



Prop Wash!



An Informational Bulletin from
ADOT-MPD-Aeronautics Group

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Quarterly Based Aircraft Reports & Grant Assurance Enforcement

As we move into our 2nd year of checking all grant assurances, we are proud that there are only a handful of Arizona's airports still missing based aircraft reports on a quarterly basis.

Many thanks for the continued efforts at all the airports who regularly file this record. We have recovered (through registration enforcement) over \$3 M in the aviation fund due to your efforts together with aircraft registration enforcement.

If you have not filed a based aircraft report each quarter, ADOT will no longer be able to issue new grants to your airport and ADOT may withhold active grant reimbursements until a report is filed.

For assistance with what is required on a Quarterly Based Aircraft Report, contact your airport's grant manager, either:
Tammy Martelle - tmartelle@azdot.gov
Or Nancy Wiley - nwiley@azdot.gov

Aviation Fund & Grant Reimbursements

CURRENT FUND BALANCE:

\$14.4 MILLION

ACTIVE GRANTS TOTAL:

\$12 MILLION (STATE SHARE)

PENDING GRANTS:

\$0.9 MILLION (STATE SHARE)

GRRs PAID TO AIRPORTS:

144 PAYMENTS MARCH-JUNE

\$2.9 MILLION TO AIRPORTS



Laughlin/Bullhead International Airport ~ Arizona Airport of the Year 2011!

A summary of the award nomination reads:

Airport Facility Improvements

Improvements to the facilities at the Laughlin/Bullhead International Airport include terminal renovation, extensive runway rehabilitation and safety improvements, and an Automated Weather Observation System was installed, providing airport personnel and aircraft operators with the most advanced weather technology.

Airport Management

The Laughlin/Bullhead Airport management team meets regularly with airport tenants, providing and exchanging future plans and project information.

"Major changes in business operations have taken the airport from near insolvency five years ago to a solid financial position today," said Airport Director David Gaines.

Aviation Advocacy & Community Outreach

Gaines and airport staff routinely host and speak at area civic organization meetings. Gaines also serves on the Bullhead Regional Economic Development Authority, and helps guide local efforts to acquire scheduled service.

The Laughlin/Bullhead Airport allows airport facilities to be utilized by other government organizations for training and contingency planning, including police K-9 units and military aviation units from across the

globe and the country.

Boy Scout and Cub Scout units have experienced daily airport operations firsthand. An open invitation for hobbyist groups to visit the airport has been extended to the community; the Tri-State Focus Photography Club, a regional photo club, has produced photos of the aircraft and equipment. Airport staff teamed with the U.S. Marine-Corps Reserves Toys for Tots Drive program in Bullhead City and Fort Mohave. Toys were distributed to over 123 families.

Special Events and Recognition

Aviation enthusiasts, local residents and winter visitors took part in the inaugural Legends Over the Colorado River, a special event hosted by the airport.

The Transportation Security Administration (TSA) presented Gaines and his staff with a Certificate of Appreciation for the positive cooperation between TSA and airport staff.

"We are very pleased to recognize the Laughlin/Bullhead International Airport for their exceptional service and commitment to Arizona's systems of airports, said ADOT Director John Halikowski. "The investments continue to meet the needs of residents, visitors, and businesses throughout the state."

Read the full story and see more photos: http://mpd.azdot.gov/mpd/airport_development/airports/airport_OTY.asp





Have Money Left Over in a Grant?

If it is a S/L grant - The grant is done, the money returns to the Aviation Fund.

If it is a F/S/L - Either (1) The grant is done, the ADOT money returns to the Aviation Fund and the FAA money rolls over to future entitlements or is used for non ADOT work OR (2) A formal letter from the FAA amending the grant scope and an amendment request from the Sponsor are needed for ADOT to amend the scope of work in the ADOT matching grant. If work is done on a verbal agreement (by FAA or by local order), ADOT cannot reimburse for work outside the approved scope & approved contract.



Some Words from ADOT Aeronautics - A Look Ahead

It's a new fiscal year and many things are happening. Good things. As an industry, we have been hit hard like many others in this State. Recession has taken its toll but we are managing to survive. And now, we are beginning to grow.

As evidence of this I offer the following. The State Transportation Board approved the new 2012-2016 Transportation Construction Program. In it contains Airport development programming of nearly \$22 million for Fiscal Year 2012 alone. All five programs from MPD Aeronautics Group are funded. We are presently working with sponsors who are ready to go with new grants, our Airport Economic Impact Study will be under way in August, Loans are available for application (go to the Aero web site to apply) and Pavement Management Projects are all designed and going to bidding this month. You can find the Program at this link: http://mpd.azdot.gov/mpd/airport_development/index.asp

In our quest to manage the Aviation Fund with a closer eye to keeping the money flowing and not building up we are continuing to work with airport sponsors to be ready to implement their projects when a grant is issued. We have been working hard to turn over projects in a reasonably effective fashion. If the work can not proceed with haste, we will re-program the funds to the next eligible and ready projects.

Another facet of this quest is the implementation of the Local Government Investment Pool (LGIP) Program. We began this in 2008 and were stopped due to the recession and its impacts on the Fund. Now we are proceeding again. Simply stated, this is a method of placing funds from the Aviation Fund into specific LGIP accounts managed by the State Treasurer's Office. Once a Grant Reimbursement Request is approved by the Aeronautics Group, the sponsor may withdraw these funds electronically. Speeds up the process and helps manage the Aviation Fund. This program is on our Web site and you can talk to your Grant Manager about your participation. It's a great new beginning.

~ Mike Klein

Send in GRRs monthly for all active grants!



Annual Planning Meetings for 2013-2017 ACIP

ADOT Aeronautics has worked together with the FAA and airport sponsors to once again coordinate the Annual Planning Meetings for Arizona's Public Owned-Public Use airports. The purpose of these meetings is to prepare the airport for ADOT FY 2013-2017 ACIP web project entry in September and October. These submitted projects are then printed by the airport and also submitted to the FAA for the beginning of FAA's 2012 program formulation. It is helpful for Sponsors to be prepared for the meetings by having all requested documents available (Master Plan and ALP, last year's requested projects, pavement management report, etc.) and the projects prioritized. The Annual Planning Meetings have been a productive series of meetings in the past that helps us all get on the same page for what capital improvements can happen next for each airport. We are pleased to be able to come out and see each airport so we truly understand your project needs. You should have received a save the date notice via e-mail and should have had a call from your ADOT ACIP manager to confirm the date and arrange times. If you do not know the date of your meeting, please contact your ACIP manager. Don't know who your ADOT ACIP manager is? Please refer to the list attached to the ACIP letter on the web:

http://mpd.azdot.gov/mpd/airport_development/PDF/ADOTACIPLetterwebFinal2012.pdf



Reviews 101 ~ RFQ, RFP, GSA, Agreements, Contracts, and Change Orders

Reviews are just a part of what we have to do to monitor the expenditure of funds to be reimbursed with State money. We hope ADOT has made these reviews as quick and painless as possible for most projects.

The grant checklists offer a great map for what documents ADOT will need to see and in what order they should be reviewed.

The grant agreements state repeatedly that these reviews must be done in advance of the work per-

formed for the work to be eligible for ADOT reimbursement.

ADOT reviews prior to advertising:

- Requests for Qualifications
- Requests for Proposals
- 100% Plans, Specs & Estimates
- CM at Risk

ADOT reviews prior to executing:

- General Services Agreements
- Consultant Agreements

• CM at Risk
ADOT reviews prior to proceeding:

- 30% plans
- Change Orders
- CM at Risk Allowances
- Recommendations for Award
- Planning & Environmental Documents
- Land Appraisals

If you have any questions about documentations or reviews, please review the checklists and contact your grant manager for assis-

tance. ADOT wants every expected ADOT project cost to be eligible!

Visit the grant website to view checklists and grant documents:

http://mpd.azdot.gov/MPD/Airport_Development/grants.asp



What is a 30% set of Plans ~ What is a 100% set of Plans?

30% Plan and Engineer's Report Contain:

- Scope, History, and Purpose of Project
- Record of Completed NEPA Approvals
- Survey Data, Reference Data, & Topo Data (existing site and structures)
- Existing UG Utility Locations
- Soils Report
- Drainage Report
- Draft Sheets: Cover, Project Layout, Project Reference & Control, Construction Notes, Plans, Profiles, Cross Sections, Details
- Draft Schedule and Estimate

100% Plans Must Contain:

- Full Set of Final Plans (construction safety plan draft)
- Any changes from 30% plans must first be approved
- Complete Draft of Specifications Book
- Entire Bid Documentation including Provisions and Bid Item List
- Engineer's Estimate

ADOT must review and Approve 100% Plans prior to advertising the project in order for the project to be eligible for ADOT reimbursement.



Grant Reimbursement Request (GRR) Backup Material Explained!

We get regular questions, here's the short version answer:

Do Attach a Copy to GRR:

- Approved Summary Page of Sponsor Admin Costs Including Names, Hours & Reimbursable Items With Monthly Total
- Approved Consultant Invoice
- Approved Contractor Invoice With Bid Items and Totals to Date
- Sponsor Record of Payment to Contractor or Consultant
- For Planning, Env. & Land Only—**Monthly Progress Report must be submitted with the GRR.**

Do Not Attach to GRR, but Do Keep in Your Records:

- Receipts for Sponsor Admin Reimbursable Items
- Timesheets for Airport Personnel
- Timesheets for Consultants
- Subconsultant Backup Material
- Backup Material for Consultants
- Correspondence or E-mail: Costs, Estimates, Negotiation, Changes, Planning Meetings, Environmental and Land Coordination
- Weekly Construction Report/ Payroll
- Change Orders & Approvals

- Monthly Status Reports, Schedules, Meeting Minutes (Design/ Construct)
- Copies of Contracts
- Subcontractor Invoices
- Estimates for Proposed Work
- Backup Calculations or Material Slips for Contractor Bid Items

Always ask your ADOT grant managers if you have any questions about GRRs. Keep all documents in your project files in case you are audited for ADOT grant compliance or by other parties!





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http://mpd.azdot.gov/mpd/airport_development/index.asp

*** Got Land? Airport Cooperative Research Program (ACRP) #47 "Guidebook for Developing and Leasing Airport Property" is now available at the following link: http://onlinepubs.trb.org/onlinepubs/acrp/acrp_rpt_047.pdf ***

Quarterly Based Aircraft Reports Due July 15th!



737 Airliner Service at Grand Canyon National Park Airport

Vision Airlines, which operates out of Las Vegas, is now offering 737 service to the airport on a daily basis. The Transportation Security Administration is also stationed at the airport and will be screening passengers as they board the plane to fly back to Las Vegas, along with assisting with other homeland security measures at the airport. The Arizona Department of Transportation operates the Grand Canyon Airport.

"Now that Vision has airline service here, people who want to visit the Grand Canyon from anywhere in the country can fly to Las Vegas, switch planes and come to the canyon," said Grand Canyon Airport Manager Michael Halpin. "They can make a visit to the Grand Canyon a part of their Vegas weekend getaway."

This development is the first

step in making the Grand Canyon more accessible to people around the state and around the country. With the addition of TSA officers, charter flight companies will no longer have to provide their own passenger screening. Also, the use of 737 airliners means airline companies can fly more people to the Grand Canyon at a reduced cost.

"Our goal is to give people more options to come see the Grand Canyon," Halpin said. "We think once other airlines see that they can fly 737s to the Grand Canyon, they may start offering similar services

to their customers."

The Grand Canyon Airport is currently the third busiest airport in the state based on the number of commercial service passengers behind Phoenix Sky Harbor International Airport and Tucson International Airport. For more information on the Grand Canyon Airport, visit

www.grandcanyonairport.org.



Federal Aviation
Administration

The Federal Corner:
AIP projects may include:

- Construction Contracts
- Equipment Contracts
- Professional Services (A/E) Contracts

Many times a sponsor will ask "Which federal provisions do I have to include in the contract?" Others rely on consultants to produce a contract or a procurement group to create the document.

For each contract, please review and include the most recent versions of the FAA AIP federal contract provisions for your type of project at: http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/