

COMMONLY USED WORDS OR ACRONYMS

ACTs	Area Commission on Transportation Committee
ALP	Airport Layout Plan – Drawing to depict the present airport project being proposed and the ultimate development of airport. Drawings of Airspace Plan and Land Use Plan showing all imaginary surfaces in airport environs (FAR Part 77) as well as short narrative describing major existing and proposed features.
ARC	Aviation Review Committee
ASAP	Aviation System Action Program
Board	State Aviation Board
CIP	Capital Improvement Projects
COAR	Critical Oregon Airport Relief Grant Program
Department	Oregon Department of Aviation (ODA)
Director	Director, Oregon Department of Aviation
FAA	Federal Aviation Administration
FAA AIP	Federal Aviation Administration Airport Improvement Program
FAM	Federal Aid to Municipalities
FAR	Federal Aviation Regulations
GA	General Aviation
Grant	Money granted to an applicant on a non-repayable basis. Must be matched by the sponsor/owner.
Grant Agreement	Agreement between the Department and the sponsor/owner setting forth the stipulations under which the funds are granted by the Board and under which the sponsor/owner accepts funds.
Master Plan	An airport master plan represents the major concepts for the ultimate development of a specific airport. It effectively presents the research and logic from which the plan was evolved and displays the plan in a graphic and written report. Master plans are applied to the

	modernization and expansion of existing airports and to the construction of new airports regardless of their size or functional role following approval by the airport governing body and acceptance of the FAA.
Municipality	Any county, city town, village, borough, authority district or other political subdivision or public corporation of this state. "Municipal" means pertaining to a municipality as defined in the section.
NPE	<p>Non-primary entitlement (NPE) funds are specifically for general aviation airports listed in the latest published National Plan of Integrated Airports (NPIAS), that show needed airfield development. General aviation airports with an identified need are eligible to receive annually the lesser value of the following:</p> <ul style="list-style-type: none"> • 20% of the 5-year cost of their current NPIAS value or, • \$150,000 <p>http://www.faa.gov/airports/central/aip/sponsor_guide/media/0100.pdf</p>
NPIAS	National Plan of Integrated Airports Systems
OAP	Oregon Aviation Plan
OAR	Oregon Administrative Rule
ORS	Oregon Revised Statutes

GENERAL INFORMATION

a. Is the program ready to go?

Yes. The Aviation Board Members approved the program material for public consumption during the September 1, 2016 public Board meeting.

b. Who does the outreach to airport sponsors?

ODA staff released an email to all non-state owned public use airports to make them aware of the upcoming grant cycle on the week of August 22, 2016. ODA staff placed calls to all public-use airports the week prior to the opening of the grant cycle in order ensure airport sponsors are aware of the grants available and answer any questions.

ODA has also created a webpage specifically for the Aviation System Action Program:
http://www.oregon.gov/aviation/Pages/Aviation_System_Action_Program.aspx

To get updates on the latest information about our grant programs, you may subscribe to the ASAP electronic mailing list by sending an email request with the subject line "ASAP Mailing List Request" to: ASAP@aviation.state.or.us

ODA Staff is always available to assist!

c. Can the application be submitted electronically or through a hard-copy?

The applicant has the option of submitting the application and supporting documentation either electronically or through a hard-copy; however, please note there is a difference in the submittal deadline.

Applications submitted electronically must be received by 11:59 p.m. on October 14, 2016.

Applications submitted in person or by mail must be received by 5:00 p.m. on October 14, 2016.

d. Will the grant program be held on an annual cycle around the same time (fall)?

Yes. ODA anticipates the COAR Grant Program to commence annually during the fall time.

e. Is there a match requirement from applicants?

Yes. The minimum match requirement is based upon the category of airport.

Category 1a -- Commercial Primary: 50%

Category 1b -- Other Commercial Non-Primary (less than 10,000 enplanements): 35%

Category 2 -- Business: 25%

Category 3 -- Regional: 10%
Category 4 -- Community: 10%
Category 5 -- Low Activity: 5%

For more information on categories of airports, please visit Chapter 4 of the 2007 OAP:
http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf

PROJECT ELIGIBILITY AND TYPES

a. May an applicant submit multiple project applications?

Yes. There are no limits on the number of applications a single applicant can submit. The maximum grant request limit per application is \$150,000.

b. Can grant money be used to complete projects already in progress?

Grants may be awarded for projects in which the grant money would fund the completion of the project. For example, a grant may be awarded to Project Y for phase 2 (construction) of a construction project.

Grants may also be awarded to phased projects. For example, a grant may be awarded to Project-X for phase 1 (design) of a construction project to get it “shovel-ready”.

c. Can business around airports qualify for grant monies?

Yes, however a public-use airport must sponsor the application on behalf of the business. OAR 738-125-0035(5)(d): “Aviation-related business development, including, but not limited to, hangars, parking for business aircraft and related facilities.” The sponsor will be responsible for the subsequent contract if a grant is awarded.

d. Can I apply for communication equipment (radio) for the airport?

If it fits into one of the project categories listed on question 9 of the application, then yes. The applicant will need to explain in their response to question 10 how their project or purchase of equipment fits into the category they selected in question 9.

Project Categories:

- Assistance with FAA AIP grant match
- Emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan
- Critical/essential services or equipment
- Aviation-related business development on airport
- Airport development for local economic development

GRANT APPLICATION

- a. Question 11b on the application asks about an Environmental Impact Statement. If my project does not require an EIS, but requires a different NEPA review, can I use the EIS date field and status box for other NEPA Review options (EIS, EA, Mitigated EA, or CATEX)?**

Yes. You may use the EIS date field and status box for other NEPA review options.

EIS – Environmental Impact Statement

EA – Environmental Assessment

Mitigated EA – Mitigated Environmental Assessment

CATEX – Categorical Exclusion

You can write the NEPA review option and type the date completed or the estimated completion date in the same box. See below for an example:

11. Documentation and Permits
 Complete the following table regarding pre-construction documents. Select "Completed" from the drop-down menu. If the document is not completed, select "Not Completed" from the drop-down menu and provide the expected completion date. If the funding program is "Equipment", select "Equipment" from the drop-down menu.

Document Description	Date Completed
a. Airport Layout Plan	
b. Environmental Impact Statement	CATEX 09/13/16

REVIEW BY THE ACTs

a. Is the Department of Aviation available to assist the ACT representatives?

Yes! ODA program staff is available to assist as needed via email, calls, or in-person meetings. For coordination, you may contact:

Nohemi Ramos

(503) 378-4881

Nohemi.Ramos@aviation.state.or.us

Or

Matt Lawyer

(503) 378-4888

Matthew.A.Lawyer@aviation.state.or.us

b. Can the ACTs be lobbied?

No. The review committee members shall not consider information provided through lobbying by the applicant or any other person outside of the committees' public meetings. This includes any request for preapproval by an applicant or other party.

c. Some of the ACT Aviation Representatives may be affiliated with the airports submitting grant applications. Will this be a problem in regards to conflicts of interest?

The ACT Aviation Representative serves as a liaison between their ACT and the ARC. It is important to have the ACT Aviation Representative that will be part of the ARC work in conjunction with their ACT and other stakeholders, such as Regional Solutions and Business Oregon in order to vet the list of projects to be reviewed. By having the ACT review the projects rather than only the ACT Aviation Representative, it takes away from having only the airport reviewing all of the projects within their ACT area.

d. Does the ACT score projects?

No. The reviewer's score is done "behind-the-scenes" using a tabulated score system. The score system is contingent upon the selections by the ACTs on the review form.

e. What are the responsibilities of the ACTs in the grant process?

There will be one designated aviation representative from each of the 12 ACTs, who will be a part of the Aviation Review Committee (ARC) and serve as a liaison between the ACT and the ARC. The designated representative will work with their ACT and other stakeholders to

review project applications for airports within their ACT area. Each ACT can define their process for reviewing grant applications.

The designated representative will review the statutory considerations portion of the grant applications (application questions 13 – 18), complete the review form, and include their ACTs justifications for the responses selected on the review form. The ACT will not prioritize projects.

At the ARC meeting in January, the representatives on the ARC will be responsible for breaking ties between projects and finalizing their project list to recommend for funding to the State Aviation Board.

Example of an ACT's process:

Again, each ACT can define their process. ODA received feedback from one particular ACT who has determined they will use a 3 person sub-committee (all the Port representatives on their ACT) to evaluate the grant proposals and submit a proposal to the ACT as a whole. From that group, a single name will be presented for inclusion in the Statewide (ARC) meeting in January. The process is to eliminate any perceived conflicts so that their single representative will most likely be representing the ACT only, and have no grant proposals on the list.

f. Should the ACTs look at the OAP and make a presentation as to how the projects tie into the OAP?

You can, but it is not necessary. The current OAP was last updated in 2007. Since then, airports may have developed additional needs. The ACTs and stakeholders within their ACT area may have knowledge of other needs that arose after the OAP was updated and were therefore not included.

PROJECT SELECTION

a. Will there be a fund allocation by region?

No. Unlike *ConnectOregon*, funds will not be allocated per region. Rather, the priority of project recommendations is based upon legislation OL 2015 c.700 §7(3)(c)(A)(B)(C):

- (A) First, to applications filed pursuant to subsection (5)(a)(A) of this section;
- (B) Second, to applications filed with respect to safety and infrastructure development; and
- (C) Third, to applications filed with respect to aviation-related economic benefits related to airports.

In addition OAR 738-125-0035 provides additional qualifying information.

b. Will airports not eligible to receive federal funding assistance from AIP funding be completely out from receiving COAR grants?

Per OL 2015 c.700 §7(3)(c)(A)(B)(C), the first priority is given to applications filed with respect to FAA AIP grant match assistance; however, applications will receive point factors based on the category of airport.

For more information on categories of airports, please visit Chapter 4 of the 2007 OAP:

http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf

GRANT ADMINISTRATION

a. If I am awarded funds, will I get all the money at once?

No. The COAR Grant Program is a reimbursement program. Only after recipients have expended funds will they receive reimbursement.

b. Is there a timeline for the money to be spent?

No, however applicants will need to submit a project schedule with dates and milestones. ODA will keep close track of the progress of the project to ensure the project schedule is being met.

OAR 738-125-0020 (3) Applicant must warrant that any grant award will be spent or obligated within the fiscal year for which the grant is made, or have an approved schedule showing completion of the project within 2 years.

c. I have two FAA AIP projects. One is ready now and the other will not be ready until the first part of 2017. May I apply for both under the COAR Grant Program?

Yes. We encourage airports to apply for as many projects as appropriate up to \$150,000 per application.