



COMMUNITY AIRPORT PARTNERSHIP (CAP)

Program and Application Guidelines 2016 – 2017

Introduction

The Saskatchewan Ministry of Highways and Infrastructure (the Ministry) recognizes the important role that community regional airports play in supporting economic and social development, such as their vital role in helping delivering ambulance and medivac services. Community regional airports in southern Saskatchewan are considered a vital component to the province's comprehensive transportation growth strategy.

Purpose

The goal of the Community Airport Partnership (CAP) program is for the ministry to provide capital contributions to airport infrastructure. This infrastructure program is intended to rehabilitate and upgrade the network of strategic regional community airports in southern Saskatchewan. Maintaining and protecting the existing network of publicly-licensed community airports will support:

- Safe airport operations
- General aviation operations and commercial air charters
- Air ambulance and medivac operations
- Local and regional economic development

The objective of the CAP program is to provide eligible airports with stable, long-term financial assistance for the rehabilitation, construction and capital improvements of infrastructure.

Time frame

CAP is an ongoing program subject to the availability of funding on an ongoing basis. Funding for the current program will be based on the 2016-17 fiscal year, which starts **April 1, 2016 and ends March 31, 2017.**

Eligible applicants

Eligible applicants include regionally-focused municipal or community-owned airports that are not eligible for airport assistance under the federal government's Airports Capital Assistance Program (ACAP). Other federally funded approved projects are also not eligible. Applicants must be willing to fund the proposed project on an equal cost-shared basis (50/50). Applicants will need to demonstrate that the projects will contribute to the economic and social development of the region the airport serves.

Eligible airports

Eligible airports are those that support:

- Economic development
- General access to surrounding communities
- Communities
- Air ambulance and medivac operations
- Commercial operations
- Aviation safety

Project eligibility

Program requirements may evolve over time. The current priority will be given to safety-related airside capital improvement projects, such as the rehabilitation of runway, taxiway and apron, along with existing lighting and navigational/weather reporting systems. Typical projects would be pavement rehabilitation, slurry seals, overlays, GPS approach design and AWOS (Automated Weather Observing System). As well, security fencing around an airport will be considered eligible for safety reasons.

Consideration will also be given to extensions to existing runways where benefits can be documented for safety, regional economic and social development reasons. Secondary runways and secondary taxiways may also be considered but will not be given a high priority.

Eligible projects could also include engineering services which will provide technical measures needed to improve the airport infrastructure. Examples of engineering services could include pavement condition assessment and pavement load rating, detailed construction specifications, site surveys, detailed plan drawings, core testing and other services which will provide the necessary information to the community to make airport rehabilitation decisions.

Projects must meet acceptable engineering standards and may require environmental approval from appropriate agencies.

Exclusions

The following items are **NOT ELIGIBLE** for funding:

- All buildings, including terminals and storage areas/sheds
- Aviation fuel tanks
- Development areas and access roads
- GST
- New water and sewer, power and utility installation or upgrading of existing utilities
- Operating and normal routine maintenance
- Land acquisition with the possible exemption of land required for runway extension
- Equipment purchase and lease
- Municipal administration and supervision expenses
- Volunteer contributions – labour, materials, etc.
- Retroactive engineering studies, airport renovations or any other capital expenditures prior to project approval
- Projects that have been approved for federal or other provincial funding.

Funding

For approved projects, 50 per cent of the eligible cost is available for funding from the ministry.

The maximum contribution from the ministry for an approved project will be \$275,000 for the 2016-17 fiscal year. Applicants are required to solicit competitive bids for the work. Applications without contractor estimates may be not be accepted. The CAP program Policy Principles are attached which provide additional details on the CAP requirements.

Procedures

Applicants seeking assistance under this program should submit a request for assistance by **Thursday, March 31, 2016**. Applications received after this date will not be considered.

As a minimum, the request should contain the following items:

- Condition assessment of the infrastructure
- Economic and social benefits, including potential regional impacts, of the project
- Description of the work
- Estimate of costs and timing of project

The Ministry will review the engineering requirements internally to determine if the proposed project meets acceptable engineering and environmental standards. The applicant must notify the Ministry of any changes to the project cost or scope as soon as possible. The applicant is responsible for any cost overruns in excess of the approved project funds.

Review process

The ministry will arrange for the evaluation and ranking of projects by an independent review panel consisting of representatives from the Saskatchewan Aviation Council (SAC) and operations specialists from the Regina Airport Authority (RAA), the Saskatoon Airport Authority (SAA) and the Ministry representatives.

The Ministry will chair the panel and provide administrative support for the review panel. The panel will prioritize projects through an objective consensual process. Preference will be given to communities who partner with other communities and businesses. The prioritized projects will then receive final Ministry approval in April 2016. Once a project has been approved, the applicant will be expected to enter into a contribution agreement with the Ministry.

APPLICATION GUIDE

Applicants must ensure their application contains sufficient information to permit the Ministry to determine the eligibility of the proposed project and to accurately evaluate the project's merits and its safety, along with social and economic benefits. The following outline is provided as a guide for information that must be included in an application.

Airport name location

- Airport name
- Contact name and title
- Phone
- Fax
- Email

Airport characteristics

- Certified or registered status
- Runway dimensions (feet)
- Surface type
- Surface condition
- Navigation aids
- Lighting
- Type of aircraft accommodated
- Other

Airport users and frequency

Indicate estimated users and frequency. Users could include business charter recreation, air ambulance, police, crop sprayers, etc.

Project proposal

- Economic, social and other benefits to the community and the region the airport serves
- Summary description of project and attach plan(s) details separately
- Environment statement if required
- Overall need and justification for the project

Project funding

- Total estimated project cost cash requirements, in-kind contributions
- Letter indicating your commitment to fund 50 per cent of the cost, including partnerships with neighbouring municipalities and local business and the amounts they will contribute
- Amount of funding requested from the program
- Recognition of the municipality being responsible for the GST

It is suggested that the application to be evaluated should not exceed 10 pages.
Note that additional supporting documents may be required.

Application submission and contact

Applications must be made by the municipality/airport authority to:

Alan Hill, Senior Program Advisor
Saskatchewan Ministry of Highways and Infrastructure
Community Airport Partnership (CAP) Program
1100 - 1855 Victoria Ave., Regina, Sask. S4P 3T2
Phone: 306-787-2251, Fax: 306-787-8700, Email: alan.hill@gov.sk.ca

It is preferred that applications be scanned and emailed to Mr. Hill.

ATTACHMENT

Community Airport Partnership (CAP) Program

Policy Principles

1. Sharable costs shall only include:
 - a. Contract items
 - b. Utility moves
 - c. Materials acquisition and installation
 - d. Consulting engineering costs
 - e. Other items approved by the Ministry

2. The following items will not be considered sharable:
 - a. All buildings, including terminals and storage areas/sheds
 - b. Aviation fuel tanks
 - c. Development areas and access roads
 - d. GST
 - e. New water and sewer, power and utility installations or upgrading of existing utilities
 - f. Operating and normal routine maintenance
 - g. Land acquisition, with the possible exception of land required for existing runway extension
 - h. Equipment purchase and lease
 - i. Municipal administration and supervision expenses
 - j. Volunteer contributions – labour, materials, etc.
 - k. Retroactive engineering studies, airport renovations or any other capital expenditure prior to project approval
 - l. Projects that have been approved for federal or other provincial funding.

3. Contract Administration

- a. Projects with an estimated sharable cost < \$100,000
 - i. May be contracted from one qualified contractor, or
 - ii. Added by a supplemental agreement to an existing contract the applicant already has with a qualified contractor, or
 - iii. Publicly tendered.
- b. Projects with an estimated sharable cost > \$100,000
 - i. Should be publicly tendered.
 - ii. When necessary;
 - 1. The work may be contracted through bids invited from a minimum of three qualified contractors, or
 - 2. Added by a supplemental agreement to an existing contract the applicant already has with a qualified contractor, provided that contract was publicly tendered.
- c. Contracts that will not be publicly tendered will require the approval of the Ministry prior to execution.

4. Project design and standards.

- a. All structural infrastructure components of the project (including but not limited to runways, taxi-ways and apron, including geometric and surfacing design) shall be certified as meeting minimum Transport Canada standards for airports, by a registered professional engineer.