

Key Components of the Planning & Programming Process

This year, FAA has requested the Commission's help with their scheduled NPIAS update. In effect, the Commission will upload the short-term (1-5 years) portion of its updated ADWS database into the NPIAS database. This will make it even more important for your community and airport that the Commission's ADWS database is updated to reflect your airport's capital improvement needs. This action or the lack of it will directly impact the amount of NPE grant funds that your airport receives in the future. In the past some airport sponsors have overlooked updating their identified capital improvement needs. As a consequence, 8 airports in Oklahoma saw their NPE grant funds shrink by an average of \$42,000 in FY 2005. The Commission requests your support and cooperation to help accurately represent Oklahoma's airport capital improvement needs to Congress and to secure the appropriate level of funding to maintain and enhance our aviation infrastructure.

- **Letter of Interest:** The Commission's planning and programming process is initiated by a letter of interest (LOI) from the airport sponsor. Through the LOI, the sponsor communicates the capital improvement needs of the airport to the Commission. The LOI is accompanied by ACIP-Datasheet(s) containing details of the planned improvements. The LOI should be signed by a City Official that can legally bind the city, typically, the mayor or the city manager. The sponsor's list of identified capital improvement projects included in the LOI is added to the airport's ADWS. An example LOI can be viewed on-line at <http://cec-b30.ecn.ou.edu/apms.2.0/planning/forms/main.php>.
- **ACIP-Datasheet:** A completed ACIP-Datasheet (available online at <http://cec-b30.ecn.ou.edu/apms.2.0/planning/forms/main.php>) for each capital improvement project must be attached to the LOI. The datasheets include:
 - a) A brief description of the project and its scope.
 - b) The justification for identification of the project by the sponsor.
 - c) An estimated planning cost for the work item.
 - d) The desired time frame for accomplishing the work.
- **Project cost estimate:** The Commission expects the airport sponsor to submit a planning cost with the LOI. This *planning cost* is based on a preliminary design and is not based on construction quantities. Since the planning cost is not based on a detailed engineering analysis, it can differ from the actual project cost. If the project is selected for inclusion in the Commission's Capital Improvement Program (CIP), then the sponsor will need to provide a detailed project cost. The *detailed project cost* is based on estimated construction quantities.

- **Airport Development Worksheet:** The ADWS identifies the short, medium and long-term development and maintenance needs of a single airport and is *unconstrained* by funding (a wish list so to speak). The Commission reviews all the ADWSs annually, and selects projects that will improve and support the Oklahoma and National airport systems based upon priorities set forth in the Commission rules in the Oklahoma Administrative Code and FAA standards. Those projects are then identified in the Commission's CIP. The ADWS is therefore a vital planning and programming tool for airport sponsors and the Commission. The ADWS for any airport in the Oklahoma Airport System can be viewed and printed on-line from the Commission's web-site (<http://www.aeronautics.state.ok.us>).
- **NPIAS Needs:** The National Plan of Integrated Airport Systems (NPIAS) identifies more than 3,300 airports nationwide that are significant to national air transportation and thus eligible to receive Federal grants under the Airport Improvement Program (AIP). It also includes estimates of the amount of AIP money needed to fund infrastructure development projects that will bring these airports up to current design standards and add capacity to congested airports. FAA is required to provide Congress with a 5-year estimate of AIP eligible development every 2 years. The NPIAS comprises all commercial service airports, all reliever airports, and selected general aviation airports. The Secretary of Transportation transmitted the 2005-2009 National Plan of Integrated Airport Systems (NPIAS) to Congress on September 30, 2004. The AIP eligible development needs identified in this report were compiled as of December 2003 and updated in February 2004.
- **SACIP:** State Apportionment Five-Year Capital Improvement Program: The FAA requires the Commission to develop and maintain a five-year CIP, which is *constrained* by the annual federal Apportionment funds allocated to Oklahoma. Currently, that amount is \$4.4 million dollars. Projects are entered for a five-year period and work their way up to Year One, the current year. *If* federal discretionary funds become available (we usually become aware of this in the latter part of the federal fiscal year), they are committed to the ongoing projects in order to complete them early and move other projects forward. Of course, if federal funding is reduced, projects may, by necessity, be delayed or eliminated.
- **CIP:** Aeronautics Commission Three-Year Capital Improvement Program: The Commission formally approves a three-year CIP annually. The CIP is the One through Year Three section of the SACIP and the State grant program for the same time period. Years 1-3 are commonly referred to as the "in" years. These are the projects to which the FAA and Commission are committed. Federal and State grants are extended to airport sponsors whose projects are listed in Year One. The Commission's CIP is constrained by annual federal and State funding. Therefore potential projects are selected depending upon the availability of Grant funds and the merits of the project.