

600 - Project Formulation

A sponsor initiates project formulation by identifying the needs of their airport. Effective airport planning serves as the primary source for a sponsor to identify short term and long term needs of their airport. Airport needs may also arise from other sources such as airport inspections, runway safety recommendations and security recommendations.

The Airport Capital Improvement Program (ACIP) serves as the primary tool for project formulation. The ACIP provides the means to systematically identify, prioritize and assign funds for airport development. The ACIP is prepared on an annual basis and represents the airport sponsor's five-year program for development at their airport.

Under the ACIP, sponsors submit to the FAA their requests for aid, 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 an ACIP 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.

RESOURCES

Forms

- **ACIP Data Sheet:** [MS Word](#) | [PDF](#)

Guidance

- [Benefit Cost Analysis](#)

610 - Requesting Aid: ACIP

Eligible airport owners seeking Federal assistance may accomplish such requests for aid through the FAA Airport Capital Improvement Program (ACIP). The ACIP serves as the primary planning tool for systematically identifying, prioritizing and assigning funds to critical airport development and associated capital needs for their airport. The FAA relies on the ACIP to serve as the basis for the distribution of limited grant funds under the Airport Improvement Program.

A sponsor's ACIP represents their five-year program for planning and development at their airport. Sponsors identify individual projects by submitting an ACIP Data Sheet for each work item they desire.

Submittal Requirements

An ACIP Data Sheet must be submitted for each work item listed within the sponsor's ACIP for the current and subsequent fiscal year. As a prerequisite for AIP eligibility, all such identified work must comply with the current approved Airport Layout Plan (ALP) as well as be environmentally cleared to proceed. For projects seeking discretionary funds in excess of five million dollars, a benefit/cost analysis is also required.

The Sponsor must identify the name of the airport, the work item description and the local priority of the requested work. The data sheet must also include as a minimum the following information:

Sketch - color-coded sketch that depicts and identifies the scope of the proposed project.

Program Narrative - the program narrative statement should be brief and yet describe the need and justification for each requested work item.

Cost Estimate - A cost estimate for each work item shall be submitted with sufficient detail to permit a review for reasonableness of fees. The total cost estimate (including, engineering, administrative, legal, and appraisal costs, etc.) should show 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.

If required, evidence of State and Regional Clearinghouse coordination should be provided along with the ACIP Data Sheet.

When 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.

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 of the previous fiscal year. For example, requests for FY 2009 should be submitted by February of 2008.

Coordination

Early coordination with the FAA will greatly benefit an airport sponsor that is trying to secure Federal AIP funds. Questions pertaining to a sponsor's request for Federal Assistance should be addressed to Jan Monroe at (816) 329-2635 or Lorna Sandridge at (816) 329-2641.

RESOURCES

Forms

- ACIP Data Sheet: [MS Word](#) | [PDF](#)

Guidance

- [Benefit Cost Analysis](#)

620 - Benefit/Cost Analysis

The use of a Benefit Cost Analysis (BCA) provides a quantitative method for assessing the potential benefits a project or action offers as it relates to the potential costs associated with the project. The primary objective of the BCA is to determine whether or not a proposed project provides a net benefit to the aviation public.

On December 15, 1999, the FAA issued policy on the use of BCA as it relates to capacity projects that require AIP discretionary funds. The BCA requirement is triggered when the total AIP request for discretionary funds for a capacity project is greater than \$5 million. The FAA also has the authority to require a BCA on any project requesting Federal funds. The policy does provide for certain exemptions such as reconstruction projects.

The FAA has issued guidance on the preparation of a BCA. Sponsors are encouraged to develop all BCAs in accordance with the document [FAA Airport Benefit-Cost Analysis Guidance](#) dated December 15, 1999.

Sponsors are encouraged to incorporate BCA within their master planning efforts. If this cannot be accomplished, the BCA shall be prepared and submitted as a part of the request for funds.

RESOURCES

Forms

- ACIP Data Sheet: [MS Word](#) | [pdf](#)

Guidance

- [Benefit Cost Analysis](#)