Purpose
To define the role of the Utah Department of Transportation (Department), the Utah Division of Aeronautics (UDOA), and other federal, state, and local agencies in developing and maintaining the Utah Continuous Airport System Plan (UCASP) and Statewide Capital Improvement Program (ACIP) for public-use airports in Utah. To establish guidelines and responsibilities for airport system planning for the development of the ACIP and for airport project completion.

Policy
The Federal Aviation Administration (FAA), in Advisory Circular 150/5070-7, Planning the State Aviation System, defines state airport system planning as the process which results in the documentation of the airport (including heliport and float plane facilities) and airport related facilities needed to meet the current and future air transportation needs of the state. It identifies the aeronautical role of existing and recommended new airports. It describes the development required at each, including time frames and estimated costs. State system planning is accomplished within a comprehensive planning framework consistent with state goals and objectives for economic development, transportation, land use, and the environment. It incorporates metropolitan and regional airport system planning and provides direction for airport master planning. It serves as an important component of the FAA’s National Plan of Integrated Airports System (NPIAS).

The purpose of the UCASP, described in its broadest sense, is to determine the extent, type, nature, location, and timing of airport development needed in the state to establish a viable, balanced, and integrated system of airports. The airport development included in a state plan should not be limited to those items of development eligible for federal financial aid. Many activities undertaken in the planning process are directly or indirectly related to implementation. The plan should give appropriate consideration to the desires of the local airport operators and elected officials.

The Department has overall responsibility for coordinating, developing, and maintaining the UCASP and ACIP for all public use airports within the state of Utah. The UDOA is the division within the Department that has responsibility for all aeronautical and aviation-related transportation issues that impact the citizens of Utah. UDOA takes the lead within the Department in developing the UCASP and the related ACIP. The Salt Lake City Airport Authority (SLCAA) owns and operates the Salt Lake City International Airport (SLCIA). SLCIA has a full staff to do all required system planning for activities at that airport. UDOA’s role in relation to the SLCIA is primarily advisory and the planning efforts of the SLCIA staff are integrated into the system planning conducted by UDOA.
The ACIP is a five-year capital investment program for all Utah airports. The ACIP identifies and prioritizes projects at each public use airport by federal fiscal year. The ACIP is fiscally constrained to the amount of federal and state funding appropriated in a given year. The ACIP is the Department program for implementing the UCASP.

The ACIP is prepared in cooperation with federal, state, and local agencies and encompasses all public-use airports in Utah. It establishes priorities for airport planning, construction, improvement, and maintenance necessary to meet national, statewide, regional, and local objectives. This cooperative planning process ensures that development and maintenance projects for public use airports in the state are centrally coordinated to best serve the transportation, communication, and economic needs of all of the citizens of Utah.

UDOA has the responsibility for aviation system planning and program development for all other municipalities in Utah. This division, in coordination with local sponsors, consultants, airport managers, and users prepares the annual update to the ACIP which documents airport capital needs for all public use airports in Utah. Changes to the plan are based on Joint Planning Conferences, Department surveys, airport master plan updates, ALP updates, and coordination with airport sponsors. UDOA also coordinates the inputs from each airport’s ADP which identifies specific projects needed at that airport over a rolling five year period to enable that airport to remain viable within the UCASP.

The UCASP must provide the background for capital investment in Utah airports by defining the role of each airport and its relationship to the community. Forecasts that show aviation demand and community growth are used to identify future capital needs. Any unique features of the airport that are important to the community must also be identified. The overall purpose of the UCASP is to provide the necessary background to make informed decisions for capital investment in Utah airports.

The ACIP identifies all federal and state funding sources available within each airport category:

1. International Airports
2. National Airports
3. General Aviation, Regional
4. General Aviation, Community
5. General Aviation, Local
It documents the planning, construction, development, and maintenance projects for each airport and then prioritizes projects across all airport classifications into a single prioritized list sorted by fiscal year. It programs federal and state funding to meet project needs according to established priorities identified in the ACIP. The programming process that results in the ACIP, programs funding for airport projects at all airports except Primary Commercial Service airports. The federal funding category that funds projects for NPIAS airports in the other three airport categories is called the State Apportionment which is part of the FAA Airport Improvement Program (AIP). Projects at Primary Commercial Service airports that are funded with federal AIP entitlement funds, Passenger Facility Charge (PFC) revenues or other airport revenues are identified in the ACIP for information purposes only. These projects are not subject to the prioritization process within the ACIP. These federal AIP entitlement funds, PFC revenues, and other revenues can only be spent by the respective primary airports and project priority decisions are made by the airport sponsor in coordination with the FAA Airports District Office (ADO).

Projects selected for inclusion in the ACIP at non-Primary Commercial Service airports in the NPIAS are funded primarily by federal AIP grants, matching state grants, and local funds. Airport sponsors submit a project request and an application for federal and state grants for eligible projects included in the ACIP to the FAA ADO and to UDOA. Airports not identified within the NPIAS are not eligible to receive federal grants. Sponsors of non-NPIAS airports submit project request and state grant application to UDOA only. State project requests are prioritized by UDOA and a fiscally restrained list of recommended projects is forwarded to the Utah Transportation Commission for approval or disapproval. Federal and state funds are disbursed to an airport sponsor by UDOA according to the grant agreements following completion or at appropriate milestones of a project. UDOA passes through all federal AIP grant funds provided by the FAA and disburses appropriate matching state funds to those projects. UDOA disburses state grant funds to airport sponsors for approved maintenance projects, planning projects, and development projects at non-NPIAS airports.

**Background**

The FAA Modernization and Reform Act of 2012 establish the relationship between States and the Federal Aviation Administration with respect to transportation planning and the submission and approval of grant applications.

The Federal Airport Funds Act (Utah Code, 72-10-3) requires that all requests for federal aid from public airport sponsors be approved by the Department Division of Aeronautics and that all federal funds be received and disbursed by the Division acting as agent for the public sponsor.

Public-use airports are a key element of the Utah transportation system. Airports are vital for the transportation, public health, safety, communication, and economic growth of Utah.
Utah’s public use airports rely upon federal and state financial support for major capital development projects. The above cited federal and state statutes provide for grants-in-aid to public use airport sponsors to fund eligible projects.

Definitions

**Airport Improvement Program (AIP)**
A federal program administered by the FAA that provides grants-in-aid and other federal assistance to airports in the NPIAS.

**Airport Layout Plan (ALP)**
A multi-level engineering scale drawing of an airport that conforms to FAA standards and shows current features and planned development.

**Airports District Office (ADO)**
A field office of the Airports Division of the FAA that serves airports in a multi-state area. The Denver ADO manages the federal AIP in Utah.

**Capital Improvement Program (CIP)**
A five-year capital investment program managed by the FAA that allocates federal funds to approved projects at NPIAS airports.

**Federal Aviation Administration (FAA)**
An agency within the Federal Department of Transportation with responsibility for all aviation and aviation-related matters. The FAA has responsibility for administering all aspects of the federal AIP in the context of this policy.

**National Plan of Integrated Airports System (NPIAS)**
A federal airport plan identifying airports with associated data that meet certain FAA criteria and are considered nationally significant. Only airports in the NPIAS are eligible for federal aid.

**State Airport System Planning**
The process that results in the documentation of the airport (including heliport and float plane facilities) and airport related facilities needed to meet the current and future air transportation needs of the state.

**Statewide Airport Capital Improvement Program (ACIP)**
A 5-year program identifying development and maintenance projects for public use airports in Utah. It consists of a list of all projects, categorized by fiscal year, funding source, and estimated cost.
Utah Continuous Airport System Plan (UCASP)
A 20-year plan prepared by UDOA covering public use airports in the state. The UCASP is the primary document that defines the functions and development needs of public use airports in Utah.

Utah Division of Aeronautics (UDOA)
The division within the Department responsible for management of all federal AIP and state aviation funds, disbursement of state aviation fuel tax revenues, review and approval of capital projects, inspection and certification of public-use airports in Utah, operation and maintenance of state-owned air navigation facilities, maintenance of state-owned fixed wing aircraft and operation of department owned aircraft to provide transportation services to state government organizations and individuals. This Division prepares the UCASP and compiles the ACIP.
Responsibility: Airport Sponsors

Actions

1. Establish locally oriented goals and objectives with respect to airport development and the relationship to economic development, transportation infrastructure, land use, and environmental concerns.

2. Establish local aviation oriented objectives regarding safety, efficiency, level of service, and economic self-sufficiency.

3. Update Airport Master Plan and associated Airport Layout Plan periodically to ensure that the plan reflects the goals and objectives the sponsor has for its airport.

4. Keep UDOA apprised of resources required to maintain their airport facility and to meet their planning goals and objectives through annual updates to their Airport Development Plan.

Responsibility: Utah Division of Aeronautics

5. Establish goals and objectives at the state level with respect to airport development and the relationship to economic development, transportation infrastructure, land use, environmental concerns, and aviation safety.

6. Prepare an annual update to the ACIP incorporating inputs from the airport sponsors that reflect the goals and objectives set at the state level.

7. Provide individual airport sponsors with state budgetary policy and fiscal constraints and with technical direction for airport master planning.

8. Provide the FAA with recommendations for inclusion in the NPIAS.

9. Conduct special studies and activities to provide the aviation community and the general public with appropriate information on pertinent aviation issues.

10. Conduct special data collection programs of a continuing nature, specifically for use in airport planning.
Responsibility: Utah Division of Aeronautics

Actions

1. Provide the information contained in the Statewide Airport Capital Improvement Program (ACIP) for Public Use Airports in Utah on a continuing basis to the FAA Denver ADO. This information is the basis for the federal NPIAS CIP that is used by the FAA to allocate State Apportionment funding to selected airport development projects at NPIAS airports.

2. Coordinate with airport sponsors and with the Denver ADO on an ongoing basis to ensure that agencies are using the same information in programming funding for capital improvements at Utah’s public-use airports.

3. Maintain the ACIP current as changes in funding levels, project schedules, and projects occur.

4. Initiate the annual revision to the ACIP by soliciting Airport Development Plan (ADP) inputs from each public use airport sponsor in the state.

Responsibility: Airport Sponsors

5. Update annually their Airport Development Plan. Airport sponsors are responsible to provide opportunity for public comment and approval from local elected officials (city or county councils) as part of the update process.

6. Respond to annual request from UDOA for ADP update.

Responsibility: Utah Division of Aeronautics

7. Meet with ADO for project selection at NPIAS airports.

8. UDOA staff meets to identify projects using only state funds.
9. Prepare the annual update to the five-year ACIP. All projects are prioritized according to the priority system. Anticipated federal and state funding amounts will be applied to each fiscal year and funding for projects will be programmed according to this anticipated funding and project priorities. Individual adjustments to selected projects may be made subjectively when there is a logical reason for deviating from the priority system. This is an interactive process that involves frequent discussions with airport sponsors and with the FAA Denver ADO. The updated ACIP is then presented to the Utah Transportation Commission for review and approval.

10. Submit the ACIP to the FAA Denver ADO as the five-year plan update to the NPIAS.
Completing an Airport Improvement Project  
UDOT 06D-02.3

Responsibility: Utah Division of Aeronautics

Actions
1. Recommend to the FAA ADO with each annual update to the ACIP that those airport development projects at NPIAS airports that have been selected for inclusion in the ACIP be included in the five year NPIAS and the CIP. Identify recommended projects that would be appropriate to receive discretionary funding should such funding become available.

Responsibility: Federal Aviation Administration Airports District Office

2. Include airport development projects at NPIAS airports that have been selected for the five year NPIAS in the CIP. Coordinate with the airport sponsors for ACIP projects between one and two years before the anticipated funding year and commencement of work.

Responsibility: Airport Sponsor

3. Plan to complete preliminary project activities such as scope, necessary environmental, land acquisitions, and getting the project ready to bid between one and three years before the funding year and commencement of work on projects that are included in the FAA CIP or the ACIP.

4. Be prepared to submit a grant application for the project as soon as funding is confirmed by the FAA ADO, UDOA, or both.

Responsibility: Utah Division of Aeronautics/Federal Aviation Administration Airports District Office

5. Notify the airport sponsor that funds have been allocated to the project as soon as funding for the appropriate fiscal year in which the project is to be funded has been confirmed. Notify the airport sponsor and request immediate submission of a grant application if discretionary funds become available for the project.

Responsibility: Airport Sponsor

6. Submit applications for Federal grants to the FAA ADO with a copy to UDOA when notified of funding availability. Submit applications for state grants for development projects at non-NPIAS airports and for all state funded maintenance projects to UDOA.
7. Coordinate with both the FAA ADO and UDOA before submitting a grant application when unforeseen project needs of an emergency nature arise such as there is insufficient time available to go through the normal project programming and selection process.

**Responsibility:** Utah Division of Aeronautics

8. Review the application for accuracy, reasonableness, inclusion of the project in the ACIP, and confirmation of the available or allocated funding upon receipt of a federal or state project grant application.

9. Present the project to the Utah Transportation Commission for approval if the project hasn't already been approved.

10. Issue the state Grant Agreement or Cooperative Agency Agreement or both for approved projects to the airport sponsor for signatures.

**Responsibility:** Airport Sponsor

11. Return the signed copies of the Grant Agreement or Cooperative Agency Agreement or both to UDOA.

**Responsibility:** Utah Division of Aeronautics

12. Process the signed copies of the agreements through state channels for appropriate coordination, signatures, and state contract number.

13. Return a completed copy of all executed agreements to the airport sponsor.

**Responsibility:** Airport Sponsor

14. Proceed with the project after notification from UDOA and the FAA ADO.

15. Has full responsibility and control over bidding, contractor selection, and construction management within the guidelines of appropriate grant agreements and assurances. Begin to conduct bidding and contractor selection as soon as approval for the project has been given by the Utah Transportation Commission. Construction may not begin nor may disbursement of grant funding for any work requested before notification from UDOA, the FAA ADO, or both to proceed with the project.

16. Responsible for quality control of the project. The sponsor may be assisted by staff or consulting engineers. Failure of the sponsor to ensure quality control could affect eligibility for project payment.
Responsibility: Utah Division of Aeronautics/Federal Aviation Administration
Airports District Office

17. The Department inspectors and FAA ADO project managers may periodically visit the project during construction.

Responsibility: Airport Sponsor

18. Notify UDOA and the FAA ADO if significant problems occur during the construction phase.

Responsibility: Utah Division of Aeronautics/Federal Aviation Administration
Airports District Office

19. Provide assistance in resolving the problem after becoming aware of a significant problem with the project.

Responsibility: Airport Sponsor

20. Sponsors with approved accounting systems request project funding directly to the FAA for federally funded airport development projects. The sponsor is responsible for all project accounting.

21. Notify UDOA when request for payment is submitted to FAA via approved accounting system.

22. Payments will normally be requested upon completion of the project for projects where funding includes a state grant but no federal grant. Requests for payment are made in writing with attached invoices and documentation of all costs incurred by the project for which payment is being requested. Partial payments may be requested as project phases are completed for large projects.

Responsibility: Utah Division of Aeronautics

23. All AIP payments must flow through UDOA to the public sponsor according to Utah Code 72-10-302. UDOA will process payment to the sponsor for the federal share through the State Treasurer’s office upon receipt of the payment request for federally funded airport development projects.

24. UDOA will also process payment of the state matching funds, when applicable, for payment to the sponsor when processing payments for the federal share.
25. Payment to the sponsor will be processed upon receipt of the payment request, including required documentation for projects where funding includes a state grant but no federal grant. Under no circumstances will payments under UDOA grants exceed the amount approved in the grant.

**Responsibility:** Airport Sponsor

26. Coordinate with the FAA ADO and UDOA to initiate close-out actions upon completion of the project funded with a federal grant.

27. For state grant projects, upon completion of the project, notify UDOA.

**Responsibility:** Utah Division of Aeronautics

28. UDOA will close out the project and terminate the job documents after notification from the FAA ADO of project close-out.

29. Perform a final inspection of the project upon notification of completion of a project. Make final payment of the UDOA share of the project based upon total documented costs, not to exceed the amount approved in the grant after a satisfactory inspection and upon receipt of a proper request from the sponsor. The project will then be closed out and the job documents terminated.