan.)
State Funds	\$ _____	
Local Funds	\$ _____	

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please mail application with cost estimates to:  
 Iowa Department of Transportation  
 Office of Aviation  
 800 Lincoln Way  
 Ames, IA 50010

Attn.: Kay Thede  
 E-mail: [kay.thede@dot.iowa.gov](mailto:kay.thede@dot.iowa.gov)  
 FAX: 515-233-7983  
 515-239-1048

## Instructions for Land Use Planning and Zoning Grant Application

Land use zoning and planning grants are available on an as-needed basis while authorized funding is available. Grant applications must be approved and agreements in place prior to the planning activities taking place. The Office of Aviation will review grant application and if the project is eligible, meets requirements, and funding is available, a grant agreement will be offered to the sponsor. Reimbursement can only be requested after the zoning ordinance or comprehensive plan is approved.

### **Airport Zoning Ordinance –**

Objective: Develop or update, and implement, an airport zoning ordinance that includes compatible land uses near airports.

Application must include a draft scope of work that may include the development/update of zoning maps, ordinance, public hearings, and other tasks necessary to enact a zoning ordinance. A timeline for the project must also be included. If updating a current zoning ordinance a copy of the current zoning should be included. Reimbursement will not be made for any expenses until the ordinance is adopted.

Eligible applicants: Sponsors of public-owned airports.

State share: Up to 85%, \$25,000 maximum.

### **Comprehensive Plans – Update city and/or county comprehensive plans to include compatible land use near airport.**

Objective: Update the city or county comprehensive plan to include compatible land use around the airport. The comprehensive plan should include a land use plan that shows compatible land use near the airport.

Application must include a draft scope of work that shows how the comprehensive plans will be updated to include compatible land use around the airport. A timeline for the project must also be included. If the city or county does not have a comprehensive plan and this application is to assist in the development of a plan, identify expenses attributable to the inclusion of the airport land use. Scope of work should indicate how planning coordination will take place. Reimbursement will not be made for any expenses until the comprehensive plan is adopted.

Eligible applicants: Sponsors of public-owned airports.

State share: Up to 85%, \$20,000 maximum.

**For resource information, review the *Iowa Airport Land Use Guidebook***  
(<http://www.iawings.com/airports/IowaAirportLandUseGuidebook2008.htm>)

Please mail application with cost estimates to:  
Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Kay Thede  
E-mail: [kay.thede@dot.iowa.gov](mailto:kay.thede@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1048

[www.iawings.com](http://www.iawings.com)



# IMMEDIATE SAFETY ENHANCEMENT (ISE) APPLICATION

### Completed By Airport:

Airport Name \_\_\_\_\_ Date \_\_\_\_\_

Airport Sponsor Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Project Description:

Brief description of the proposed project and associated costs *(attach pictures or additional justification as applicable)*

### Project Cost Information:

Total Cost of the Project	\$ _____	
State Funds	\$ _____	(70%, \$10,000 max)
Local Funds	\$ _____	(30%)

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Mike Marr  
E-mail: Michael.marr@dot.iowa.gov  
FAX: 515-233-7983  
515-239-1468

# IMMEDIATE SAFETY ENHANCEMENT (ISE) PROGRAM

## APPLICATION INSTRUCTIONS

Immediate Safety Enhancement (ISE) funding is available for repairs to existing infrastructure, pavement repairs, or other safety-related issues. Purchase and installation of equipment that is not replacing pre-existing equipment is not eligible.

Eligible projects include, but may not be limited to:

- Communications/radio repair
- Runway blowup repair
- Airfield lighting repair
- Pavement maintenance needing immediate attention as identified by the airport inspector.
- Safety-related issues as identified by the airport inspector.

Funding:

State share of project is 70%, up to a maximum of \$10,000.

Application process:

Obtain two estimates of necessary repairs when feasible.

Complete and submit application form, with estimates, via FAX or mail.

The Office of Aviation will review and notify sponsor.

A signed agreement is required before project can begin. No costs prior to signed agreement will be reimbursed.

Submit invoices and proof of payment for reimbursement within 120 days after the project is completed.

Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Mike Marr  
E-mail: [Michael.marr@dot.iowa.gov](mailto:Michael.marr@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1048

[www.iowadot.gov/aviation](http://www.iowadot.gov/aviation)



### AIRPORT WILDLIFE MITIGATION APPLICATION

This application can be used throughout the year for wildlife mitigation services. This application form is also available at [www.iawings.com](http://www.iawings.com). See instructions on back of form.

#### Completed By Airport:

Airport Name Rolling Meadows International Date July 1, 2008

Airport Sponsor Name City of Venison

Contact Person I. C. Deer Title Airport Manager

Mailing Address 43 Deer Drive

City Venison State IA ZIP Code 12345 Phone Number (123) 456-7890

E-mail Address loflynbyrd@gmail.com FAX Number (123) 456-7891

Brief description of wildlife concerns:

**Deer are on or around airport property. At least once a week, there are 2-11 deer on the airport runway. Some animals have been burrowing or digging through turf runway. Please see USDA wildlife report for more detailed animal reports**

Sponsor Signature: \_\_\_\_\_ Date: July 1, 2008

#### Completed By Wildlife Services:

Brief description of the proposed project:

#### Proposed Project Cost Estimates

Total Cost of the Project	\$ _____	
State Funds	\$ _____	(85%)
Local Funds	\$ _____	(15%)

Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Mike Marr  
E-mail: [Michael.marr@dot.iowa.gov](mailto:Michael.marr@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1468

## AIRPORT WILDLIFE MITIGATION APPLICATION INSTRUCTIONS

### Application process:

Complete the airport portion of the application form with signature and submit to the Office of Aviation.

Office of Aviation will work with USDA Wildlife Services to develop cost estimate.

The Office of Aviation will notify the airport sponsor of estimated costs and send an agreement for approval.

A signed agreement is required before project can begin.

### Eligible projects include, but may not be limited to:

Wildlife harassment, removal, control

Wildlife assessment study

### Funding:

State share of project is 85%.

Airport sponsor will be billed for costs after completion of the project.

### Please mail application to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Mike Marr  
E-mail: [Michael.marr@dot.iowa.gov](mailto:Michael.marr@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1048



### MINORITY IMPACT STATEMENT

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa that are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## Definitions

“Minority Persons,” as defined in Iowa Code Section 8.11, means individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability,” as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

*b.* As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

## Appendix B

# Sample Agreements Between Airports and the Iowa DOT

- ▀ Airport Improvement Program
- ▀ Vertical Infrastructure Program
- ▀ Immediate Safety Enhancement Program
- ▀ Wildlife Mitigation



**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT  
FOR THE FISCAL YEAR 2009  
Airport Improvement Projects**

This AGREEMENT is made between the Iowa Department of Transportation called the "Iowa DOT" and City Name, hereafter the "SPONSOR".

**1.00 PURPOSE:** The purpose of this agreement is to set forth terms, conditions and obligations for accomplishment of certain improvements at the Airport Name Airport, hereafter the "Airport".

Improvements shall consist of:

Improvement Description, as more clearly defined in the project application.

It shall be referred to as the "Project" and shall be identified by project number: **9I-09-0ABC-100**  
contract number: **00000**

**2.0 GENERAL PROVISIONS**

2.01 The SPONSOR shall have the project under contract no later than 12 months after the date of the agreement or the Iowa DOT reserves the right to revoke this grant.

2.02 The Iowa DOT agrees to reimburse the SPONSOR % of the eligible project costs, not to exceed the maximum amount payable of \$9,999, incurred according to the terms of this agreement. Reimbursement will be made in whole dollar amounts only, rounded down. Final payment request may include documentation of unreimbursed amounts due to rounding, and final reimbursement will be made up to the contract amount in whole dollars.

2.03 All projects meeting the definition of public improvements shall follow the competitive bid and competitive quotation procedures for vertical infrastructure as identified in Chapter 26 of the Code of Iowa and 761 Iowa Administrative Code Chapter 180.

(<http://www.legis.state.ia.us/Rules/Current/iac/761iac/t180/t180.pdf>)

- Competitive bid procedures for all projects greater than \$100,000.
- Competitive quotation procedures for airport authorities and city sponsors with populations greater than 50,000 for projects between \$57,000 and \$100,000
- Competitive quotation procedures for airport authorities and city sponsors with population of 50,000 or less for projects between \$40,000 and \$100,000,
- Informal local procedures for projects less than the thresholds identified for competitive quotations.

The SPONSOR shall follow requirements of the Iowa Code Section 544A.18, 193B Iowa Administrative Code Chapter 5, Chapter 542B of the Code of Iowa, and 193C Administrative Code Chapter 1 to determine when professional engineering or

architectural plans and specifications must be used.

The SPONSOR shall submit any plans, specifications and other contract documents to the Iowa DOT for its files.

- 2.04 Should the SPONSOR fail to comply with any Condition or Assurance provided herein, the Iowa DOT may withhold further payment and may require reimbursement of any or all payments made by the Iowa DOT toward accomplishment of the project.
- 2.05 The Iowa DOT shall not waive any right of authority by making payments pursuant to this agreement, and such payments shall not constitute approval or acceptance of any part of the Project.
- 2.06 Neither the Department nor the Sponsor intend to create rights in, and shall not be liable to, any third parties by reason of this agreement.
- 2.07 If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected thereby if such remainder would then continue to conform to applicable law and the intent of this agreement.
- 2.08 The Iowa DOT shall determine what costs charged to the project account are eligible for participation under the terms of this agreement and the SPONSOR shall bear all additional costs accepted and paid.
- 2.09 Notwithstanding any other provisions of this agreement, the Iowa DOT shall have the right to enforce, and may require the SPONSOR to comply with, any and all Conditions and Assurances agreed to herein.
- 2.10 The Iowa DOT's obligations hereunder shall cease immediately, without penalty of further payment being required, in any year for which the General Assembly of the State of Iowa fails to make an appropriation or reappropriation to pay such obligations, and the Iowa DOT's obligations hereunder shall cease immediately without penalty of further payment being required at any time where there are not sufficient authorized funds lawfully available to the Iowa DOT to meet such obligations. The Iowa DOT shall give the SPONSOR notice of such termination of funding as soon as practicable after the Iowa DOT becomes aware of the failure of funding. In the event the Iowa DOT provides such notice, the SPONSOR may terminate this agreement or any part thereof.
- 2.11 The SPONSOR is the contracting agent and, as such, retains sole responsibility for compliance with local, state and federal laws and regulations related to accomplishment of the Project. The sponsor shall ensure compliance with Title VI of the Civil Rights Act of 1964, 78 STAT. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4, and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21 – to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from the Iowa DOT.

- 2.12 The attached Exhibit A, "Utilization of Targeted Small Business (TSB) Enterprises on Non-Federal Aid Projects (Third-Party State Assisted Projects)," will apply and is hereby made a part of this Agreement.
- 2.13 Funding will be available for reimbursement of the project for three fiscal years after the date of the agreement, unless appropriations are withdrawn under 2.10. Assurances in this agreement remain in full force and effect for a period of 20 years from the date of the agreement.

### **3.00 PROJECT CONDITIONS**

- 3.10 The SPONSOR Agrees to:
- (a) Let contracts according to provisions of Chapter 26 of the Iowa Code and preside at all public hearings occasioned by the Project.
  - (b) Contract for all professional and construction services as needed, submitting a copy of any engineering/consultant contract to the Iowa DOT. If the engineering/consultant agreement is \$50,000 or greater and the sponsor will request state reimbursement for the engineering/consultant services, the agreement must be submitted to the Iowa DOT for pre-audit prior to execution of the agreement.
  - (c) Establish and maintain a project schedule and provide the schedule to the Iowa DOT.
  - (d) Submit to the Iowa DOT a Request for Reimbursement form, copies of invoices, and proof of payment for reimbursement. Progress payments are allowed.
  - (e) Inspect work and equipment, test materials, and control construction to ensure that the design intent of the plans and specifications is achieved.
  - (g) Inform the Iowa DOT of construction completion and allow the Iowa DOT access to review the completed project.
  - (h) Certify satisfactory completion of the Project by resolution or signed final acceptance form and provide a copy to the Iowa DOT.
  - (i) Retain all records relating to project cost, including supporting documents, for a period of three (3) years following final payment by the Iowa DOT, and to make such records and documents available to Iowa DOT personnel for audit.

### **4.00 SPECIAL PROVISIONS**

- 4.01 None

### **5.00 SPONSOR ASSURANCES**

By authorizing execution of this agreement the SPONSOR hereby certifies that:

- 5.01 It will not enter into any transaction which would operate to deprive it of any of the rights and powers necessary to perform any or all of the assurances made herein, unless by such transaction the obligation to perform all such covenants are assumed by another public agency found by the Iowa DOT to be eligible under the laws of the State of Iowa to

- assume such obligations and to have the power, authority, and financial resources to carry out all such obligations. If an arrangement is made for the management or operation of the Airport by any agency or person other than the SPONSOR or an employee of the SPONSOR, the SPONSOR will reserve sufficient rights and authority to insure that the Airport will be operated and maintained in accordance with these assurances.
- 5.02 It will not dispose of or encumber its title or other interests in the site and facilities during the 20-year period of this agreement.
- 5.03 It will operate and maintain in a safe and serviceable condition the Airport and all facilities thereon and connected therewith which are necessary to service the aeronautical users of the Airport and will not permit any activity thereon which would interfere with its use for airport purposes.
- 5.04 Insofar as it is within its power and reasonable, the Sponsor will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace and by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, or growth of any structure, tree, or other object in the approach areas of the runways of the Airport, which would constitute an obstruction to air navigation according to the criteria or standards prescribed in Section 77.23 as applied to Section 77.25, Part 77, of the Federal Aviation Regulations. In addition, the Sponsor will not erect or permit the erection of any permanent structure or facility which would interfere materially with the use, operation, or future development of the Airport, or any portion of a runway approach area in which the Sponsor has acquired, or hereafter acquires.
- 5.05 It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the Iowa DOT for the maintenance and operation of such facilities as identified in the Iowa Administrative Code 761-Chapter 720.10
- 5.06 It will operate the Airport as such for the use and benefits of the public. In furtherance of this covenant (but without limiting its general applicability and effect), the SPONSOR specifically agrees that it will keep the Airport open to all types, kinds, and classes of aeronautical use on fair and reasonable terms without unlawful discrimination between such types, kinds, and classes. The SPONSOR may establish such fair, equal, and not unjustly discriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the airport. The SPONSOR may also prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation need of the public. It will operate the Airport on fair and reasonable terms, and without unjust discrimination.
- 5.07 The SPONSOR will keep up-to-date and provide to the Iowa DOT an airport layout plan. The SPONSOR will not make or permit the making of any changes or alterations in the Airport or any of its facilities other than in conformity with the airport layout plan, if such changes or alterations might adversely affect the safety, utility, or efficiency of the Airport.

**6.00 EXECUTION OF THE AGREEMENT.** By resolution made a part of this agreement the SPONSOR authorized the undersigned to execute this agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the SPONSOR.

By: \_\_\_\_\_

Attested: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the Iowa Department of Transportation.

By: \_\_\_\_\_

Michelle F. McEnany  
Director  
Office of Aviation



## Exhibit A

June 2004

### UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES ON NON-FEDERAL AID PROJECTS (THIRD-PARTY STATE-ASSISTED PROJECTS)

In accordance with Iowa Code Section 19B.7 and 541 Iowa Administrative Code Chapter 4, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with state funds.

Under this policy it is the responsibility of the recipients of state funds to help finance projects to make a positive effort to solicit bids from and to utilize TSBs as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers or participants in the work covered by this agreement.

The Recipient's "positive efforts" should include, but not be limited to:

1. Obtaining the names of qualified TSB contractors from the Iowa Department of Inspections and Appeals (515-281-7357) or from its website: [www.iowai.net/iowa/dia/tsb](http://www.iowai.net/iowa/dia/tsb).
2. Notifying qualified TSBs of proposed projects involving state-assisted funding. Notification should be made in sufficient time to allow the TSBs to participate effectively in the bidding process.
3. Soliciting bids from qualified TSBs on each project, and identifying for TSBs the availability of subcontract work.
4. Including in the bid proposals for state-assisted projects, a contract provision titled "TSB Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)", or a similar document developed by the Recipient.
5. Ensuring that the awarded contractor has and shall follow the contract provisions. The Recipient is encouraged to establish goals or percentages to achieve TSB participation in these projects. Contract goals may vary depending on the type of project, the projects sub-contractible items, the type of service or supplies needed for the project, and the availability of qualified TSBs in the area.

The Recipient shall agree to provide the Iowa DOT the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSBs. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the general project file.
2. Bidding proposals noting established TSB goals, if any.
3. The dollar amount contracted to, subcontracted to, or supplied by qualified TSBs for the project or projects covered by this agreement.
4. The attached "Checklist and Certification" form shall be filled out upon completion of each project and forwarded to the Iowa DOT's EEO Administrator, Office of Contracts, 800 Lincoln Way, Ames, Iowa 50010.

June 2004

CHECKLIST AND CERTIFICATION OF THE UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ON NON-FEDERAL AID PROJECTS (THIRD-PARTY STATE-ASSISTED PROJECTS)

CITY: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

COUNTY: \_\_\_\_\_ AGREEMENT NUMBER: \_\_\_\_\_

1. Were qualified TSB names obtained from the Iowa Department of Inspections and Appeals?

YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain \_\_\_\_\_

2. Were qualified TSBs notified of project? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, by letter \_\_\_\_\_, telephone \_\_\_\_\_, personal contact \_\_\_\_\_, other \_\_\_\_\_

If no, explain \_\_\_\_\_

3. Were bids solicited from qualified TSBs? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain \_\_\_\_\_

4. Was a goal or percentage (%) established for TSB participation? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what was the goal or percentage (%) \_\_\_\_\_

If no, explain why not \_\_\_\_\_

5. Did the prime contractor use positive efforts to utilize TSBs on subcontracts? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, what action was taken by County/City \_\_\_\_\_

Is documentation in files? YES \_\_\_\_\_ NO \_\_\_\_\_

6. What was the dollar amount reimbursed to the City/County from the Iowa Department of Transportation? \$ \_\_\_\_\_

What was the final project cost? \$ \_\_\_\_\_

What was the dollar amount performed by TSBs? \$ \_\_\_\_\_

Was the goal or percentage (%) achieved? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain \_\_\_\_\_

I certify that the COUNTY/CITY (circle one) used positive efforts to utilize TSBs as participants in this project.

PROJECT ENGINEER/MANAGER

DATE

**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT  
FOR THE FISCAL YEAR 2009  
GENERAL AVIATION VERTICAL INFRASTRUCTURE PROGRAM**

THIS AGREEMENT is made between the Iowa Department of Transportation called the "Iowa DOT" and City Name, hereafter the "SPONSOR".

**1.00 PURPOSE:** The purpose of this agreement is to set forth terms, conditions and obligations for accomplishment of certain improvements at the Airport Name Airport, hereafter the "Airport".

Improvements shall consist of:  
Improvement Description, as more clearly defined in the project application.

It shall be referred to as the "Project" and shall be identified by project number: **9I-09-0ABC-300**  
contract number: **00000**

**2.0 GENERAL PROVISIONS**

2.01 The SPONSOR shall have the project under contract no later than 12 months after the date of the agreement or the Iowa DOT reserves the right to revoke this grant.

2.02 The Iowa DOT agrees to reimburse the SPONSOR \_\_\_% of the eligible project costs, not to exceed the maximum amount payable of \$9,999, incurred according to the terms of this agreement. Reimbursement will be made in whole dollar amounts only, rounded down. Final payment request may include documentation of unreimbursed amounts due to rounding. Final reimbursement will be made up to the contract amount in whole dollars.

2.03 All projects meeting the definition of public improvements shall follow the competitive bid and competitive quotation procedures for vertical infrastructure as identified in Chapter 26 of the Code of Iowa and 761 Iowa Administrative Code Chapter 180.

(<http://www.legis.state.ia.us/Rules/Current/iac/761iac/t180/t180.pdf>)

- Competitive bid procedures for all projects greater than \$100,000.
- Competitive quotation procedures for airport authorities and city sponsors with populations greater than 50,000 for projects between \$57,000 and \$100,000
- Competitive quotation procedures for airport authorities and city sponsors with population of 50,000 or less for projects between \$40,000 and \$100,000,
- Informal local procedures for projects less than the thresholds identified for competitive quotations.

The SPONSOR shall follow requirements of Iowa Code Section 544A.18, 193B Iowa Administrative Code Chapter 5, Chapter 542B of the Iowa Code, and 193C Administrative Code Chapter 1 to determine when professional engineering or architectural plans and specifications must be used.

- The SPONSOR shall submit any plans, specifications and other contract documents to the Iowa DOT for its files.
- 2.04 Should the SPONSOR fail to comply with any Condition or Assurance provided herein, the Iowa DOT may withhold further payment and may require reimbursement of any or all payments made by the Iowa DOT toward accomplishment of the Project.
- 2.05 The Iowa DOT shall not waive any right of authority by making payments pursuant to this agreement, and such payments shall not constitute approval or acceptance of any part of the Project.
- 2.06 Neither the Department nor the Sponsor intend to create rights in, and shall not be liable to, any third parties by reason of this agreement.
- 2.07 If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected thereby if such remainder would then continue to conform to applicable law and the intent of this agreement.
- 2.08 The Iowa DOT shall determine what costs charged to the project account are eligible for participation under the terms of this agreement and the SPONSOR shall bear all additional costs accepted and paid.
- 2.09 Notwithstanding any other provisions of this agreement, the Iowa DOT shall have the right to enforce, and may require the SPONSOR to comply with, any and all Conditions and Assurances agreed to herein.
- 2.10 The Iowa DOT's obligations hereunder shall cease immediately, without penalty of further payment being required, in any year for which the General Assembly of the State of Iowa fails to make an appropriation or reappropriation to pay such obligations, and the Iowa DOT's obligations hereunder shall cease immediately without penalty of further payment being required at any time where there are not sufficient authorized funds lawfully available to the Iowa DOT to meet such obligations. The Iowa DOT shall give the SPONSOR notice of such termination of funding as soon as practicable after the Iowa DOT becomes aware of the failure of funding. In the event the Iowa DOT provides such notice, the SPONSOR may terminate this agreement or any part thereof.
- 2.11 The SPONSOR is the contracting agent and, as such, retains sole responsibility for compliance with local, state and federal laws and regulations related to accomplishment of the Project. The sponsor shall ensure compliance with Title VI of the Civil Rights Act of 1964, 78 STAT. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4, and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21 – to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from the Iowa DOT.
- 2.12 The attached Exhibit A, "Utilization of Targeted Small Business (TSB) Enterprises on Non-Federal Aid Projects (Third-Party State Assisted Projects)," will apply and is hereby made a part of this Agreement.

- 2.13 Funding will be available for reimbursement of the project for three fiscal years after the date of the agreement, unless appropriations are withdrawn under 2.10. Assurances in this agreement remain in full force and effect for a period of 20 years from the date of the agreement.

### **3.00 PROJECT CONDITIONS**

- 3.01 The SPONSOR Agrees to:

- (a) Let contracts according to provisions of Chapter 26 of the Iowa Code and preside at all public hearings occasioned by the Project.
- (b) Contract for all professional and construction services as needed, submitting a copy of any consultant/engineering contract to the Iowa DOT. If the engineering/consultant agreement is \$50,000 or greater and the sponsor will request state reimbursement for the engineering/consultant services, the agreement must be submitted to the Iowa DOT for pre-audit prior to execution of the agreement.
- (c) Establish and maintain a project schedule and provide the schedule to the Iowa DOT.
- (d) Submit to the Iowa DOT a Request for Reimbursement form, copies of invoices, and proof of payment for reimbursement. Progress payments are allowed.
- (e) Inspect work and equipment, test materials, and control construction to ensure that the design intent of the plans and specifications is achieved.
- (g) Inform the Iowa DOT of construction completion and allow the Iowa DOT access to review the completed project.
- (h) Certify satisfactory completion of the Project by resolution or signed final acceptance form and provide a copy to the Iowa DOT.
- (i) Retain all records relating to project cost, including supporting documents, for a period of three (3) years following final payment by the Iowa DOT, and to make such records and documents available to Iowa DOT personnel for audit.

### **4.00 SPECIAL PROVISIONS**

- 4.01 The Project is for the sole purpose and use of aviation related activities and must be owned by the SPONSOR. The SPONSOR shall not lease airport space constructed with this grant to activities unrelated to aviation.

### **5.00 SPONSOR ASSURANCES**

By authorizing execution of this agreement the SPONSOR hereby certifies that:

- 5.01 It will not enter into any transaction which would operate to deprive it of any of the rights and powers necessary to perform any or all of the assurances made herein, unless by such transaction the obligation to perform all such covenants are assumed by another public agency found by the Iowa DOT to be eligible under the laws of the State of Iowa to assume such obligations and to have the power, authority, and financial resources to carry

- carry out all such obligations. If an arrangement is made for the management or operation of the Airport by any agency or person other than the SPONSOR or an employee of the SPONSOR, the SPONSOR will reserve sufficient rights and authority to insure that the Airport will be operated and maintained in accordance with these assurances.
- 5.02 It will not dispose of or encumber its title or other interests in the site and facilities during the 20-year period of this agreement.
- 5.03 It will operate and maintain in a safe and serviceable condition the Airport and all facilities thereon and connected therewith which are necessary to service the aeronautical users of the Airport and will not permit any activity thereon which would interfere with its use for airport purposes.
- 5.04 Insofar as it is within its power and reasonable, the Sponsor will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace and by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, or growth of any structure, tree, or other object in the approach areas of the runways of the Airport, which would constitute an obstruction to air navigation according to the criteria or standards prescribed in Section 77.23 as applied to Section 77.25, Part 77, of the Federal Aviation Regulations. In addition, the Sponsor will not erect or permit the erection of any permanent structure or facility that would interfere materially with the use, operation, or future development of the Airport, or any portion of a runway approach area in which the Sponsor has acquired, or hereafter acquires.
- 5.05 It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the Iowa DOT for the maintenance and operation of such facilities as identified in the Iowa Administrative Code 761-Chapter 720.10.
- 5.06 It will operate the Airport as such for the use and benefits of the public. In furtherance of this covenant (but without limiting its general applicability and effect), the SPONSOR specifically agrees that it will keep the Airport open to all types, kinds, and classes of aeronautical use on fair and reasonable terms without unlawful discrimination between such types, kinds, and classes. The SPONSOR may establish such fair, equal, and not unjustly discriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the airport. The SPONSOR may also prohibit or limit any given type, kind or class of aeronautical use of the Airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public. It will operate the Airport on fair and reasonable terms, and without unjust discrimination.
- 5.07 The SPONSOR will keep up-to-date and provide to the Iowa DOT an airport layout plan. The SPONSOR will not make or permit the making of any changes or alterations in the Airport or any of its facilities other than in conformity with the airport layout plan, if such changes or alterations might adversely affect the safety, utility, or efficiency of the Airport.

**6.00 EXECUTION OF THE AGREEMENT.** By resolution made a part of this agreement the SPONSOR authorized the undersigned to execute this agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the SPONSOR.

By: \_\_\_\_\_ Attested: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the Iowa Department of Transportation.

By: \_\_\_\_\_  
Michelle F. McEnany  
Director  
Office of Aviation



## Exhibit A

June 2004

### UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES ON NON-FEDERAL AID PROJECTS (THIRD-PARTY STATE-ASSISTED PROJECTS)

In accordance with Iowa Code Section 19B.7 and 541 Iowa Administrative Code Chapter 4, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with state funds.

Under this policy it is the responsibility of the recipients of state funds to help finance projects to make a positive effort to solicit bids from and to utilize TSBs as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers or participants in the work covered by this agreement.

The Recipient's "positive efforts" should include, but not be limited to:

1. Obtaining the names of qualified TSB contractors from the Iowa Department of Inspections and Appeals (515-281-7357) or from its website: [www.iowa.net/iowa/dia/tsb](http://www.iowa.net/iowa/dia/tsb).
2. Notifying qualified TSBs of proposed projects involving state-assisted funding. Notification should be made in sufficient time to allow the TSBs to participate effectively in the bidding process.
3. Soliciting bids from qualified TSBs on each project, and identifying for TSBs the availability of subcontract work.
4. Including in the bid proposals for state-assisted projects, a contract provision titled "TSB Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)", or a similar document developed by the Recipient.
5. Ensuring that the awarded contractor has and shall follow the contract provisions. The Recipient is encouraged to establish goals or percentages to achieve TSB participation in these projects. Contract goals may vary depending on the type of project, the projects sub-contractible items, the type of service or supplies needed for the project, and the availability of qualified TSBs in the area.

The Recipient shall agree to provide the Iowa DOT the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSBs. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the general project file.
2. Bidding proposals noting established TSB goals, if any.
3. The dollar amount contracted to, subcontracted to, or supplied by qualified TSBs for the project or projects covered by this agreement.
4. The attached "Checklist and Certification" form shall be filled out upon completion of each project and forwarded to the Iowa DOT's EEO Administrator, Office of Contracts, 800 Lincoln Way, Ames, Iowa 50010.

June 2004

CHECKLIST AND CERTIFICATION OF THE UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ON NON-FEDERAL AID PROJECTS (THIRD-PARTY STATE-ASSISTED PROJECTS)

CITY: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

COUNTY: \_\_\_\_\_ AGREEMENT NUMBER: \_\_\_\_\_

1. Were qualified TSB names obtained from the Iowa Department of Inspections and Appeals?

YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain \_\_\_\_\_

2. Were qualified TSBs notified of project? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, by letter \_\_\_\_\_, telephone \_\_\_\_\_, personal contact \_\_\_\_\_, other \_\_\_\_\_

If no, explain \_\_\_\_\_

3. Were bids solicited from qualified TSBs? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain \_\_\_\_\_

4. Was a goal or percentage (%) established for TSB participation? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what was the goal or percentage (%) \_\_\_\_\_

If no, explain why not \_\_\_\_\_

5. Did the prime contractor use positive efforts to utilize TSBs on subcontracts? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, what action was taken by County/City \_\_\_\_\_

Is documentation in files? YES \_\_\_\_\_ NO \_\_\_\_\_

6. What was the dollar amount reimbursed to the City/County from the Iowa Department of Transportation? \$ \_\_\_\_\_
What was the final project cost? \$ \_\_\_\_\_
What was the dollar amount performed by TSBs? \$ \_\_\_\_\_

Was the goal or percentage (%) achieved? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain \_\_\_\_\_

I certify that the COUNTY/CITY (circle one) used positive efforts to utilize TSBs as participants in this project.

PROJECT ENGINEER/MANAGER

DATE

**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT FOR FISCAL YEAR 2009  
Wildlife Mitigation Program**

THIS AGREEMENT is made between the Iowa Department of Transportation called the "Department" and the \_\_\_\_\_ known as the Airport Sponsor.

**1.00 PURPOSE:** This agreement sets forth terms, conditions and obligations for participation in the statewide contract between the Iowa DOT's Office of Aviation and USDA Wildlife Services. Mitigation efforts at the \_\_\_\_\_ Airport will consist of services listed on the included estimate sheet.

**2.00 GENERAL PROVISIONS**

- 2.01 The Department will contract for the completion of the work, based on specifications developed by the Department, USDA Wildlife Services and the Airport Sponsor.
- 2.02 The Airport Sponsor agrees to reimburse the Department fifteen (15) percent of the cost of the stated work, not to exceed \_\_\_\_\_. The reimbursement will be requested at the completion of the task.
- 2.03 The Department shall not waive any right of authority by making payments pursuant to this agreement, and such payments shall not constitute approval or acceptance of any part of the Project.
- 2.04 Neither the Department nor the Sponsor shall be liable to third parties by reason of this agreement.
- 2.05 If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected thereby if such remainder would then continue to conform to applicable law.
- 2.06 Notwithstanding any other provisions of this agreement, the Department shall have the right to enforce, and may require the Sponsor to comply with, any and all conditions and assurances agreed to herein.
- 2.07 The Department's obligations hereunder shall cease immediately without penalty of further payment being required at any time where there are not sufficient authorized funds lawfully available to the Department to meet such obligations. The Department shall give the Sponsor notice of such termination of funding as soon as practicable after the Department becomes aware of the failure of funding.

**3.00 Special Provisions**

- 3.01 The Sponsor will allow Wildlife Services all access to airport facilities in order to accomplish wildlife mitigation.
- 3.02 The Sponsor will provide an indoor working space to complete necessary paperwork when available.

**4.00 EXECUTION OF THE AGREEMENT.** The Sponsor authorized the undersigned to execute this agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

By: \_\_\_\_\_ Attested: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the Iowa Department of Transportation.

By: \_\_\_\_\_  
Michelle McEnany  
Director  
Office of Aviation

**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT FOR  
IMMEDIATE SAFETY ENHANCEMENTS PROGRAM**

PROJECT NUMBER: 91  
CONTRACT NUMBER:

This is an agreement between the \_\_\_\_\_ (hereinafter referred to as SPONSOR) and the Iowa Department of Transportation (hereinafter referred to as the Iowa DOT) for the purpose of funding Immediate Safety Enhancements at the \_\_\_\_\_ Airport. Pursuant to the terms of this agreement, applicable statutes, administrative rules, and program guidelines, the Iowa DOT agrees to provide authorized funding to the SPONSOR for the following repair project (hereinafter referred to as the PROJECT):

In consideration of the foregoing and the mutual promises contained in this agreement, the parties agree as follows:

1. The SPONSOR shall be the lead local agency for carrying out the provisions of this agreement, will follow all applicable statutes and administrative rules, and is responsible to complete the PROJECT.
2. The Iowa DOT agrees to reimburse the Sponsor 70% of eligible project costs, not to exceed the maximum amount of \$\_\_\_\_, incurred according to the terms of this agreement. Reimbursements will be made in whole dollar amounts only, rounded down.
3. The Iowa DOT shall determine what costs are eligible for reimbursement. Only costs incurred after authorization from the Iowa DOT are eligible. All other costs, including costs above the maximum amount in this agreement, are the responsibility of the Sponsor.
4. The SPONSOR shall complete and submit a Claim for Reimbursement form to the Iowa DOT, along with copies of the invoices and proof of payment, within 120 days after this agreement has been signed by the SPONSOR and the Iowa DOT.
5. All notices required under this agreement shall be made in writing to the Iowa DOT and the SPONSOR's contact person. The Iowa DOT's contact shall be the Office of Aviation (515/239-1468). The SPONSOR's contact person shall be \_\_\_\_\_.
6. This agreement is not assignable without the prior written consent of the Iowa DOT.
7. It is the intent of both parties that no third party beneficiaries be created by this agreement.
8. This agreement shall be executed and delivered in two or more copies, each of which so executed and delivered shall be deemed to be an original and shall constitute but one and the same instrument.
9. The SPONSOR shall comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by the Iowa Code Chapter 216. No person shall, on the

grounds of age, race, creed, sex, color, national origin, religion, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the SPONSOR receives state funds from the Iowa DOT.

- 10. The Iowa DOT’s obligation hereunder shall cease immediately, without penalty of further payment being required, in any year for which the General Assembly of the State of Iowa fails to make an appropriation or reappropriation to pay such obligations, and the Iowa DOT’s obligations hereunder shall cease immediately without penalty of further payment being required at any time where there are not sufficient authorized funds lawfully available to the Iowa DOT to meet such obligations. The Iowa DOT shall give the SPONSOR notice of any termination of funding as soon as practicable after the Iowa DOT becomes aware of the failure of funding for this program. In the event the Iowa DOT provides such notice, the SPONSOR may terminate this agreement or any part thereof.
- 11. This agreement constitutes the entire agreement between the Iowa DOT and the SPONSOR concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement. Said addendum shall become effective only upon written approval of the Iowa DOT and the SPONSOR.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

SPONSOR:

ATTEST: (for SPONSOR)

Signed \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

IOWA DEPARTMENT OF TRANSPORTATION

By \_\_\_\_\_ Date \_\_\_\_\_

Michelle F. McEnany  
Director, Office of Aviation

# **Appendix C**

## **Grant Administration Forms**

- Claim for Reimbursement
- Statement of Final Acceptance







### CLAIM FOR REIMBURSEMENT OF AIRPORT PROJECT COSTS

1. Request No.: \_\_\_\_\_  
 Progress  Final Request

2. Contract No.: \_\_\_\_\_

3. Date: \_\_\_\_\_

4. Project No.: \_\_\_\_\_

5. Airport Name: \_\_\_\_\_

6. Airport Sponsor: \_\_\_\_\_  
 (City - County - Authority)

7. Type of Project: \_\_\_\_\_

8. Total Iowa DOT agreement amount: \$ \_\_\_\_\_

9. Payments to contractors / vendors submitted with this request: \$ \_\_\_\_\_

10. Payments to engineers / consultants submitted with this request: \$ \_\_\_\_\_

11. Total eligible cost submitted on this request (add lines 9 and 10): \$ 0 \_\_\_\_\_

12. DOT agreement percent participation of eligible cost x \_\_\_\_\_

13. Eligible for reimbursement (multiply Line 11 by Line 12): \$ 0 \_\_\_\_\_

14. Prior amount reimbursed for this project: \$ \_\_\_\_\_

15. Amount of project agreement remaining (Line 8 – Line 14): \$ 0 \_\_\_\_\_

16. Amount Due this Request: \$ \_\_\_\_\_  
 (Smaller of Line 13 or Line 15)

I hereby certify that all eligible project activities for which reimbursement is requested have been completed in substantial compliance with the project plans, specifications, the project agreement, the laws of the State of Iowa, and city/county ordinances.

Signature: \_\_\_\_\_  
(Project Engineer or Project Manager) (Date)

I certify that the items claimed for payment are proper and true and that no part of this claim has been paid by DOT.

Signature: \_\_\_\_\_  
(Airport Sponsor) (Title) (Date)

Return form with copies of vouchers and proof of payment to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Program Manager  
E-mail: kay.thede@dot.iowa.gov  
FAX: 515-233-7983  
515-239-1048

## Instructions for Use of Form 291108 "Claim for Reimbursement of Project Costs"

- Line 1. The first claim is invoice No. 1, the next No. 2, and so on.
- Line 2. Contract Number shown on the agreement signed with the Iowa DOT.
- Line 3. Date the claim is prepared.
- Line 4. The number printed on the agreement with the DOT, such as 9I-XX-XXXX-XXX
- Line 5. Airport Name
- Line 6. Airport Sponsor – City of \_\_\_\_\_, or \_\_\_\_\_County, or \_\_\_\_\_Airport Authority
- Line 7. List the type of project.  
Examples: Engineering services, planning, runway rehabilitation, hangar rehabilitation, etc.
- Line 8. Total maximum amount found in the Iowa DOT Agreement
- Line 9. Amount paid to contractors or vendors submitted with this request. Attach a ledger or spreadsheet that lists all the bid items and the number of units each completed. Exclude any cost that is not eligible under agreement.
- Line 10. Amount paid to engineers or consultants that are submitted with this request.
- Line 11. Add line 9 and 10 to equal the total amount of costs submitted for this request.
- Line 12. The percentage shown in the agreement that the DOT will reimburse for eligible item costs. Enter a decimal amount only, i.e., enter 75% as **.75**.
- Line 13. Multiply amount shown on line 11 by the percentage from line 12.
- Line 14. Prior amount reimbursed for this project. Add all prior reimbursement amounts received by the sponsor prior to this claim.
- Line 15. Subtract the reimbursed amount (line 14) from the total agreement amount (Line 8).
- Line 16. Enter the smaller of Line 13 or Line 15.
- Note: The certification of the claim must be signed by the Project Engineer or Project Manager.
- Note: The person who signs on this line must be authorized to do so by the city, county or other agency, either in the agreement or by policy.



### STATEMENT OF COMPLETION AND FINAL ACCEPTANCE OF WORK AIRPORT PROJECTS

Contract Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

Airport Name: \_\_\_\_\_

Airport Sponsor: \_\_\_\_\_

Type of Project: \_\_\_\_\_  
(Vertical Infrastructure or Airport Improvement Project)

Description of Project:

This project has been completed in substantial compliance with the project plans, specifications, the project agreement and the laws of the State of Iowa and the ordinances of the city or county where the work was performed. Final acceptance of the project is recommended.

Signature: \_\_\_\_\_  
Project Engineer or Project Manager

Date: \_\_\_\_\_

This project is accepted on behalf of the city/aviation authority/airport commission. By signing below, the sponsor representative verifies that the project was completed in substantial compliance with the terms and conditions of the agreement with the Iowa DOT, and that the project was completed following all applicable laws of the State of Iowa.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Sponsor Representative

Date: \_\_\_\_\_

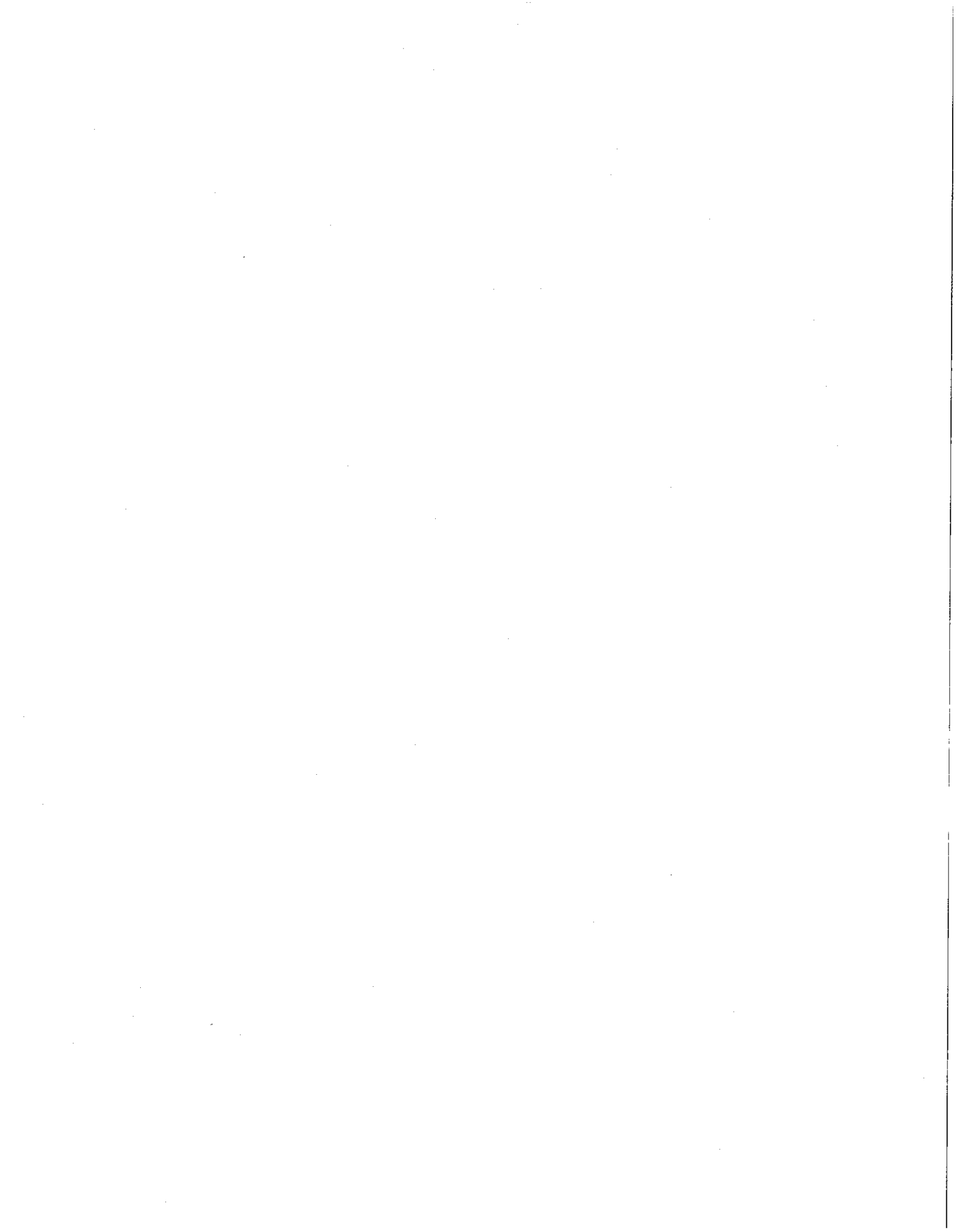
Signature: \_\_\_\_\_  
Office of Aviation Program Manager

Date: \_\_\_\_\_

Return form to:

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Program Manager  
E-mail: kay.thede@dot.iowa.gov  
FAX: 515-233-7983  
515-239-1048



## **Appendix D**

### **Project Bidding/Consultant Information**

- Engineering Use Requirements
- Targeted Small Business
- Competitive Quote Procedures



Excerpts from 193C Iowa Administrative Code  
Engineering and Land Surveying Examining Board  
Section 1.5 (5) Guidelines for New Construction

**193C—1.5(542B) Licensed professional engineers and building construction.**

**1.5(1) Purpose.** This rule is intended to provide guidance to licensed professional engineers, other design professionals, unlicensed persons engaged in various aspects of building construction, building officials, owners, and others on when the services of a licensed professional engineer are required or may not be required in connection with new building construction and alterations to existing structures.

**1.5(2) General guidelines.** Given the wide range of buildings covered by this rule and the unique issues which may arise with respect to specific buildings, it is not possible to establish definitive criteria which will universally resolve when building construction or alterations will or will not implicate the practice of professional engineering, as defined in Iowa Code sections 542B.2(8) and 542B.27(1). For example, while the construction of a single-family residence would not generally require the services of a licensed professional engineer, unique or unconventional features of a particular site or design may necessitate complex structural calculations or other services which fall within the definition of professional engineering. As a result, this rule should be interpreted as providing only general guidelines on when a licensed professional engineer is required or may not be required.

**1.5(3) Applicability.** The board will consider the guidelines provided in this rule when enforcing Iowa Code chapter 542B, including when determining whether an unlicensed person has engaged in the practice of professional engineering. This rule is not intended to constrain building officials or other public officials in their enforcement of other laws, rules, regulations or ordinances. A building code official, for example, may require that certain documents be prepared by a licensed professional engineer or that certain construction inspections be performed by a licensed professional engineer whether or not the guidelines in this rule would so require. This rule only addresses the practice of professional engineering and does not address the practice of architecture. Similar guidelines with respect to the practice of architecture may be found at 193B—Chapter 5.

**1.5(4) Definitions.** The definitions set forth in 193B—5.1(544A) shall apply to this rule.



**1.5(5) Guidelines for new construction.** The following matrix describes by building type and use when the services of a licensed professional engineer are required or may not be required in connection with new building construction:

**BUILDINGS NEW CONSTRUCTION**

<b>Building Use Type</b>	<b>Description</b>	<b>Engineer Required</b>	<b>Engineer May Not Be Required</b>
Agricultural Use	Facilities for private use only and individually owned and operated facilities including grain elevators and feed mills		X
	Corporate owned facilities or publicly owned facilities including grain elevators and feed mills	X	
Churches and accessory buildings whether attached or separate	One or two stories in height, up to a maximum of 2,000 square feet in gross floor area		X
	Any number of stories in height , greater than 2,000 square feet in gross floor area	X	
	More than two stories in height	X	
Commerical Use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X
	One story in height, greater than 10,000 square feet in gross floor area	X	
	Two stories in height, up to a maximum of 6,000 square feet in gross floor area		X
	Two stories in height, greater than 6,000 square feet in gross floor area	X	
	More than two stories in height	X	
Detached Residential Use	One, two or three stories in height, containing 12 or fewer family dwelling units		X
	More than 12 family dwelling units	X	
	More than three stories in height	X	
	Outbuildings in connection with detached residential buildings		X
Educational Use		X	
Governmental Use	When the occupancy is of another building use type listed herein, those provisions shall apply	X	
Industrial Use		X	
Institutional Use		X	
Light Industrial Use			X
Places of Assembly		X	
Warehouse Use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X
	One story in height, greater than 10,000 square feet in gross floor area	X	
	More than one story in height	X	
Factory-Built Buildings	one or two stories in height, up to a maximum of 20,000 square feet in gross floor area		X
	One or two stories in height, greater than 20,000 square feet in gross floor area	X	
	More than two stories in height	X	
	More than 20,000 square feet in gross floor area	X	

**1.5(6) Guidelines for alterations to existing buildings.** The following matrix describes by alteration type when the services of a licensed professional engineer are required or may not be required in connection with alterations to existing buildings:

Alterations to Existing Buildings				
Alteration Type	Description	Engineer Required	Engineer May Not Be Required	
Structural alterations to exempt buildings under Iowa Code section 544A.18	Modifications which change the structural members, means of egress, handicap accessible path, fire resistivity, or other life safety concerns		X	
Structural alterations to buildings that are not exempt	Modifications which change the structural members, means of egress, handicap accessible path, fire resistivity or other life safety concerns.	X		
Nonstructural Alterations	Which does not modify means of egress, handicap accessible path, fire resistivity or other life safety concerns.		X	
Nonstructural alteration which changes the use of the building from any other use to:	A Place of assembly of people or public gathering	X		
	Governmental use	X		
	Educational Use	X		
	Hazardous Use	X		
	A place of residence exempted	And is one, two or three stories in height and contains not more than 12 family dwelling units		X
	A Place of residence not exempted otherwise	And is more than three stories in height	X	
Nonstructural alterations which change the use of the building from industrial or warehouse to:		And containing more than 12 family dwelling units	X	
	Commercial or office use	And is one story in height and not greater than a maximum of 10,000 square feet in gross floor area		X
		And is one story in height and greater than 10,000 square feet in gross floor area	X	
		And is two stories in height and not greater than a maximum of 6,000 square feet in gross floor area		X
		And is two stories in height and greater than 6,000 square feet in gross floor area	X	
		And is more than two stories in height	X	
		And is greater than 10,000 square feet of gross floor area	X	

<b>Alterations to Existing Buildings (cont.)</b>					
<b>Alteration Type</b>	<b>Description</b>		<b>Engineer Required</b>	<b>Engineer May Not Be Required</b>	
Nonstructural alterations to:	Agricultural use	Including grain elevators and feed mills		X	
	Churches and Accessory Building Uses	One or two stories in height, up to a maximum of 2,000 square feet in gross floor area		X	
		Any number of stories in height, greater than 2,000 square feet in gross floor area	X		
		More than two stories in height	X		
	Commercial Use	One story in height, up to a maximum of 10,000 square feet in gross floor area			X
		One story in height, greater than 10,000 square feet in gross floor area	X		
		Two stories in height, up to a maximum of 6,000 square feet in gross floor area			X
		Two stories in height, greater than 6,000 square feet in gross floor area	X		
		More than two stories in height	X		
	Detached Residential Buildings	One, two, or three stories in height, containing 12 or fewer family dwelling units			X
		More than 12 family dwelling units	X		
		More than three stories in height	X		
		Outbuildings in connection with detached residential buildings			X
	Educational Use		X		
	Governmental Use	When the occupancy is of another building use type listed herein, those provisions shall apply	X		
	Industrial Use		X		
	Light Industrial Use				X
	Places of Assembly		X		
	Warehouse Use	One story in height, up to a maximum of 10,000 square feet in gross floor area			X
		One story in height, greater than 10,000 square feet in gross floor area	X		
		More than one story in height	X		

Alterations to Existing Buildings (cont.)				
Alteration Type	Description		Engineer Required	Engineer May Not Be Required
Nonstructural alterations to:	Factory Built Buildings	One or two stories in height, up to a maximum of 20,000 square feet of gross floor area		X
		One or two stories in height, greater than 20,000 square feet in gross floor area	X	
		More than two stories in height	X	
		More than 20,000 square feet in gross floor area	X	

**1.5(7) Architectural exceptions do not apply.** The statutory exemptions in Iowa Code section 544A.18 do not apply to the practice of engineering. The construction of a building that falls within an exception in Iowa Code section 544A.18 may require the services of an engineer if, for example:

(a) there are structural elements which do not fall within building code definitions of conventional light frame construction, (b) the use of certain structural materials, members or components requires special inspections by engineers, or (c) HVAC, plumbing or electrical systems exceed certain building code standards. However, the matrix guidelines in this rule are generally compatible with the exceptions in Iowa Code section 544A.18 because the construction of buildings that fall outside the exceptions in Iowa Code section 544A.18 generally does implicate the practice of professional engineering in such disciplines as structural, electrical or mechanical engineering. The construction of buildings that fall within one of the exceptions described in Iowa Code section 544A.18 would not typically require the services of a licensed professional engineer, but may require those services in specific circumstances.

\*Effective date of subrule 1.3(1) delayed 70 days by the Administrative Rules Review Committee at its meeting held March 11, 1996; delay lifted by this Committee at its meeting held May 14, 1996, effective May 15, 1996.



**April 2010 - TSB Affirmative Action Responsibilities  
CONTRACT PROVISION**

**Targeted Small Business (TSB) Affirmative Action Responsibilities  
on Non-Federal-aid Projects (Third-party State-Assisted Projects)**

1. TSB DEFINITION

A TSB is a small business, as defined by Iowa Code Section 15.102(5), which is 51% or more owned, operated and actively managed by one or more women, minority persons or persons with a disability. Generally this is a for-profit small business enterprise under single management, is located in Iowa and has an annual gross income of less than 3 million dollars computed as an average of the three preceding fiscal years.

2. TSB REQUIREMENTS

In all state-assisted projects made available through the Iowa Department of Transportation, local governments have certain affirmative action requirements to encourage and increase participation of disadvantaged individuals in business enterprises. These requirements are based on Iowa Code Section 19B.7 and 541 Iowa Administrative Code Chapter 4. These requirements supersede all existing TSB regulations, orders, circulars and administrative requirements.

3. TSB DIRECTORY INFORMATION

Available from: Iowa Department of Inspections and Appeals  
 Targeted Small Business  
 Lucas Building  
 Des Moines, IA 50319  
 Phone: 515-281-7102  
 Website: <http://dia.iowa.gov/page7.html>

4. THE CONTRACTOR'S TSB POLICY

The contractor is expected to promote participation of disadvantaged business enterprises as suppliers, manufactures and subcontractors through a continuous, positive, result-oriented program. Therefore the contractor's TSB policy shall be:

It is the policy of this firm that Targeted Small Business (TSB) concerns shall have the maximum practical opportunity to participate in contracts funded with State-assisted funds which are administered by this firm (e.g. suppliers, manufactures and subcontractors). The purpose of our policy is to encourage and increase the TSB participation in contracting opportunities made available by State-assisted programs.

5. CONTRACTOR SHALL APPOINT AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER

The contractor shall designate a responsible person to serve as TSB officer to fulfill the contractor's affirmative action responsibilities. This person shall have the necessary statistics, funding, authority and responsibility to carry out and enforce the firm's EEO policy. The EEO officer shall be responsible for developing, managing and implementing the program on a day-to-day basis. The officer shall also:

- A. For current TSB information, contact the Iowa Department of Inspections and Appeals (515-281-7102) to identify potential material suppliers, manufactures and contractors.
- B. Make every reasonable effort to involve TSBs by soliciting quotations from them and incorporating them into the firm's bid.

## April 2010 - TSB Affirmative Action Responsibilities

- C. Make every reasonable effort to establish systematic written and verbal contact with those TSBs having the materials or expertise to perform the work to be subcontracted, at least two weeks prior to the time quotations are to be submitted. Maintain complete records of negotiation efforts.
- D. Provide or arrange for assistance to TSBs in seeking bonding, analyzing plans/specifications or other actions that can be viewed as technical assistance.
- E. Ensure the scheduled progress payments are made to TSBs as agreed in subcontract agreements.
- F. Require all subcontractors and material suppliers to comply with all contract equal opportunity and affirmative action provisions.

### 6. COUNTING TSB PARTICIPATION ON A PROJECT

TSBs are to assume actual and contractual responsibilities for provision of materials/supplies, subcontracted work or other commercially useful function.

#### A. The bidder may count:

- (1) Planned expenditures for materials/supplies to be obtained from TSB suppliers and manufacturers; or
- (2) Work to be subcontracted to a TSB; or
- (3) Any other commercially useful function.

#### B. The contractor may count:

- (1) 100% of an expenditure to a TSB manufacturer that produces/supplies goods manufactured from raw materials.
- (2) 60% of an expenditure to TSB suppliers that are not manufacturers; provided the suppliers perform a commercially useful function in the supply process.
- (3) Only those expenditures to TSBs that perform a commercially useful function in the work of a contract, including those as a subcontractor.
- (4) Work the Contracting Authority has determined that it involves a commercially useful function. The TSB must have a necessary and useful role in the transaction of a kind for which there is a market outside the context of the TSB program. For example, leasing equipment or purchasing materials from the prime contractor would not count.

### 7. REQUIRED DATA, DOCUMENTS AND CONTRACT AWARD PROCEDURES FROM BIDDERS/CONTRACTORS FOR PROJECTS WITH ASSIGNED GOALS

#### A. Bidders

Bidders who fail to demonstrate reasonable positive efforts may be declared ineligible to be awarded the contract. Bidders shall complete the bidding documents plus a separate form called "TSB Pre-Bid Contact Information". This form includes:

- (1) Name(s) of the TSB(s) contacted regarding subcontractable items.
- (2) Date of the contract.
- (3) Whether or not a TSB bid/quotation was received.
- (4) Whether or not the TSB's bid/quotation was used.
- (5) The dollar amount proposed to be subcontracted.

#### B. Contractors Using Quotes From TSBs

Use those TSBs whose quotes are listed in the "Quotation Used in Bid" column along with a "yes" indicated on the Pre-bid Contact Information form.

## April 2010 - TSB Affirmative Action Responsibilities

### C. Contractors NOT Using Quotes from TSBs

If there are no TSBs listed on the Pre-bid Contract Information form, then the contractor shall document all efforts made to include TSB participation in this project by documenting the following:

- (1) What pre-solicitation or pre-bid meetings scheduled by the contracting authority were attended?
- (2) Which general news circulation, trade associations and/or minority-focused media were advertised concerning the subcontracting opportunities?
- (3) Were written notices sent to TSBs that TSBs were being solicited and was sufficient time allowed for the TSBs to participate effectively?
- (4) Were initial solicitations of interested TSBs followed up?
- (5) Were TSBs provided with adequate information about the plans, specifications and requirements of the contract?
- (6) Were interested TSBs negotiated with in good faith? If a TSB was rejected as unqualified, was the decision based on an investigation of their capabilities?
- (7) Were interested TSBs assisted in obtaining bonding, lines of credit or insurance required by the contractor?
- (8) Were services used of minority community organization, minority contractors groups; local, State and Federal minority business assistance offices or any other organization providing such assistance.

The above documentation shall remain in the contractor's files for a period of three (3) years after the completion of the project and be available for examination by the Iowa Department of Inspections and Appeals.

### 8. POSITIVE EFFORT DOCUMENTATION WHEN NO GOALS ARE ASSIGNED

Contractors are also required to make positive efforts in utilizing TSBs on all State-assisted projects which are not assigned goals. Form "TSB Pre-bid Contact Information" is required to be submitted with bids on all projects. If there is no TSB participation, then the contractor shall comply with section 7C of this document prior to the contract award.



Contractor \_\_\_\_\_

Page# \_\_\_\_\_

Project# \_\_\_\_\_

TARGETED SMALL BUSINESS (TSB)  
PRE-BID CONTACT INFORMATION

County \_\_\_\_\_

City \_\_\_\_\_

(To Be Completed By All Bidders per the Current Contract Provision)

In order for your bid to be considered responsive, you are required to provide information on this form showing your Targeted Small Business contacts made with your bid submission. This information is subject to verification and confirmation.

In the event it is determined that the Targeted Small Business goals are not met, then before awarding the contract, the Contracting Authority will make a determination as to whether or not the apparent successful low bidder made good faith efforts to meet the goals.

**NOTE:** Every effort shall be made to solicit quotes or bids on as many subcontractable items as necessary to achieve the established goals. If a TSB's quote is used in the bid, it is assumed that the firm listed will be used as a subcontractor.

TABLE OF INFORMATION SHOWING BIDDERS PRE-BID  
TARGETED SMALL BUSINESS (TSB) CONTACTS

SUBCONTRACTOR	TSB	DATES CONTACTED	QUOTES RECEIVED		QUOTATION USED IN BID	
			YES/ NO	DATES CONTACTED	YES/ NO	DOLLAR AMT. PROPOSED TO BE SUBCONTRACTED

Total dollar amount proposed to be subcontracted to TSB on this project \$ \_\_\_\_\_

List items by name to be subcontracted:

**UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES  
ON NON-FEDERAL AID PROJECTS  
(THIRD-PARTY STATE-ASSISTED PROJECTS)**

In accordance with Iowa Code Section 19B.7 and 541 Iowa Administrative Code (IAC) Chapter 4, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with State funds.

Under this policy the Recipient shall be responsible to make a positive effort to solicit bids or proposals from TSB firms and to utilize TSB firms as contractors or consultants. The Recipient shall also ensure that the contractors or consultants make positive efforts to utilize TSB firms as subcontractors, subconsultants, suppliers, or participants in the work covered by this agreement.

The Recipient's "positive efforts" shall include, but not be limited to:

1. Obtaining the names of qualified TSB firms from the Iowa Department of Inspections and Appeals (515-281-7102) or from its website at: <http://dia.iowa.gov/page7.html>.
2. Notifying qualified TSB firms of proposed projects involving State funding. Notification should be made in sufficient time to allow the TSB firms to participate effectively in the bidding or request for proposal (RFP) process.
3. Soliciting bids or proposals from qualified TSB firms on each project, and identifying for TSB firms the availability of subcontract work.
4. Considering establishment of a percentage goal for TSB participation in each contract that is a part of this project and for which State funds will be used. Contract goals may vary depending on the type of project, the subcontracting opportunities available, the type of service or supplies needed for the project, and the availability of qualified TSB firms in the area.
5. For construction contracts:
  - a) Including in the bid proposals a contract provision titled "TSB Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)" or a similar document developed by the Recipient. This contract provision is available on-line at: [http://www.iowadot.gov/local\\_systems/publications/tsb\\_contract\\_provision.pdf](http://www.iowadot.gov/local_systems/publications/tsb_contract_provision.pdf)
  - b) Ensuring that the awarded contractor has and shall follow the contract provisions.
6. For consultant contracts:
  - a) Identifying the TSB goal in the Request for Proposal (RFP), if one has been set.
  - b) Ensuring that the selected consultant made a positive effort to meet the established TSB goal, if any. This should include obtaining documentation from the consultant that includes a list of TSB firms contacted; a list of TSB firms that responded with a subcontract proposal; and, if the consultant does not propose to use a TSB firm that submitted a subcontract proposal, an explanation why such a TSB firm will not be used.

The Recipient shall provide the Iowa DOT the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSB firms. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the general project file.
2. Bidding proposals or RFPs noting established TSB goals, if any.
3. The attached "Checklist and Certification." This form shall be filled out upon completion of each project and forwarded to: Iowa Department of Transportation, EEO Administrator, Office of Contracts, 800 Lincoln Way, Ames, IA 50010.

## CHECKLIST AND CERTIFICATION For the Utilization of Targeted Small Businesses (TSB) On Non-Federal-aid Projects (Third-Party State-Assisted Projects)

Recipient: \_\_\_\_\_ Project Number: \_\_\_\_\_

County: \_\_\_\_\_ Agreement Number: \_\_\_\_\_

1. Were the names of qualified TSB firms obtained from the Iowa Department of Inspections and Appeals?  
 YES  NO If no, explain \_\_\_\_\_

2. Were qualified TSB firms notified of project?  YES  NO  
 If yes, by  letter,  telephone,  personal contact, or  other (specify) \_\_\_\_\_  
 If no, explain \_\_\_\_\_

3. Were bids or proposals solicited from qualified TSB firms?  YES  NO  
 If no, explain \_\_\_\_\_

4. Was a goal or percentage established for TSB participation?  YES  NO  
 If yes, what was the goal or percentage? \_\_\_\_\_  
 If no, explain why not: \_\_\_\_\_

5. Did the prime contractor or consultant use positive efforts to utilize TSB firms on subcontracts?  
 YES  NO  
 If no, what action was taken by Recipient? \_\_\_\_\_  
 Is documentation in files?  YES  NO

6. What was the dollar amount reimbursed to the Recipient from the Iowa Department of Transportation? \$ \_\_\_\_\_  
 What was the final project cost? \$ \_\_\_\_\_  
 What was the dollar amount performed by TSB firms? \$ \_\_\_\_\_

Name(s) and address(es) of the TSB firms(s)

\_\_\_\_\_  
 (Use additional sheets if necessary)

Was the goal or percentage achieved?  YES  NO  
 If no, explain \_\_\_\_\_

As the duly authorized representative of the Recipient, I hereby certify that the Recipient used positive efforts to utilize TSB firms as participants in the state-assisted contracts associated with this project.

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

CHAPTER 180  
PUBLIC IMPROVEMENT QUOTATION PROCESS FOR GOVERNMENTAL ENTITIES

**761—180.1(314) Purpose.** The purpose of these rules is to prescribe the manner by which governmental entities shall administer competitive quotations for public improvement contracts, in accordance with Iowa Code section 26.14.

**761—180.2(314) Contact information.** Questions regarding this chapter may be directed to the Office of Facilities Support, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010.

**761—180.3(314) Definitions.**

*“Estimated total cost of a public improvement”* means the estimated total cost to the governmental entity to construct a public improvement, including the cost of labor, materials, equipment, and supplies, but excluding the cost of architectural or engineering design services and inspection.

*“Governmental entity”* means the state, political subdivisions of the state, public school corporations, and all officers, boards, or commissions empowered by law to enter into contracts for the construction of public improvements, excluding the state board of regents and the state department of transportation.

*“Public improvement”* means a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity, including a building or improvement constructed or operated jointly with any other public or private agency, but excluding urban renewal demolition and low-rent housing projects, industrial aid projects authorized under Iowa Code chapter 419, emergency work or repair or maintenance work performed by employees of a governmental entity, and excluding a highway, bridge, or culvert project, and excluding construction or repair or maintenance work performed for a city utility under Iowa Code chapter 388 by its employees or performed for a rural water district under Iowa Code chapter 357A by its employees.

*“Repair or maintenance work”* means the preservation of a road, street, bridge, culvert, storm sewer, sanitary sewer, or other public facility (vertical infrastructure) so that it remains in sound or proper condition, including minor replacements and additions as necessary to restore the public facility to its original condition with the same design.

*“Responsible quotation”* means a quotation submitted by a contractor who is capable of performing the work. To be considered responsible, the contractor must possess the necessary financial and technical capability to perform the work, as well as the ability to complete the work as demonstrated by past performance or other appropriate considerations.

*“Responsive quotation”* means a quotation in which the contractor agrees to do everything required by the governmental entity’s solicitation of quotations and by the plans and specifications and other related documents, without any conditions, qualifications or exclusions.

*“Vertical infrastructure”* means buildings, all appurtenant structures, utilities, incidental street improvements including sidewalks, site development features, recreational trails, and parking facilities. Vertical infrastructure does not include any work constructed in conjunction with or ancillary to highway, street, bridge or culvert projects, including but not limited to utilities and sidewalks.

**761—180.4(314) Types of projects.**

**180.4(1) *Public improvement.*** A public improvement involves new construction, reconstruction, or an improvement that results in betterment to a facility by improving either the original design of the facility or the function of the facility.

**180.4(2) *Repair or maintenance work.*** Repair or maintenance work involves work that is needed to keep or restore a facility so that it may continue to operate according to its original function or design. Repair or maintenance work may be performed by employees of a governmental entity regardless of the estimated total cost of the repair or maintenance work. If a governmental entity is unable to perform the work using its own employees, the governmental entity must follow the appropriate public improvement process set out in Iowa Code section 26.3 or 26.14, based on the estimated total cost of the work.

**761—180.5(314) Solicitation of quotations.**

**180.5(1)** A governmental entity shall solicit competitive quotations for a public improvement when the estimated total cost of the public improvement exceeds the competitive quotation threshold established in Iowa Code section 26.14, as adjusted pursuant to Iowa Code section 314.1B, but is less than the competitive bid threshold established in Iowa Code section 26.3, as adjusted pursuant to Iowa Code section 314.1B. The adjusted thresholds are published on the following Web site: [http://www.iowadot.gov/local\\_systems/publications/bid\\_limits.htm](http://www.iowadot.gov/local_systems/publications/bid_limits.htm).

**180.5(2)** The governmental entity shall make a good-faith effort to obtain quotations for the work from at least two contractors regularly engaged in such work prior to letting a contract. Quotations shall be obtained by means of either an oral or a written solicitation directed to not less than two contractors.

**180.5(3)** Each solicitation shall include a description of the work to be performed, and plans and specifications for the work prepared by an architect or engineer if required by Iowa Code chapter 542B or 544A. (See 193B—Chapter 5 or rule 193C—1.5(542B) for additional guidelines.) In its solicitation, the governmental entity shall advise each contractor that it has an opportunity to inspect the work site. Each contractor requesting to inspect the work site shall be provided an equal and adequate opportunity to do so.

**180.5(4)** Additional information deemed pertinent by the governmental entity, or requested by a contractor, may be provided by the governmental entity if the same information is provided to all contractors from which quotations are solicited. If the information is provided in written form to a contractor, it shall be provided in the same form to all contractors from which quotations are solicited.

**180.5(5)** In its solicitation, the governmental entity shall:

- a. Specify the required form and content of quotations. (See rule 761—180.7(314).)
- b. Require that quotations be filed by a particular time, at a particular location and with a particular office or representative of the governmental entity.
- c. Establish the acceptable method(s) for delivery of quotations. The governmental entity may specify any or all of the following methods of delivery: mail, facsimile, electronic mail, or delivery in-hand.

**180.5(6)** As required by Iowa Code section 573.2, the governmental entity shall in its solicitation inform quoting contractors of the obligation of the contractor awarded the contract to provide a performance and payment bond to secure the performance and timely completion of the work and to secure the payment of subcontractors and suppliers.

**180.5(7)** In its solicitation, the governmental entity may require each quoting contractor to:

- a. Provide along with its quotation a quotation bond, or other quotation security or evidence of its responsibility, to assure that it will enter into a contract to perform the work and that it will provide the required performance and payment bond.

*b.* Commit to the execution of a contract for the work in a form required by the governmental entity.

*c.* Commit to commencement and completion dates for the work as directed by the governmental entity.

*d.* File evidence of insurance, as specified by the governmental entity, with its quotation, or commit to filing such evidence of insurance upon award of the contract to perform the work.

**180.5(8)** In its solicitation, the governmental entity may provide that it will issue special sales tax exemption certificates to contractors and subcontractors, pursuant to Iowa Code section 423.3, subsection 80.

**761—180.6(314) Submission of competitive quotation by governmental entity.** The governmental entity may itself file a competitive quotation to perform the work. The governmental entity's quotation shall be filed in the same manner as it requires quotations to be filed by contractors except as provided in subrule 180.7(3).

**761—180.7(314) Form and content of competitive quotations.**

**180.7(1)** A competitive quotation filed by a contractor or by the governmental entity shall be in writing and shall include the total price for labor, equipment, materials and supplies required to perform the work. A contractor shall not be required to include in its quotation or in individual quotation items a breakdown of costs for labor, materials, equipment and supplies. Competitive quotations filed by contractors shall include all other information, documentation or commitments required by the governmental entity in its solicitation of quotations.

**180.7(2)** If the governmental entity in its solicitation indicates its intention to file a competing quotation, contractors shall also separately identify in their quotations the premium cost for the required performance and payment bond and an estimate of the sales and fuel taxes they will incur in performing the work. However, if in its solicitation the governmental entity provides for the issuance of sales tax exemption certificates to the contractor and subcontractors performing the work, quoting contractors shall not include or separately identify estimated sales tax in their quotations.

**180.7(3)** A quotation submitted by a governmental entity need not include the information, documents or commitments required of quoting contractors in subrule 180.5(7). A governmental entity is not required to submit a performance and payment bond.

**180.7(4)** The governmental entity may require that quotations from contractors be submitted on a form prescribed by the governmental entity, provided the form complies with the requirements of these rules.

**761—180.8(314) Evaluation of competitive quotations.**

**180.8(1)** If a quoting contractor does not file a quotation in the form required by the governmental entity, or does not provide all information or documentation or make all commitments required by the governmental entity, or does not sign the quotation if required by the governmental entity, the quotation shall be determined to be nonresponsive and shall be rejected by the governmental entity.

**180.8(2)** If the governmental entity submits a quotation to perform the work, paragraphs "a" to "c" of this subrule are applicable. If the governmental entity does not submit a quotation, these paragraphs do not apply.

*a.* Because the governmental entity is not required to pay sales tax or fuel tax or to submit a performance and payment bond in connection with work performed by governmental employees using governmental equipment, each contractor's total quotation shall be adjusted to deduct the amounts identified in the quotation for estimated sales and fuel taxes and the bond premium. The amount of each contractor's adjusted quotation shall then be compared to the amount of the quotation submitted by the governmental entity for the purpose of determining if the governmental entity's quotation is the lowest responsive, responsible quotation.

*b.* If in its solicitation the governmental entity provides for the issuance of sales tax exemption certificates to the contractor and subcontractors performing the work, quoting contractors shall not include or separately identify estimated sales tax in their quotations, and the governmental entity shall not deduct estimated sales tax from the contractors' quotations for the purpose of determining if the governmental entity's quotation is the lowest responsive, responsible quotation.

*c.* The governmental entity may require the contractor to which the work is awarded to provide documentation of the premium cost incurred by it for the performance and payment bond and of all sales and fuel taxes paid by it and its subcontractors in connection with the work. The governmental entity may decline to pay the amounts identified by the contractor in its quotation for the bond premium and estimated sales and fuel taxes if these amounts are not properly documented as having been paid.

**761—180.9(314) Award of contract and subsequent procedures.**

**180.9(1)** Except as provided in subrule 180.9(3), the governmental entity shall award the contract for the work to the contractor submitting the lowest responsive, responsible quotation, subject to Iowa Code section 26.9, or the governmental entity may reject all of the quotations. A contract shall be considered awarded when the governmental entity unconditionally accepts and approves the lowest responsive, responsible quotation. The governing body of the governmental entity shall record the approved quotation in its meeting minutes.

**180.9(2)** The governing body of a governmental entity may delegate the authority to award and execute contracts, or to award contracts and authorize the work to proceed, to an officer or employee of the governmental entity, provided that an award approved outside a meeting of the governing body shall be reported in the meeting minutes of the next regular meeting of the governing body.

**180.9(3)** If no quotations are received from contractors to perform the work or if the governmental entity's estimated cost to do the work with its employees, as reflected in its quotation, is less than the lowest responsive, responsible quotation received from a contractor, the governmental entity may authorize its employees to perform the work.

**180.9(4)** Upon the submission of the required performance and payment bond by the contractor to which the contract has been awarded and upon approval of the bond by the governmental entity, the governmental entity shall execute a contract to perform the work or shall authorize the contractor to proceed with the work.

**180.9(5)** Upon execution of the contract by the contractor and the governmental entity or upon authorization to proceed by the governmental entity and acknowledgment thereof by the contractor, the governmental entity shall release the quotation bonds or other quotation security submitted with the quotations received.

**180.9(6)** If the governmental entity is a city and the cost of the work will exceed the amount provided for in Iowa Code section 380.4, the governing body is required to pass a resolution approving the expenditure.

**761—180.10(314) Retained funds.** In addition to requiring the contractor to submit a performance and payment bond, the governmental entity is required to retain funds from each payment to the contractor for the benefit of subcontractors and suppliers, as provided in Iowa Code chapter 573, and is required to release retained funds upon substantial completion of the work, as provided in Iowa Code section 26.13.

These rules are intended to implement Iowa Code sections 26.2, 26.13, 26.14, 314.1A, 314.1B, and 573.2.

[Filed 4/16/07, Notice 2/28/07—published 5/9/07, effective 6/13/07]

# Appendix E

## AWOS

- AWOS Guide – Functions and Troubleshooting
- Sample Agreement Between Iowa DOT and Airports with an AWOS





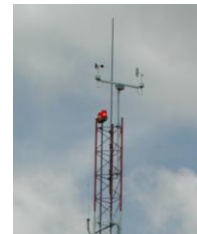
## Airport Manager/Operator's Guide to AWOS Operations

The Iowa DOT maintains a network of widely dispersed Automated Weather Observation Systems (AWOS.) This system requires coordinated efforts between the airports and the Iowa DOT to ensure that accurate data is collected and available to pilots. While the actual AWOS equipment was purchased with federal, state, and/or local funding, the Iowa DOT provides the majority of the ongoing maintenance, operation and data transmittal costs. Airports have a role to help the Iowa DOT maintain the accuracy of the system in the most efficient way possible. Section 1 of the AWOS Guide provides an overview of the functions of the AWOS system. Section 2 includes simple troubleshooting that airport operators may be asked to perform to help provide efficient operations.



### Section 1: AWOS Functions

**Wind** – The first observation reported by the AWOS is the wind speed and direction. The wind speed sensors are located on the top of the thirty-foot tower. If there are trees, hangars or other obstructions near the site, the sensor may pick up readings that are slightly different than what the pilot encounters. In gusty winds, a pilot on approach five miles away may see things differently. Wind data is calculated (as are all AWOS readings) according to government furnished algorithms. Wind speed-readings are taken every second and a running 2-minute average is computed and updated every 5 seconds. If the wind speed average is less than 3 knots, the wind will be reported as calm. If the 2-minute average wind speed equals or exceeds 9 knots and the difference between the highest 5-second average and the 2-minute average equals or exceeds 5 knots, gusts are reported. Wind direction readings are taken every second and a 2-minute average is again computed every 5 seconds and reported to the nearest ten degrees magnetic.



**Visibility** - Along with cloud height, visibility can be the most misinterpreted information provided by the AWOS system. The visibility sensor is mounted on a pole approximately 10 feet high. The sensor transmits pulses of infrared light and detects the light scattered by airborne particles. Intensity of the received pulses is measured and used to determine visibility. This visibility reading is taken between the visibility transmitter and receiver placed less than 3 feet apart. It can only determine the visibility between these 2 points on the ground. It is unable to determine the visibility along the plane's route of flight. Conditions on the ground can differ dramatically from conditions on an IFR approach. The visibility readings are taken every 15 seconds and averaged over a 10-minute period. Rapidly changing conditions may make the reported condition slightly different than what the pilot sees. As with all of the AWOS sensors, what is reported is an average of what has already happened. If a fog bank suddenly rolls in, reduced visibility will be averaged into the calculation and it will take several minutes for the output to stabilize.



**Ceiling** – Cloud height is determined by a ceilometer utilizing a laser transmitter to bounce signals off of the clouds. A returned signal's time of travel is measured to determine distance to the clouds. The ceilometer measures the cloud height directly above the AWOS sensor site. Readings are taken every 30 seconds and averaged over a 30-minute period. A weighting scheme is employed for data collected during the most recent 10 minutes to make the output more responsive to

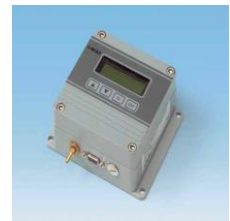


rapid changes in sky conditions. If the bottoms of the clouds are ragged, the average reported might be different from what a pilot may see at his or her position on approach. The longer averaging time is necessary for the determination of scattered, broken or overcast layers. A rapidly approaching (or departing) cloudbank will be averaged into the calculation but again will take some time for the output to stabilize. Cloud heights are reported to the nearest 100 feet up to 5000 feet; to the nearest 500 feet from 5000 to 10,000 feet and to the nearest 1000 feet above 10,000.

**Temperature and dew point** - Temperature readings are taken every second and a one-minute average is calculated. Four one-minute averages are used to determine the temperature. Dew points are determined likewise. If the temperature is missing, the dew point is also reported as missing. To prevent radiant heating of the sensors by the sun, the sensors are mounted in a MARS (motor aspirated radiation shield). This unit uses a fan to continually pull fresh air over the sensors. The airflow is monitored and if the air movement ceases, the temperature and dew point are reported as missing.



**Altimeter** - Barometric pressure may be the most important observation output by the AWOS system. Every system has a minimum of 2 sensors. The pressure sensors are sampled every 10 seconds and a 1-minute average is calculated. The two pressures are compared and the lower of the two is used in calculating the altimeter setting. If the pressures differ by more than 0.04 inHg the altimeter will be reported as missing. Density altitude is computed from field pressure and the current 5-minute average temperature. It is rounded to the nearest 100 feet and updated each minute. Density altitude will not be reported unless it is greater than 1000 feet above the field elevation.



**Present weather** - The visibility sensor incorporates a rain detector to determine present weather. This detector outputs a signal proportional to the amount of water on two sensing elements. Temperature near the rain detector along with reported visibility is used to determine the type of precipitation. The detector is sampled every 15 seconds and the precipitation type is determined. These readings are integrated into a 10-minute formula to determine present weather.



## Section 2: AWOS Troubleshooting

The ultimate goal of the AWOS system is to provide pilots with accurate and timely data. The system is checked daily by the Iowa DOT and/or its contractor to determine any sites that may be experiencing difficulty, but the airport operator should monitor the accuracy of the AWOS readings. Any discrepancies that the airport manager encounters should be reported to the DOT for further investigation. When discrepancies are discovered, the DOT or its contractor may ask the airport manager to reset the system or to conduct minor troubleshooting at the site.

This section explains several common problems and solutions. These simple actions may rectify the problems quickly and restore the system to accurately reporting weather information. If not, a visit from the maintenance technician may be necessary.

**Please contact the DOT before proceeding with any of the following actions!**

### Symptom: VHF transmitter not operating

Action: First, look for the red lights on the top of the AWOS tower. If they are lit, the site has power. If the red lights are not lit, check the breakers in your terminal building or hangar to see if they are tripped. If all the breakers seem okay, drive out to the site and listen for fans. Several fans should be heard if there is power to the site. If it still appears that there is no power, you may need to contact a local electrician to troubleshoot further.

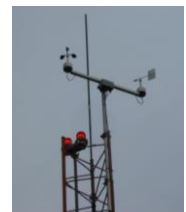
Action: **Upon direction from the DOT**, or its contractor, reset the main breakers at the AWOS site. This can be accomplished by cycling the breakers in a breaker box at the site. Usually the box is located between two wooden four by fours on the plot.

Action: Thunderstorms routinely knock out the VHF transmitters and many times simply resetting it will return it to operation. Upon direction from the DOT, or its contractor, cycle power to the AWOS site and after several minutes listen for the transmitter on the assigned frequency.



### Symptom: Wind speed or direction inaccurate

Action: Look at the top of the tower to see if there is any apparent damage to the sensors. The wind speed sensor has three cups and should be spinning with the wind. The wind direction sensor should be pointed into the wind. In freezing conditions, check to see if ice has accumulated on the anemometer cups but **DO NOT** attempt to remove the ice. Notify the DOT with your observations.



### Symptom: Visibility not consistent with current conditions

Action: A very common problem with the visibility sensor is vulnerability to spider webs. It only takes one strand of a spider's web to make the visibility read drastically lower than it should or be reported as missing. At the tower site, check



carefully for a spider web on the visibility sensor and sweep it off with a broom. You may also need to clean the lenses with a soft cloth. Remember, it will take up to 10 minutes for the sensor to start reporting correctly.

**Symptom: Cloud height not consistent with current conditions**

Action: First remember that the cloud height is averaged over a 30-minute period and it can only see directly above the sensor site. If it is still inaccurate, check for obstructions in and around the window-conditioning unit. Bird dropping or nests may interfere with the operation of the sensor and may need to be removed.



**Symptom: Computer terminal not displaying data**

Action: The AWOS maintenance screen is a Wyse 55 terminal that is a cream color. If the data is not displayed or is corrupted simply cycle the power with the on/off slide button on the front of the screen. If there is still no response, make sure all of the AC power cables to the screen and its modem (small black box, usually on the floor) are plugged into live outlets.



**Symptom: Dial-in voice line problems (always busy or no answer)**

Action: You will need a common, everyday single line telephone for this check. Locate the telephone jack, typically on the wall near the entrance of the field cable. The AWOS voice line number should be written on it. Unplug the cable from the jack and plug your telephone into the jack. You should be able to make and receive calls just like any other phone. If the line is dead, or there are other problems with it, you will need to contact your local telephone company and have them complete the required repairs. If the phone line works correctly, plug the AWOS line back into the jack and await further instructions.

With your help, the AWOS network can remain an important and valuable part of the National Airspace System. Airports' assistance in these minor troubleshooting procedures will help to keep costs down and ensure accurate data is collected as soon as possible.

**Important Phone Numbers:**

Iowa DOT: Airport Inspector – 515-239-1468 (during business hours)  
515-290-5743 (after hours)

AWOS Contractor: Fairchild Communications – 515-291-3519

## AGREEMENT

Automated Weather Observing System  
(AWOS)

This is an agreement between the \_\_\_\_\_ (hereinafter referred to as SPONSOR) and the Iowa Department of Transportation (hereinafter referred to as the Iowa DOT) to enter into an agreement for cooperative action for the purpose of maintaining the existing Automated Weather Observation System (AWOS) at the \_\_\_\_\_ Airport.

In consideration of the foregoing and the mutual promises contained in this agreement, the parties agree as follows:

## Iowa DOT

1. In accordance with the establishment and maintenance of the AWOS, the Iowa DOT agrees to:
  - A. Provide and install a personal computer, necessary loaded software, two modems, one data line and one voice line connected to the facility to be used as an operator terminal and data polling conduit. This equipment shall remain the property of the Iowa DOT.
  - B. Provide maintenance for the AWOS equipment in accordance with FAA and FCC standards.
  - C. Periodically monitor the AWOS output for quality control purposes.

## Airport Sponsor

2. In accordance with the establishment and maintenance of the AWOS, the sponsor agrees to:
  - A. Furnish a suitable sheltered location for the operator terminal and associated equipment.
  - B. Furnish a table, chair, heat, and light for the operator terminal equipment.
  - C. Provide and pay all power costs for the operation of the AWOS and operator terminal equipment.
  - D. Assist with AWOS maintenance per Iowa DOT or its assigned representative's request (maintenance may include cleaning sensors, removing spider webs, rebooting tower equipment and other troubleshooting tasks at the tower site).
  - E. Report any difficulties, malfunctions or failures to the Iowa DOT or its assigned representative.
  - F. Maintain the AWOS site. Minimum operational standards require that all vegetation be removed from the immediate area surrounding the sensors. This area, approximately 15 by 25 feet, shall be covered with crushed rock and kept clear at all times. Furthermore, all grass, vegetation and crops within 100 feet of the AWOS tower shall be kept at a height that is not to exceed ten (10) inches.
  - G. Maintain year round access to the AWOS tower. This may include improving accessibility at some sites as determined by the Iowa DOT.

MISCELLANEOUS PROVISIONS

1. This agreement may, at the option of the DEPARTMENT, be renewed from year to year upon the terms and conditions herein specified.
2. The right is reserved by the Iowa DOT to suspend or terminate this agreement at any time by giving the Airport Sponsor a 30-day written notice and will be effective as of the date established in the suspension notice.
- 3 Failure to meet the conditions set forth in this agreement may result in removal from the State's AWOS maintenance program.

THE FOREGOING AGREEMENT IS HEREBY EXECUTED IN BEHALF OF THE CITY or AIRPORT AUTHORITY, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

IOWA DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# **Appendix F**

## **Glossary**





## Glossary

**AC – Advisory Circular** – FAA publication that provides policy, guidance and recommendations for aviation related issues. Advisory circulars related to the airport improvement program including airport planning, design, and safety issues can be found at: [http://www.faa.gov/airports/resources/advisory\\_circulars/](http://www.faa.gov/airports/resources/advisory_circulars/)

**ACIP – Airport Capital Improvement Plan** – The planning program used by the Federal Aviation Administration to identify, prioritize and distribute funds for airport development and the needs of the National Airspace System to meet specified national goals and objectives. An ACIP datasheet is used to describe a project and submit to the FAA for prioritization.

**ADS-B – Automatic Dependent Surveillance-Broadcast** - A surveillance system that continuously broadcasts GPS position information, aircraft identification, altitude, velocity vector, and direction to all other aircraft and air traffic control facilities within a specific area. Automatic dependent surveillance-broadcast (ADS-B) information will be displayed in the cockpit via a cockpit display of traffic information unit, providing the pilot with greater situational awareness. ADS-B transmissions will also provide controllers with a more complete picture of traffic and will update that information more frequently than other surveillance equipment.

**AFD - Airport/Facility Directory** – Regional booklet published every 56 days by the National Aeronautical Charting Office (NACO) that provides textual information about all airports, both VFR and IFR. The A/FD includes runway length and width, runway surface, load bearing capacity, runway slope, airport services, and hazards such as birds and reduced visibility. A PDF version is available on the FAA web site: [http://www.naco.faa.gov/index.asp?xml=naco/online/d\\_afd](http://www.naco.faa.gov/index.asp?xml=naco/online/d_afd)

**AFSS - Automated Flight Service Station**

**AIP – Airport Improvement Program** – Federal grant program that provides funding for the rehabilitation and development of airports included in the National Plan of Integrated Airports System (NPIAS). <http://www.faa.gov/airports/central/aip/>

State funding for airport development and preservation is also referred to as the State Airport Improvement Program (State AIP.) <http://www.iowadot.gov/aviation>

**ALP – Airport Layout Plan** – A scaled drawing of existing and proposed land and facilities necessary for the operation and development of the airport. Any airport will benefit from a carefully developed plan that reflects current FAA design standards and planning criteria. For guidance on developing Airport Master Plans, refer to AC 150/5070-6, *Airport Master Plans*. [http://www.faa.gov/airports/central/planning\\_capacity/](http://www.faa.gov/airports/central/planning_capacity/)

**ALS - Approach Lighting System** – Configuration of lights symmetrically dispersed on the extended runway centerline at the approach end of the runway. An ALS augments the electronic landing aids and allows lower approach minimum to be established.

**AOA – Airport Operations Area** – The portion of Airport which encompasses the landing, take off, taxiing and parking areas for aircraft.

**ARC – Airport Reference Code** – A category established for an airport that relate airport design criteria to the operational and physical characteristics of that airplanes using the airports. The ARC is determined by the most demanding type of aircraft or group of aircraft with at least 500 operations at the airport in one year. The ARC includes two components: aircraft approach category and aircraft wing span.

**Aircraft Approach Category** - A grouping of aircraft based on 1.3 times their stall speed in the landing configuration at the certificated maximum flap setting and maximum landing weight at standard atmospheric conditions. The categories are as follows: Category A: Speed less than 91 knots; Category B: Speed 91 knots or more but less than 121 knots; Category C: Speed 121 knots or more but less than 141 knots; Category D: Speed 141 knots or more but less than 166 knots; and Category E: Speed 166 knots or more.

**Airplane Design Group** - A grouping of airplanes based on wingspan. The groups are as follows: Group I: Up to but not including 49 feet (15 m); Group II: 49 feet (15 m) up to but not including 79 feet (24 m); Group III: 79 feet (24 m) up to but not including 118 feet (36 m); Group IV: 118 feet (36 m) up to but not including 171 feet (52 m); Group V: 171 feet (52 m) up to but not including 214 feet (65 m); Group VI: 214 feet (65 m) up to but not including 262 feet (80 m).

**ARP – Airport Reference Point** – The approximate geometric center of all usable runways. ARP consists of a latitude coordinate and a longitude coordinate, listed in degrees, minutes, and one decimal place in seconds. The ARP is calculated based on FAA guidelines.

**ASD – Air Service Development** – State grant program for airports with scheduled commercial air service.

**ASDA - Accelerate-stop distance available** – The runway plus stopway (SWY) length declared available and suitable for the acceleration and deceleration of an airplane aborting a takeoff.

**ASOS – Automated Surface Observing System** – A primary surface weather observing system designed to provide continuous minute-by-minute observations and weather forecast activities.

**ATC – Air Traffic Control** - A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

**AWOS – Automated Weather Observing System** – A weather observation system consisting of various sensors, a processor, a computer-generated voice and a transmitter to broadcast local, minute-by-minute weather data directly to the pilot.

**BCA – Benefit Cost Analysis** – A study to identify the total cost of benefits related to the cost of project. Any project that will require more than \$5 million in discretionary money will need to have to have a BCA. [http://www.faa.gov/airports/aip/bc\\_analysis/](http://www.faa.gov/airports/aip/bc_analysis/)

**BRL – Building Restriction Line** - A line that identifies suitable building area locations on airports.

**CWY - Clearway** - A defined rectangular area beyond the end of a runway cleared or suitable for use in lieu of runway to satisfy takeoff distance requirements.

**CIP – Capital Improvement Program** – A plan developed and maintained by airport sponsors that includes all airport planning and development projects, including projects eligible for federal, state or local funding. Projects identified in a CIP should be included in the most current Airport Layout Plan.

**CSVI – Commercial Service Vertical Infrastructure** – A state program that provides funding to commercial service airports in Iowa to improve landside facilities such as terminals, hangars, and maintenance buildings.

**DME – Distance Measuring Equipment** – Equipment (airborne and ground) used to measure, in nautical miles, the slant range of an aircraft from the DME navigational aid. On many instrument landing system procedures, a DME transmitter is placed at or near the localizer or glide slope transmitter to provide runway distance information for the pilot. The pilot has a DME receiver on board the aircraft which displays the distance from the DME transmitter.

**EA – Environmental Assessment** – Federal grant assistance or ALP approval of new airport construction or major expansion normally requires an assessment of potential environmental impacts in accordance with FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects, and the National Environmental Policy Act of 1969.

[http://www.faa.gov/airports\\_airtraffic/airports/regional\\_guidance/central/environmental/](http://www.faa.gov/airports_airtraffic/airports/regional_guidance/central/environmental/)

**EPA – Environmental Protection Agency**

**FAA – Federal Aviation Administration** – The federal agency responsible for regulating and administering aviation programs. <http://www.faa.gov>

**FAR – Federal Aviation Regulation** –  
[http://www.faa.gov/regulations\\_policies/faa\\_regulations/](http://www.faa.gov/regulations_policies/faa_regulations/)

**FBO – Fixed Base Operator**

**FSS - Flight Service Station** - FAA air traffic facility that provides pilot briefing, en route communications, Visual Flight Rules (VFR) search and rescue services, assists lost aircraft and aircraft in emergency situations, originates Notices to Airmen, and more.

**GA – General Aviation Airports** – Airports that serve general aviation activity and do not receive scheduled commercial service.

**GAVI – General Aviation Vertical Infrastructure** - A state program that provides funding to general aviation airports in Iowa to improve landside facilities such as terminals, hangars, fuel facilities and maintenance buildings.

**GCO – Ground Communications Outlet** – Used at non-towered airports employing the public telephone network and a radio frequency to provide pilots with convenient access from their aircraft to Flight Services for efficient clearance delivery and flight plan closure.

**GPS – Global Positioning Satellite** – A space-based radio position navigation and time-transfer system. The system provides accurate position and velocity information and precise time on a continuous global basis, to an unlimited number of properly equipped users. The system is unaffected by weather and provides a worldwide common grid reference system.

**GS – Glide Slope Indicator** – A transmitter used in an instrument landing system which provides the pilot with vertical navigation information on a display in the aircraft for descent to the lowest authorized decision height for the associated approach procedure.

**IAP - Instrument approach procedure** - A series of predetermined maneuvers by reference to flight instruments with specified protection from obstacles and assurance of navigation signal reception capability.

**IFR – Instrument Flight Rules** – A set of rules governing the conduct of flight under instrument meteorological conditions.

**ILS – Instrument Landing System** – A precision approach system designed to provide an approach path for exact alignment and descent of an aircraft on final approach to a runway. The system normally consists of the following electronic components and visual aids; localizer, glide slope, outer marker, middle marker, and approach lights.

**LDA - Landing Distance Available** - The runway length declared available and suitable for a landing airplane.

**LNAV - Lateral Navigation** – Azimuth navigation, without positive vertical guidance. This type of navigation is associated with nonprecision approach procedures or en route.

**LOC – Localizer** – A transmitter used in an instrument landing system which provides the pilot with information on a display in the aircraft regarding his alignment with the runway centerline during a landing approach.

**LPV - Localizer Performance with Vertical Guidance** – LPV is one of the four lines of approach minimums found on an RNAV (GPS) approach chart. Lateral guidance accuracy is equivalent to a localizer. The approach uses an electronic glide path that is not dependent on any ground equipment or barometric aiding and may be as low as 200 feet and 1/2 SM visibility depending on the airport terrain and infrastructure. WAAS avionics approved for LPV is required.

**MALS – Medium Intensity Approach Lighting System** – An approach lighting system with a threshold light bar and seven five-light bars located on the extended runway centerline, with the first bar located 200 feet from the runway threshold.

**MALSR – MALS with Runway Alignment Indicator Lights (RAILS)** – A MALS lighting system with RAILS, which consists of five sequenced flashing lights on the extended runway centerline.

**MIRL – Medium Intensity Runway Lighting** – Medium intensity and variable lighting system which outlines the edge of the runway during periods of darkness and restricted visibility.

**MITL – Medium Intensity Taxiway Lighting** – Medium intensity and variable lighting system which outlines the taxiways during periods of darkness and restricted visibility.

**NACO - National Aeronautical Charting Office** - The office within the FAA that is the publisher and distributor of civil aeronautical charts and flight information publications.  
<http://www.naco.faa.gov/>

**NASR - National Airspace System Resources** - Database is an FAA database that is maintained by the Office of Air Traffic and contains aeronautical information on all the airports in the US. The aeronautical information contained in the NASR database is extensive and includes airport data, airspace data, NAVAID data, instrument approach procedures data, and more.

**NAS - National Airspace** - Consists of a complex collection of facilities, systems, equipment, procedures, and airports operated by thousands of people to provide a safe and efficient flying environment.

**NASAO – National Association of State Aviation Officials**

**NAVAID – Navigation Aid** – Any visual or electronic device airborne or on the surface which provides point-to-point guidance information or position data to aircraft in flight.

**NDB – Nondirectional Beacon** – A radio beacon transmitting nondirectional signals whereby the pilot of an aircraft equipped with direction finding equipment can determine bearing to or from the radio beacon and home on the track to or from the station.

**NEPA – National Environmental Protection Act** - The national charter for protecting the environment that establishes policy, sets goals, and provides a means for carrying out the policy. FAA Order 5050.4, "National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects" establishes the FAA official policy on meeting NEPA requirements. The FAA may not proceed with programming and funding an AIP project until the environmental review is complete.

**NPE - Nonprimary Entitlement** – Funding set aside in the federal AIP program for nonprimary, NPIAS airports. Amount of funding is determined by the capital improvement costs in the NPIAS, up to a maximum of \$150,000 per year. Funds can only be used for AIP eligible, justified projects and sponsors must apply and agree to federal terms through the normal AIP process.

**Notice of Landing Area Proposal (FAA Form 7480-1)** - Federal Aviation Regulations Part 157 requires all persons to notify the FAA at least 90 days before any construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport. <http://forms.faa.gov/forms/faa7480-1.pdf>.

**Notice of Proposed Construction or Alteration (FAA Form 7460)** - 14 CFR Part 77, Objects Affecting Navigable Airspace, requires persons proposing any construction or alteration described in 14 CFR Section 77.13(a) to give 30-day notice to the FAA of their intent. This includes any construction or alteration of structures more than 200 feet (61 m) in height above the ground level or at a height that penetrates defined imaginary surfaces located in the vicinity of a public-use airport. Notification is done electronically at <https://www.oia.faa.gov/oia/external/portal.jsp>

**NOTAM – Notice to Airmen** – A notice to airmen containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

**NPIAS – National Plan of Integrated Airport System** – The federal plan for developing public-use airports that identifies existing and proposed airports that are significant to the national air transportation and estimates the infrastructure development needed to meet the needs of all segments of civil aviation. An updated 5-year national plan is submitted to Congress every two years. Airports included in the NPIAS are eligible for federal grants for airport planning and capital improvements.

**OFA - Object Free Area** - An area on the ground centered on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.

**OFZ – Obstacle Free Zone** - The airspace below 150 feet (45 m) above the established airport elevation and along the runway and extended runway centerline that is required to be clear of all objects, except for frangible visual NAVAIDs that need to be located in the OFZ because of their function, in order to provide clearance protection for aircraft landing or taking off from the runway, and for missed approaches.

**PAPI – Precision Approach Path Indicator** – A lighting system that uses light units installed in a single row of four. These systems have an effective visual range of at least 3 miles during the day and up to 20 miles at night and provide visual glide slope guidance in non-precision approach environments.

**Primary Airports** – Airports that have scheduled air service that board at least 10,000 passengers annually.

**RCO – Remote Communication Outlet** – An unmanned communications facility remotely controlled by air traffic personnel. RCOs were established to provide ground-to-ground communications between air traffic control specialists and pilots located at a satellite airport for delivering en route clearances, issuing departure authorizations, and acknowledging IFR cancellations or departure/landing times.

**REIL - Runway End Identifier Lights** - Runway end identifier lights are designed to help pilots spot the approach end of a runway at night, in poor visibility conditions, in an area with a great deal of other lighting, or anywhere that the runway is exceptionally difficult to identify. REIL are two synchronized, flashing lights located one on each side of the runway threshold. They may be visible from only one direction, or they may be omnidirectional. REIL can generally be seen from the air for several miles, even in marginal visibility.

**RNAV - Area Navigation** – A method of navigation that permits aircraft operations on any desired course within the coverage of station referenced navigation signals or within the limits of self contained system capability.

**RPZ - Runway Protection Zone** – A trapezoidal-shape area centered about the extended runway centerline that is used to enhance the safety of aircraft operations. It begins 200 feet beyond the end of the runway or area usable for takeoff or landing.

**RSA – Runway Safety Area** – A defined surface surrounding the runway prepared, or suitable, for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

**Segmented Circle** – A system of visual indicators designed to provide traffic pattern information at airports without operating control towers.

**TORA - Takeoff run available** - The runway length declared available and suitable for the ground run of an airplane taking off.

**TODA - Takeoff distance available** – The TORA plus the length of any remaining runway or clearway (CWY) beyond the far end of the TORA;

**TSA – Transportation Security Administration** – A branch of the federal Department of Homeland Security responsible for the security of transportation modes.

**Unicom** – A non-government communication facility which provides airport information at certain airports.

**VASI – Visual Approach Slope Indicator** – A lighting facility providing vertical visual approach slope guidance to aircraft during approach to landing. Its purpose is to provide a clear visual means to determine if you are too high, too low, or on the correct glide path VASI lights are visible to the pilot from 3 to 5 miles during the day and up to 20 miles at night.

**VNAV - Vertical Navigation** – An area navigation systems allow flight crews to display an internally generated descent path that allows a constant rate descent to minimums during approaches that would otherwise include multiple level-offs.

**VFR – Visual Flight Rules** – Rules that govern the procedures for conducting flight under visual conditions.

**VOR** – A ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.

**Wide Area Augmentation System (WAAS)** – A method of navigation based on GPS. Ground correction stations transmit position corrections that enhance system accuracy and add vertical navigation (VNAV) features.

**WX** - Weather





# **Appendix G**

## **Miscellaneous**

- Federal Fish and Wildlife License / Permit Application Form
- Wildlife Categories in Iowa and Permits Necessary for Lethal Control
- Frequently Used Airport Related FAA Advisory Circulars







**Federal Fish and Wildlife License/Permit Application Form**

Return to: [Click here for addresses](#)

Type of Activity:

Migratory Bird Permit Office  
U.S. Fish and Wildlife Service

Migratory Bird - Depredation

A. Complete if applying as an individual					
1.a. Last name:		1.b. First name:		1.c. Middle name or initial:	1.d. Suffix
1.e. Doing business as (dba):		2.a. Street Address (line 1):		2.b. Street Address (line 2):	
2.c. Street address (line 3):		3.a. City:	3.b. County:		3.c. Province:
3.d. State:	3.e. Zip code or postal code:	3.f. Country (only for non-commercial):	4. Date of birth (mm/dd/yyyy):	5. Social Security No:	
6. Occupation:		7. List of any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this license or permit:			
8. Home telephone number:	9. Work telephone number:	10. Fax number:		11. E-mail address:	

B. Complete if applying as a business, corporation, public agency or institution					
1.a. Name of business, agency, or institution:		1.b. Doing business as (dba):		2. Tax identification no.:	
3.a. Street address (line 1):		3.b. Street address (line 2):		3.c. Street address (line 3):	
4.a. City:		4.b. County		4.c. State:	4.d. Zip code:
5.a. Principal officer - Last name:		5.b. First name:		5.c. Middle name or initial	5.d. Suffix
5.e. Principal officer title:		6. Describe the type of business, agency, or institution:			
7. Home telephone number:	8. Work telephone number:	9. Fax number:		10. E-mail address:	

C. All applicants complete	
1. Do you currently have or have you had any Federal Fish and Wildlife License or Permit? Yes      If yes, list the number of the most recent license or permit you hold:      No	
2. Have you obtained any required state or foreign government approval to conduct the activity you propose? Yes      If yes, provide a copy of the license or permit.      No      Not Required	
3. Attachments: Complete the additional pages of this application. Application will not be considered complete without these pages. Incomplete applications may be returned.	
4. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$25. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from fees.	
5. <b>Certification:</b> I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I further certify that the information submitted in this application for a license or permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.	
6. Signature (in ink) of applicant or person responsible for permit in Block A or B	7. Date (mm/dd/yyyy):

#### **D. DEPREDATION PERMIT (Migratory Bird Treaty Act, 50 CFR 21.41)**

**Note:** A Migratory Bird Depredation Permit authorizes certain management and control activities necessary to provide for human health and safety, protect personal property, or allow resolution of other injury to people or property. No permit is required merely to scare or herd depredating migratory birds other than endangered or threatened species and bald or golden eagles. A depredation permit is intended to provide short-term relief from migratory bird depredation until long-term measures can be implemented to reduce or eliminate the depredation problem through nonlethal control techniques. You must be at least 18 years of age to apply. Please make sure you attach a copy of any applicable State permits, as requested in C.2. on page 1 of this application.

*Please provide the following information:*

1. Briefly describe the nature of the problem you are experiencing and the remedy you propose.
2. List the species of migratory birds committing the injury and estimate the quantity of each involved.
3. Provide the exact location where the depredation control activity would be conducted.
4. Describe the specific damage being caused and how long it has been occurring. Describe any human health and safety hazards involved.
5. Describe the extent of the damage and estimate the economic loss suffered as a result.
6. Describe the nonlethal control techniques you have used to control or eliminate the problem, including how long and how often they have been conducted.
7. Anyone who will be assisting you with the activities authorized by your permit must be authorized as a subpermittee under your permit. Please provide the name and address of anyone who will be directly involved in the depredation control activity. Include any commercial company that may be contracted to conduct the work.
8. You must retain records relating to the activities conducted under your permit for at least 5 years. Provide the address where these records will be kept.
9. You must obtain a Migratory Bird Damage Project Report (WS Form 37) prepared by the U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services, providing their recommendation regarding your depredation problem. Please provide a copy of the completed form with your application.

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard License/Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service permit. Please read the General Permit Procedures (50 CFR 13) sent with this package.

- \* Complete all appropriate blocks/lines. Print clearly or type in the information. *A complete application prevents delays!*
- \* Sign the application *in ink* and send an *original* to the address on the top of the application. Faxed copies will not be accepted.
- \* Applications will be processed in the order they are received.

Most of the application form is self-explanatory, but the following provides some further assistance for completing the form.

### COMPLETE EITHER BLOCK A OR BLOCK B:

- Block A. **"Complete if applying as an individual"** - Enter the complete name of the responsible party who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. All blocks must be completed. If you are applying on behalf of a client, the personal information must pertain to the client. A notarized document stating power of attorney must be included with the application.
- Block B. **"Complete if applying as a business, corporation, public agency or institution"** - Enter the complete name and address of the business, agency or institution who will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in, the name and phone number of the person in charge, and if the company is incorporated, the state in which it was incorporated.

### ALL APPLICANTS COMPLETE BLOCK C:

- Block C.1 **"Do you currently have or have you had any Federal Fish and Wildlife license or permit?"** - List the number of any FWS or CITES permits. If applying for a renewal, the original permit must be returned with this application.
- Block C.2 **"Have you obtained any required state or foreign government approval to conduct the activity you propose?"** - If the proposed activity is regulated, check the appropriate box. If "yes", list the State or foreign countries involved and type of document required. Include a copy of these documents with the application. If "no" indicate what steps you have taken to secure approval (use attachment if necessary). If the proposed activity is not regulated check "not required".
- Block C.3 **"Attachments"** - Consult the fact sheet or regulation. Provide any required additional information outlined on the supplemental page(s) (Section D) of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. An incomplete or unclear application may cause delays in processing.
- Block C.4 **"Check or money order (if applicable)"** - There is a permit processing fee unless you are fee exempt. Consult the enclosed APPLICATION PROCESSING FEE information. Make the check or money order payable to the "U.S. Fish and Wildlife Service" and attach it to the application form. If you are fee exempt, write "exempt" in this space.
- Block C.5 **"CERTIFICATION"** - The individual applicant in Block A, the person named in Block B, or a person with power of attorney must sign and date the application in ink. This signature binds that person to the statement of certification. This means that you certify that you read and understood the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application before signing.

**Paperwork Reduction Act and the Privacy Act - Notices**

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
  - (a) Bald Eagle Protection Act (16 U.S.C. 668);
  - (b) Endangered Species Act of 1973 (16 U.S.C. 1539);
  - (c) Migratory Bird Treaty Act (16 U.S.C. 703-711);
  - (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383);
  - (e) Wild Bird Conservation Act (16 U.S.C. 4901-4916);
  - (f) Lacey Act (18 U.S.C. 42 & 44);
  - (g) Convention on International Trade in Endangered Species of Wild Flora and Fauna (TIAS 8249);
  - (h) Title 50, Part 10, of the Code of Federal Regulations;
  - (i) Title 50, Part 13, of the Code of Federal Regulations;
  - (j) Title 50, Part 14, of the Code of Federal Regulations;
  - (k) Title 50, Part 15, of the Code of Federal Regulations;
  - (l) Title 50, Part 16, of the Code of Federal Regulations;
  - (m) Title 50, Part 17, of the Code of Federal Regulations;
  - (n) Title 50, Part 18, of the Code of Federal Regulations;
  - (o) Title 50, Part 21, of the Code of Federal Regulations;
  - (p) Title 50, Part 22, of the Code of Federal Regulations; and
  - (q) Title 50, Part 23, of the Code of Federal Regulations.
2. Information requested is this form is purely voluntary. However, submission of requested information is required in order to process applications for licenses or permits authorized under the above acts. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383) will be published in the **Federal Register** as required by the two acts.
4. Routine use disclosures may also be made:
  - (a) To the U.S. Department of Justice when related to litigation or anticipated litigation;
  - (b) Of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license;
  - (c) From the record of an individual in response to an inquiry from a Congressional office made at the request of that individual (42 FR 1903; April 11, 1977);
  - (d) To subject matter experts, and State and other Federal agencies, for the sole purpose of obtaining advice relevant to issuance of the permit.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public burden for information collection varies depending on the activity for which a permit is requested. The relevant burden for a Depredation application is 1-1.5 hours and 1 hour for reporting. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

**Freedom of Information Act - Notice**

For organizations, businesses, or individuals operating as a business (*i.e.*, permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

**APPLICATION PROCESSING FEE**

The fee to process a migratory bird permit application is \$25.00. Checks should be made payable to "U.S. Fish and Wildlife Service." The fee applies to new permit applications and renewals. The processing fee will not be refunded if the permit is issued or denied, or if the application is abandoned.

The fee schedule does not apply to any Federal, State, or local government agency or individual or institution under contract to such agency for the proposed activities. There is no fee for eagle permits issued under 50 CFR 22. Until further notice, the fee will be waived for migratory bird rehabilitation permits and for permits for public institutions. As defined in 50 CFR 10.12 - "Public as used in referring to museums, zoological parks, and scientific or educational institutions, refers to such as are open to the general public and are either established, maintained, and operated as a governmental service or are privately endowed and organized but not operated for profit."



## Wildlife Categories in Iowa and Permits Necessary for Lethal Control

<i>Category</i>	<i>Species</i>	<i>State Permit<sup>1</sup></i>	<i>Federal Permit</i>
Resident Game Birds	Bobwhite Quail, Ruffed Grouse, Wild Turkey, Gray Partridge Ring-necked Pheasant	Yes	No
Resident Non-game Birds	European Starlings House Sparrows	No	No
Migratory Game birds	Ducks, Mergansers, Coots, Geese, Woodcock, Snipe, Rail	No	Yes
Migratory Non-game Birds	All other species except resident & migratory game birds, resident non-game birds and domestic birds	No	Yes
Domestic Birds	Pigeons and Domestic Poultry	No <sup>2</sup>	No
Federal Depredation Order <sup>3</sup>	Crows, Blackbirds, Cowbirds	No	No
Game Mammals	Deer, Rabbits, Squirrels	Yes	No
Non-game Mammals	All species except: game mammals, furbearers, feral domestic mammals and fully protected wildlife.	No	No
Furbearers	Beaver, Badger, Mink, Muskrat, Raccoon, Skunk, Opossum, Weasel, Coyote, Groundhog, Red Fox, Gray Fox	No <sup>4</sup>	No
Feral Domestic Mammals	Dogs, Cats, livestock	No – Call local animal control	No
Fully Protected Wildlife	Threatened & Endangered Species Listed in Appendix P		

1. Control actions requiring a state permit should be coordinated through Wildlife Services or one of the Depredation Biologists with the Iowa Department of Natural Resources
2. Continuous open season for the taking of pigeons with firearms when within 100 yards of buildings and bridges.
3. May be taken without permits “when concentrated in such numbers and manner as to constitute a health hazard or other nuisance”

Source: USDA Wildlife Services



# Frequently Used Airport Related FAA Advisory Circulars

A complete listing of FAA Advisory Circulars can be found at:

[http://www.faa.gov/airports/resources/advisory\\_circulars/index.cfm?template=Document\\_Listing](http://www.faa.gov/airports/resources/advisory_circulars/index.cfm?template=Document_Listing)

<b>Aiport Design</b>	
<a href="#">AC 150/5300-13</a>	Airport Design [Incorporates Changes 1 thru 13]
<a href="#">AC 150/5360-12E</a>	Airport Signing and Graphics
<a href="#">AC 150/5220-16C</a>	Automated Weather Observing Systems (AWOS) for NonFederal Applications
<a href="#">AC 150/5340-30D</a>	Design and Installation Details for Airport Visual Aids
<a href="#">AC 150/5300-16A</a>	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
<a href="#">AC 150/5300-17B</a>	General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey
<a href="#">AC 150/5300-18B</a>	General Guidance and Specification for Submission of Aeronautical Surveys to NGS: Field Data Collections and Geographic Information System (GIS) Standards
<a href="#">AC 70/7460-1K</a>	Obstruction Marking and Lighting
<a href="#">AC 150/5325-4B</a>	Runway Length Requirements for Airport Design
<a href="#">AC 150/5340-5C</a>	Segmented Circle Airport Marker System
<a href="#">AC 150/5340-1J</a>	Standards for Airport Markings
<a href="#">AC 150/5340-18E</a>	Standards for Airport Sign Systems
<b>Airport Planning</b>	
<a href="#">AC 150/5200-31A</a>	Airport Emergency Plan
<a href="#">AC 150/5070-6B</a>	Airport Master Plans (Change 1)
<a href="#">AC 150/5380-7A</a>	Airport Pavement Management Program
<a href="#">AC 150/5100-14D</a>	Architectural Engineering, and Planning Consultant Services for Airport Grant Projects
<a href="#">AC 150/5050-4</a>	Citizen Participation in Airport Planning
<a href="#">AC 150/5100-15A</a>	Civil Rights Requirements for the Airport Improvement Program (AIP)
<a href="#">AC 150/5100-6D</a>	Labor Requirements for the Airport Improvement Program (AIP)
<b>Airport Operations</b>	
<a href="#">AC 150/5210-6D</a>	Aircraft Fire Extinguishing Agents
<a href="#">AC 150/5230-4A</a>	Aircraft Fuel Storage, Handling, and Dispensing on Airports
<a href="#">AC 150/5200-18C</a>	Airport Safety Self-Inspection
<a href="#">AC 150/5220-20</a>	Airport Snow and Ice Control Equipment (also see change 1)
<a href="#">AC 150/5200-30C</a>	Airport Winter Safety and Operations
<a href="#">AC 150/5210-21</a>	Announcement of Availability: Airport Surface Safety Training Programs for Mechanics and Ramp Personnel
<a href="#">AC 150/5220-18A</a>	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
<a href="#">AC 150/5380-5B</a>	Debris Hazards at Civil Airports

## Frequently Used Airport Related FAA Advisory Circulars

A complete listing of FAA Advisory Circulars can be found at:

[http://www.faa.gov/airports/resources/advisory\\_circulars/index.cfm?template=Document\\_Listing](http://www.faa.gov/airports/resources/advisory_circulars/index.cfm?template=Document_Listing)

<a href="#">AC 150/5190-6</a>	Exclusive Rights at Federally-Obligated Airports
<a href="#">AC 150/5200-12C</a>	Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident
<a href="#">AC 150/5380-6B</a>	Guidelines and Procedures for Maintenance of Airport Pavements
<a href="#">AC 150/5200-37</a>	Introduction to Safety Management Systems (SMS) for Airport Operators
<a href="#">AC 150/5340-26A</a>	Maintenance of Airport Visual Aid Facilities
<a href="#">AC 150/5190-7</a>	Minimum Standards for Commercial Aeronautical Activities
AC 91.57	Model Aircraft Operating Standards
<a href="#">AC 150/5200-28D</a>	Notices to Airmen (NOTAMS) for Airport Operators
<a href="#">AC 150/5370-2E</a>	Operational Safety on Airports During Construction
<a href="#">AC 150/5210-5C</a>	Painting, Marking, and Lighting of Vehicles Used on and Airport
<a href="#">AC 90/66A</a>	Recommended Standards Traffic Patterns for Aeronautical Operations at Airports without Operating Control Towers
<a href="#">91-63C</a>	Temporary Flight Restrictions (TFRs/TFR)
<b>Environmental/Land issues/Wildlife</b>	
<a href="#">AC 150/5200-34A</a>	Construction or Establishment of Landfills Near Public Airports
<a href="#">AC 150/5200-33B</a>	Hazardous Wildlife Attractants on or Near Airports
<a href="#">AC 150/5100-17</a>	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
<a href="#">AC 150/5320-15A</a>	Management of Airport Industrial Waste
<a href="#">AC 150/5190-4A</a>	Model Zoning Ordinance to Limit Height of Objects Around Airports, A
<a href="#">AC 70/7460-2K</a>	Proposed Construction or Alteration of Objects that May Affect Navigable Airspace
<a href="#">AC 150/5200-36</a>	Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculum for Airport Personnel Involved in Controlling Wildlife Hazards on Airports
<a href="#">AC 150/5200-32A</a>	Reporting Wildlife Aircraft Strikes