

**Washington State Department of Transportation  
Aviation Division**

**Airport Aid Application Forms**

**Please indicate menu choice by clicking on the appropriate menu button.**



# Instructions for Airport Aid Application

## 1. Public Entity

The name of the public entity, or "airport sponsor," who legally owns, and is responsible for managing, the airport. Typically this is a city, county, port district or federally-recognized tribe.

**The Applicant's Authorized Representative** is that individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a city manager, county commissioner or councilperson, port director, or tribal council member. The airport manager should only be listed if he, or she has the authority to negotiate contracts on behalf of the public entity.

**Name, address, phone number, fax number, and e-mail address.** This should be the contact information for the duly authorized representative for the public entity. This could also be the public entity's contact information if the sponsor so chooses.

## 2. Airport

The locally approved name of the airport.

**Runway length(s) and width(s).** The most current and accurate length and width of each runway.

**Number of Based Aircraft.** Please list the total number of based aircraft and list the number of singles and multi-engine aircraft separately. It would be helpful to note if the airport has any turbine powered aircraft operating off of the field.

## 3. Number of Annual Operations

List the most recent figures for number of operations. Please list General Aviation (GA) operations and Commercial Service (i.e., airline) operations separately.

**Runway Lighting.** Please indicate what intensity runway lighting the airport has (i.e., Low, Medium, High, or None) and whether or not the airport has a rotating beacon. If so, please indicate if it is lighted.

**IFR or VFR.** Please indicate whether the airport is equipped to handle Instrument Approaches (IFR) or Visual Approaches Only (VFR).

**NPIAS Airport or Non-NPIAS Airport.** Please indicate if the airport is recognized as a federally-significant airport and is included in the FAA's National Plan of Integrated Airport Systems (NPIAS), or whether it is recognized as an airport of statewide significance and is designated as a Non-NPIAS airport.

## 4. Project Listing by Priority and Description, along with Project Funding Source

Please fill this area in completely. Your application will be reviewed and judged based upon the description listed and the level of priority assigned at the local level. Number the projects 1, 2, 3, 4, etc. Give a brief but accurate description. You will have the opportunity to expand upon this in the Project Data Sheets to follow. Give the full project costs, the amount you will contribute (a minimum of 5% of the total cost), and the amount you are requesting from the Aviation Division. Include federal funds, if any. If you are going to use local equipment or volunteer labor, you will need to put the monetary value in the last column. Remember, any volunteer labor or materials listed here will need to be closely accounted for and documented according to state laws.

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

PLEASE make these estimates as accurate as you can. If you have professional engineering estimates we would encourage you to utilize those. If these estimates turn out to be an understatement and inadequate to cover the cost of the actual project, the WSDOT Aviation Division may not be able to cover the additional costs and they may have to be borne by the public entity.

## 5. Approved Airport Layout Plan

Please indicate if the airport has an approved Airport Layout Plan. The project you are requesting funding for must be shown on the ALP in order to be considered for funding. For a complete description of what an airport layout plan consists of, please refer to the Airport Layout Plan Checklist on the WSDOT Aviation Division's web site, or request a hard copy form the Manager of Aviation Operations. Depending on whether the airport is a NPIAS airport (federal ALP requirements) or Non-NPIAS airport (state ALP requirements) will determine the extent of what shall be required in the AL set of drawings. If the airport does not have an approved ALP, the first project the sponsor should request funding for is the preparation of an ALP.

**Protective Zoning in Place.** There are several types of protective zoning for an airport. Height hazard zoning protects against obstructions to FAR Part 77 defined airspace. Under Washington State's Growth Management Act, airports must be included within the Comprehensive Plan policies and Development (Zoning) Regulations for the local jurisdiction. Ultimately, the airport should also be zoned as an airport. Your airport could be protected by all of these mechanisms, some, or none. It is important for you to tell us to what extent your airport is covered by these protective zoning mechanisms. In order for your project to be considered for WSDOT Aviation Division funding, the airport must either currently be protected by local zoning regulations, or be actively engaged in the process to have it protected under local zoning regulations. Please answer Yes or No on this line. You will have an opportunity to explain further on the Supplemental Justification Sheet to follow.

## 6. Expected Start Date / Expected Completion Date

Please exercise your best judgment when estimating when the project will be initiated and when you expect it to be completed. Since payment will follow completion of the project, our budgeting and consideration of available funds will be based on these dates.

## 7. Project to be Managed By

**Name, Address, Title and Phone.** This should be the contact information for the duly authorized representative who will be managing the project for the public entity. This could also be the public entity's contact information if the sponsor so chooses.



# Airport Aid Application Project Data Sheet

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

Airport	Date of Application
Project Type ( <i>Mark One Only</i> ): <input type="checkbox"/> Pavement <input type="checkbox"/> Safety <input type="checkbox"/> Maintenance, Operations, and Security	
Project Description	
Sketch - Attach Sketch from the Airport Layout Plan	
Justification	
Cost Estimate Details	
Sponsor Signature	Sponsor Title

Project Score (WSDOT Use)

## Instructions for Completing Airport Aid Grant Application Project Data Sheet

**Airport** - The locally approved name of the airport.

**Date of Application** - Date the application will be submitted to the WSDOT Aviation Division.

**Project Type** - Mark the type of project you are requesting grant funds for: pavement, safety, or maintenance, operations and planning. Mark one only. For a representative listing of the various different types of projects to help determine which project type category your project fits under, please refer to the WSDOT Aviation Division's Airport Aid Grant Procedures Manual, Project Eligibility section.

**Project Description** - A brief description of the project. Please try to be as clear and specific as possible. For example: Overlay the entire length and width of Runway 16 with 2 inches of Class B hot mix asphalt (3,200 feet by 60 feet).

**Sketch** - Include a sketch or diagram showing the limits of the project area. You can either paste a copy of the diagram into the space provided or attach a separate sheet. Using a graphic from the airport's approved Airport Layout Plan is preferable.

**Justification** - Use this space to explain why you feel your project should receive Airport Aid Grant funds from the State of Washington Aviation Division. This is an opportunity to justify your project. Please be as clear and specific as possible. For example: The Pavement Condition Index of Runway 16 is 65 due to severe cracking of the pavement surface. Sealing the cracks and applying a 2-inch hot mix asphalt overlay over the surface will bring the PCI to 100.

**Cost Estimate Details** - Please provide specific information as to how the project costs shown on the first page of the Airport Aid Application were arrived at. Be sure to include labor and overhead costs not just construction costs in your estimate (i.e., contractor mobilization, design engineering, construction observation, project management, overhead, etc.). If you would like to attach a separate sheet, feel free to do so.

**Sponsor Signature** - The sponsor is that individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a mayor, city manager, county commissioner or councilperson, port director, or tribal council member. The airport manager should sign only if he, or she, has been given the authority to negotiate contracts on behalf of the public entity.

**Sponsor Title** - Title of the sponsor's duly authorized representative.



# Airport Aid Application Supplemental Justification

Airport Sponsor	Project Work Item	Date of Application
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	Score (WSDOT Use)
1. Project will correct an identified airport safety hazard, deficiency, or non-standard item. If Yes, specify correction. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable _____	<input style="width: 100px; height: 25px;" type="text"/>
2. Grant will be used to match another source of funds. If Yes, specify other source. <input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input style="width: 100px; height: 25px;" type="text"/>
3. Project serves a vital community need. If Yes, specify need. <input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input style="width: 100px; height: 25px;" type="text"/>
4. Project will promote economic development and self-sufficiency for the airport. If Yes, specify benefit. <input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input style="width: 100px; height: 25px;" type="text"/>
5. Describe specific actions which the airport sponsor has taken in working with its local jurisdiction to provide protective zoning of the airspace and land surrounding the airport. If the airport has been included in the local Comprehensive Plan and/or Development Regulations, specify date plan was passed and provide a copy of document(s) relative to the airport. _____ _____ _____ _____ _____	<input style="width: 100px; height: 25px;" type="text"/>
6. Project Readiness: <ul style="list-style-type: none"> <li>a. Required environmental documentation has been reviewed and approved. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</li> <li>b. Plans, specifications, estimates, and engineering report completed. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</li> <li>c. Non-State funds are available immediately. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</li> <li>d. Project is ready to proceed immediately. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</li> </ul>	<input style="width: 100px; height: 25px;" type="text"/> <input style="width: 100px; height: 25px;" type="text"/> <input style="width: 100px; height: 25px;" type="text"/> <input style="width: 100px; height: 25px;" type="text"/>
7. Project has local community support, indicated by strong volunteer commitment or interest. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	<input style="width: 100px; height: 25px;" type="text"/>
8. Sponsor has increased local match for the project. <input type="checkbox"/> Additional 5% <input type="checkbox"/> Additional 10% <input type="checkbox"/> Additional Other % _____	<input style="width: 100px; height: 25px;" type="text"/>