

AIRPORT CAPITAL IMPROVEMENT PLANNING (ACIP)

Formal implementation of ACIP began in 1990 when an internal FAA working group was established to write an order for the ACIP. The Order, 5100.39, Airport Capital Improvement Plan, was primarily intended to move AIP discretionary funding decisions from a historical base to a needs base to insure that the highest national priorities are funded. The Order also stresses the need for a calculated priority system and the need for state and sponsor involvement.

The complexities of airport development make implementation of the concept difficult as compared to other programs administered by FAA. In fact, ACIP is recognized not as a program, but actually as a *process*. The ACIP process is the collection, coordination, analysis and funding decisions for airport development needs. To be successful, the ACIP process needs to be the cooperative effort of many diverse partners who assist with the development of our national airport system.

The goal of Airport Capital Improvement Planning is the development of an airport system such that the highest priorities and needs are identified and funded using all available funding sources. Although AIP funds are emphasized, the concept applies to *all* funding sources. AIP provides a decreasing share of airport development needs nationwide. New funding sources such as PFC collections, and innovative financing mechanisms will complicate airport development funding decisions. Regardless of the funding source, the FAA must continue to provide an oversight role that keeps all airport development activity focused on the federal interest. The ACIP provides a forum whereby all funding sources and needs can be collected and analyzed by everyone involved in airport development.

THE ACIP NATIONAL PRIORITY CALCULATION

The ACIP uses a national priority calculation as prescribed by Order 5100.39. Priority numbers are calculated based on the size and type of airport (service level) and the type of project (as described by the NPIAS-CIP project codes). The national priority calculation:

- (1) Provides a standard means to sort projects from high to low priority.
- (2) Is used to measure how well funding plans (the ACIP) address the highest priority needs.
- (3) Imitates the existing AIP priority system. It does not represent a significant departure from the AIP priority system established by the Airport Improvement Program Handbook, Order 5100.38a.
- (4) Is not intended to be the sole gauge for project approval.

No priority system could ever perfectly describe national needs and priorities. For example, the current ACIP national priority calculation does not account for cost-benefit data nor does it use forecast or historical growth factors. Regions and Airport District Offices are in the best position to identify individual projects that warrant AIP funding consideration.

The national priority calculation follows:

$$(P*(Apt+C+1)+T)*10+Apt$$

Where:

P = Purpose Points (0 to 5 Pts),

C = Component Points (1 to 6 Pts) , And

T = Type Points (1 to 3 pts) are derived from the ACIP Point Value Table.

Apt = Airport Points (1, 2, 3, or 6 pts) are calculated as follows:

Primary And Reliever Airports

Large And Medium Hub = 1 Pt.

Small And Non Hub = 2 Pts.

Commercial Service = 3 Pts.

General Aviation

Aircraft* / Operations*

100 Or 40,000 = 1 Pt.

50 Or 20,000 = 2 Pts.

20 Or 8,000 = 3 Pts.

<20 Or <8,000 = 6 Pts.

*- Aircraft are based aircraft. Operations are total itinerant operations.

---- ACIP Point Value Table ----

PURPOSE CODES

<u>code</u>	<u>description</u>	<u>points</u>
SA	Safety/Sec	0
RE	Reconstruction	1
ST	Standards	2
EN	Environment	1
UP	Upgrade	3
CA	Capacity	3
NA	New AirCom	5
NC	New AirCap	3
PL	Planning	1
IN	Ineligible	9

COMPONENT CODES

<u>code</u>	<u>description</u>	<u>points</u>	<u>valid type codes</u>
LA	Land	3	AQ DV MS NO RA RN SZ
RW	Runway	1	CO EX FR GR HE IM MS NO SC SF VT SG DI
TW	Taxiway	3	CO EX IM MS NO SC SG DI
AP	Apron	4	CO EX IM MS SC DI
LI	Lighting	3	CE HI MI MS NO RR RT
AA	Approach Aids	2	IN MS NO PI VI AN
TE	Terminal	5	BO CO EX GA IM MS
AC	Access	5	CO IM MS SI SV
PL	Planning	1	MA ME NO VT ST
EQ	Equipment	3	MS SN SR WX ST
OT	Other	3	MS NB NL NO NS OB RF SB SE SG
IN	Ineligible	9	AC GA IM MA MS PA TE FF UT

TYPE CODES

<u>code</u>	<u>description</u>	<u>points</u>	<u>code</u>	<u>description</u>	<u>points</u>	<u>code</u>	<u>description</u>	<u>points</u>
AC	Access	2	MS	Miscellaneous	3	SI	Service Rd Imp	3
AQ	Acquire Airport	2	NB	Noise Barrier	2	SN	Snow Removal EQ	2
BO	Terminal Bldg Bond	2	NL	Landscaping for Noi	2	SR	Sensors RW	2
CE	RW Center Line LI	1	NO	Noise Plan/Suppres	2	SV	Service Rd Const	3
CO	Construction	2	NS	Soundproofing	2	SZ	Safety Zone	1
DV	Land for Developme	2	OB	Obstruction Remov	1	TE	Terminal	2
EX	Extension/Expansior	2	PA	Parking	3	VI	Visual AA	2
FR	RW Friction	1	PI	Partial Instrument A	2	VT	Const V/TOL RW/Vert	2
GA	Gates	2	RA	Reloc Assist(Non-noi	2	WX	Weather Reporting	2
GR	Grooving	1	RF	ARFF Vehicle	1	SG	Runway/Taxiway Sig	1
HE	Helicopter Landing	2	RN	Reloc Assist(Noise)	2	ST	Sensors TW/StatePla	2
HI	High Intensity RW LI	1	RR	Rehab RW LI	1	AN	Air Navig.Facilities	2
IM	Improvements	1	RT	Rehab TW LI	2	DI	Deicing Facilities	1
IN	Instrument AA	2	SB	Safety Related Bld G	2	FF	Fuel Farm Developm	3
MA	Mass Transit/Master	2	SC	Sealcoat	2	UT	Utility Development	3
ME	Metropolitan Planni	2	SE	Security Imp	1			
MI	Medium Intensity Rl	1	SF	RW Safety Area	1			

6/16/93

SUBJ: AIRPORT CAPITAL IMPROVEMENT PLAN

1. **PURPOSE.** This Order prescribes the development of a Regional Airport Capital Improvement Plan (ACIP) for the planning, development and execution of an orderly, systematic approach to the application of Airport Improvement Program (AIP) grant funds to necessary airport planning and development under a 5-year program. It provides broad guidelines to allow the different airport organizational structures flexibility in its implementation. A flow diagram relating the National Plan of Integrated Airports System (NPIAS), ACIP and AIP is included as Appendix 1.

2. **DISTRIBUTION.** This Order is distributed to all addressees of the ZRP-510 special distribution list and to all Airports District Offices/Airports Field Offices.

3. **BACKGROUND.** The AIP, which provides Federal funds for planning and development at the nation's public use airports, is a major source of revenue for airport planning and capital development nationwide. In awarding AIP funds to sponsors, the FAA has always emphasized use on the highest priority projects. In the past, the prioritizing of projects has been done at the regional/district office level. Headquarters has distributed AIP funds to the regions based on this regional prioritization and on historical trends in the regions' use of funds. With the extensive demands for funds, FAA must distribute funds to the regions in a way that ensures that, nationally, the highest priority projects are being funded. The ACIP is intended to help accomplish this objective. It is a needs-based five-year plan of funding for airport planning and development projects. The ACIP should be formulated by the FAA in cooperation with states, planning agencies and airport sponsors. The projects in the ACIP will respond to FAA's emphasis on capacity enhancement, safety and security requirements, and noise and other environmental concerns. The distribution of AIP discretionary funds will be based on this plan. In addition, it will provide documented support for responses to

subjective pressures, such as historical trends, for the distribution of Federal funds to lower priority projects.

4. DEFINITIONS.

a. **Airport Capital Improvement Plan (ACIP)** - a continual systematic approach to planning and scheduling Federal funding for needed airport planning and development, over a given 5-year period, using a needs-based priority system. The ACIP consists of a list of airport planning and development items expected to be accomplished within a realistic timeframe with anticipated available AIP funds.

b. **Airports District Office/Airports Field Office (ADO/AFO)** - wherever the term ADO appears, it means an ADO or an AFO, or in the case of regions without district or field offices, the office within the region that has the responsibilities for performing the traditional role of an ADO/AFO.

c. **ADO/Local Ranking** - a ranking of airport planning and development work items according to their importance reflective of ADO planning, with sponsor/State/system planning agency input.

d. **Regional Ranking** - an aggregate ranking of all ADO work items in the region according to their importance from a regional planning concept.

e. **National Priority** - a numerical, computer-generated system for prioritizing work items in accordance with annual agency goals. The NPIAS/CIP data elements will be used to automatically calculate the work item priority.

f. **Year 1 of the ACIP** - the current AIP fiscal year.

g. **National Plan of Integrated Airport Systems (NPIAS)** - a listing of all AIP eligible planning and

development needs of the nation's public use airports without regard for priority or funding availability.

h. NPIAS/CIP - the computer software program that contains the database of NPIAS and ACIP information.

i. Passenger Facility Charge (PFC) - a \$1, \$2 or \$3 fee that a public agency may be authorized to impose at a commercial service airport that it controls.

5. PRINCIPLES.

a. General - The development of an ACIP will help to ensure that the FAA manages the grants-in-aid program on the basis of national system needs. It should be consistent with the following goals:

(1) develop orderly and realistic plans of development at the nation's system of airports, yet remain flexible to meet changing needs;

(2) improve consistency in the nationwide distribution of discretionary funds;

(3) provide stronger oversight in assuring that AIP goals are met; and

(4) provide a basis for earlier announcements of programming levels of discretionary funds and, hence, provide more lead time for project development.

b. AIP Goals.

(1) Provide AIP grant funds to assist airport sponsors in:

(a) assuring safe operations (Part 139) and satisfying security requirements (Part 107).

(b) preserving the existing airport system in order to assure reliable and efficient use of existing capacity.

(c) assuring that standards prescribed by the Administrator are met.

(d) adding capacity where it is needed with full consideration given to environmental consequences.

(e) improving environmental compatibility of airports.

(2) Provide AIP grant funds to support priority planning by airport sponsors, states and system planning agencies.

c. Joint planning efforts of State Aviation agencies, airport sponsors and FAA officials. It is the intent of the ACIP process to allow for a cooperative effort for the systematic improvement of the nation's public-use airports and to encourage joint efforts in the effective planning and phasing of such improvement. Input from state officials and airport sponsors should be considered in the final selection of projects.

d. Relationship between the sponsor's preapplication and the ACIP. It is the intent of the ACIP process to encourage sponsors to submit one annual Preapplication for Federal Assistance (SF 424, etc.) that includes all work items in the sponsor's ACIP.

6. ACIP PROCESS. (Flow Diagram is included as Appendix 2.)

STEP 1: APP-1 requests submission of regional ACIPs (this is formerly referred to as the annual call for the program). This request will include deadlines for submission and guidance to the regions on funding limitations and inclusion of unfunded work items in the regional submission.

STEP 2: ADO communicates with sponsors and States requesting that they develop/update ACIPs for individual airports. This communication should take place early in the fiscal year prior to the first of the five fiscal years for which the ACIP is being requested. (See Appendix 3 for a suggested format for a written request.)

STEP 3: States and sponsors send their ACIPs (based upon master/system plans, joint planning conferences, 5010 data, airport layout plans, safety/Part 139 inspection results, terminal area forecasts, pavement condition surveys and pavement trend analyses, PFC applications, existing NPIAS/CIP data, meetings with the ADOs, etc.) to the ADO for consideration. State/sponsor ACIPs shall include a detailed list of work to be accomplished during each year of the 5-year period, assuming availability of both Federal and local matching funds for all proposed eligible work. AIP funding should show both forecast entitlements, where appropriate, and planned discretionary. Such lists should also contain any work for which PFC funds will be used. A review of local funds that will be used for work that will not be funded with AIP funds may be necessary to support the sponsor's priorities for development.

STEP 4: ADO reviews sponsor's ACIP for eligibility, cost reasonableness, justification and sponsor's priority in accordance with FAA Order 5100.38A, AIP Handbook.

STEP 5: If the regional Airports Division Manager deems it appropriate, ADOs and regional personnel may meet to assign regional ranking of work items. Regional ACIP, in regional priority order of both Federally-funded and unfunded work items, is sent to the Director, Office of Airport Planning and Programming (APP-1). (See Appendix 4 for report format.)

STEP 6: APP-1, or designee, reviews each regional ACIP in view of national priorities and national emphasis. Following coordination with the regions, adjustments in the regional ACIP may be made to assure that high national priority items are funded equitably among regions. Unfunded items from the regional ACIPs are ranked in national priority order for use by APP-1. The regions are then given programming authority, subject to adjustments during Year 1 of the ACIP. Planning levels and programming authority of funding for future years may also be given at this time.

STEP 7: The region may then begin advance-programming discretionary funds. Sponsor and State entitlement funds may be programmed at any time, subject to APP-1 limitations.

STEP 8: Adjustments are made by the region on unfunded items and continual evaluation of the execution of the ACIP is made throughout the AIP current fiscal year.

7. RESPONSIBILITIES. In carrying out this program, specific responsibilities are assigned as follows:

a. Assistant Administrator for Airports, ARP-1:

(1) sets national priorities and goals of annual AIP program accomplishment based upon agency goals and objectives.

(2) resolves any conflicts between regional ACIP and national priorities.

(3) assures compliance with ACIP.

b. Director, Office of Airport Planning and Programming, APP-1:

(1) reviews regional ACIPs.

(2) makes funding adjustments in regional ACIPs to assure the equitable funding of high priority projects among regions.

(3) provides annual programming authority based upon the regions' approved ACIP.

(4) applies national priority to unfunded work items.

(5) reviews effectiveness of ACIP.

c. Regional Airports Division Manager:

(1) oversees development of regional ACIP in standard format required by APP-1.

(2) implements the regional ACIP.

(3) compiles supplemental information to support projects included in the regional ACIP.

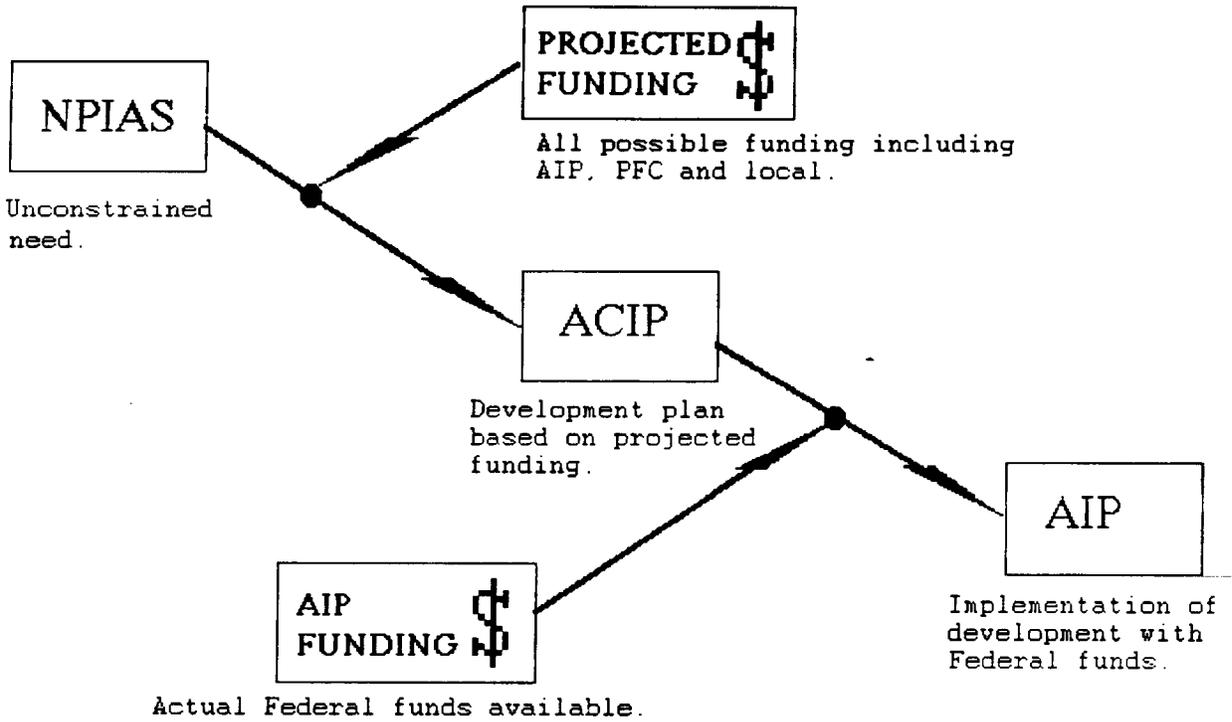
(4) maintains currency of ACIP.

8. FORMS AND REPORTS. This order contains sample forms and guidelines for use of the forms.

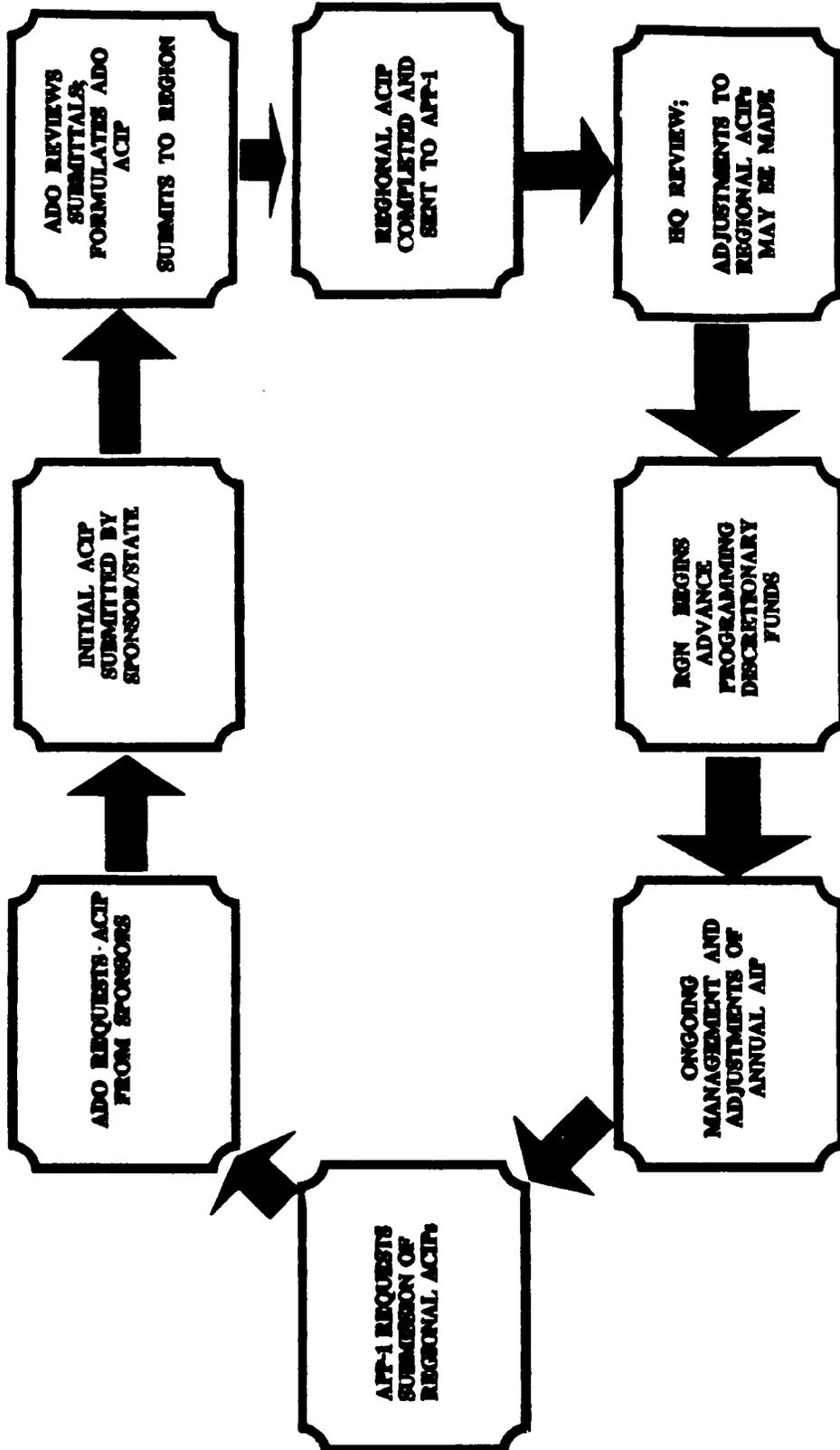
QUENTIN S. TAYLOR

Acting Assistant Administrator for Airports

APPENDIX 1
THE AIRPORT CAPITAL IMPROVEMENT PLAN "BIG PICTURE"



APPENDIX 2 ACIP PROCESS



APPENDIX 3_SUGGESTED TEXT FOR LETTER
REQUESTING A STATE'S OR A SPONSOR'S ACIP

The Federal Aviation Administration has instituted a process called the Airport Capital Improvement Plan (ACIP) designed to better distribute Airport Improvement Program (AIP) funds based upon priority and need.

As part of this process, we are developing a regional ACIP to cover the period 199X-199Y <5 years>. The information that you provide will be reviewed by this office and submitted with other airport sponsors' information to our Washington Headquarters office, as appropriate. Based upon this submittal, AIP funds will be distributed among the regions to fund projects listed in the each region's ACIP.

It is important that information concerning your airport(s) <the general aviation and reliever airports within your State> be submitted to this office by <date> for inclusion in our regional ACIP. Enclosed is a format that should be used to submit your information. We will be requesting information from you on an annual basis.

We have developed a computer program that keeps track of planned development over a 5-year period, as well as information contained in the National Plan of Integrated Airport Systems (NPIAS) over the next 10 years. This program can be made available to you to keep track of your airport's <s'> planned development. Please contact _____<ADO CONTACT> _____ at telephone _____, if you are interested in further information concerning this computer program.

Sincerely,

Enclosure

< > = information or choices depending on sponsor

**Instructions for
Airport Capital Improvement Plan**
(FAA Form 5100-30)

1. **Airport:** Enter the official name of the airport.
2. **State:** Enter the two letter abbreviation of the state.
3. **NPIAS No.:** Enter the National Plan of Integrated Airport Systems number assigned to the location.
4. **LOCID:** Enter the three or four digit location identifier assigned to the airport. If not available, leave blank and FAA will complete.
- 5(a) **Project Description (by Funding Year in Priority Order):** Enter a brief description of the work and list the work by funding year in priority order.
- 5(b) **Federal Funds:** Enter the amount of Federal AIP funds requested for the work to the nearest dollar. Combine entitlement and discretionary funds.
- 5(c) **State Funds:** Enter the amount of the State funds expected to be applied to the work to the nearest dollar.
- 5(d) **Local Funds PFC:** Enter the amount of Passenger Facility Charges to be applied to the work to the nearest dollar.
- 5(e) **Local Funds Other:** Enter the amount of local funds, other than PFC, to be applied to the work to the nearest dollar.
- 5(f) **Total \$:** Enter the sum of 5(b) through 5(e).
- 5(g) **Environmental Impact:** Enter one of the following three codes for environmental actions:
 - C — Categorical exclusion
 - F — FONSI (Finding of No Significant Impact)
 - E — EIS (Environmental Impact Statement)
- 5(h) **Start Date:** Enter the numerical eight character date (MM/DD/YY) on which the project is expected to begin (notice to proceed).
- 5(i) **Completion Date:** Enter the numerical eight character date (MM/DD/YY) on which the project is expected to be financially completed.

**Agency Display Of Estimated Burden For
Airport Capital Improvement Plan**

The public report burden for this collection of information
is estimated to average 60 minutes per response.

If you wish to comment on the accuracy of the estimate or make suggestions for reducing
this burden, please direct your **comments** to OMB and the FAA at the following addresses.

Office of Management and Budget
Paperwork Reduction Project 2120-0567
Washington, D.C. 20503

— and —

U.S. Department of Transportation
Federal Aviation Administration
Program Support Branch, ARP-11
800 Independence Avenue, S.W.
Washington, D.C. 20591

Please DO NOT RETURN your form to either of these addresses.

APPENDIX 4 CAPITAL IMPROVEMENT PROGRAM Costs by FY/Category/State in Millions

FY: 1993 APPORTIONMENT STATE: CONNECTICUT

<u>location/loc id</u>	<u>item</u>	< work codes >			<u>nat. pri.</u>	<u>year</u>	<----- 1993 ----->			<u>federal</u>
		<u>purp</u>	<u>comp</u>	<u>type</u>			<u>ent/app</u>	<u>discret</u>	<u>total</u>	
DANIELSON/SB3	CONSTRUCT APRON	ST	AP	CO	183	0.00	0.45	0.00	0.45	0.00
WILLIMANTIC/SBO	RECONST. R/W 9-27, ARPT BEAC	RE	RW	IM	73	0.00	1.04	0.76	1.80	0.00
CONNECTICUT totals:					0.00	1.49	0.76	2.25	0.00	
APPORTIONMENT totals:					0.00	1.49	0.76	2.25	0.00	

FY: 1993 ENTITLEMENT STATE: CONNECTICUT

<u>location/loc id</u>	<u>item</u>	< work codes >			<u>nat. pri.</u>	<u>year</u>	<----- 1993 ----->			<u>federal</u>
		<u>purp</u>	<u>comp</u>	<u>type</u>			<u>ent/app</u>	<u>discret</u>	<u>total</u>	
BRIDGEPORT/LJR	DRAINAGE IMPROVEMENTS(FW I)	ST	OT	MS	152	0.00	0.35	0.00	0.35	0.00
	CONDUCT AMPU (TERM.BLDG.STUDY	PL	PL	MA	112	0.00	0.14	0.00	0.14	0.00
----- BDR totals:					0.00	0.49	0.00	0.49	0.00	
GROTON/GOH	IMPROVE GUIDANCE SIGNS	ST	OT	MS	152	0.00	0.40	0.00	0.40	0.00
NEW HAVEN/HVN	SECURITY ACCESS SYSTEM	SA	OT	MS	32	0.00	0.15	0.00	0.15	0.00
	PURCHASE ARFF	SA	OT	RF	12	0.00	0.15	0.15	0.30	0.00
	EA/DESIGN T/W,SAFETY AREAS(MU	EN	OT	MS	92	0.00	0.10	0.00	0.10	0.00
----- HVN totals:					0.00	0.40	0.15	0.55	0.00	
CONNECTICUT totals:					0.00	1.29	0.15	1.44	0.00	
ENTITLEMENT totals:					0.00	1.29	0.15	1.44	0.00	

FY: 1993 NON-COMMERCIAL SER STATE: CONNECTICUT

<u>location/loc id</u>	<u>item</u>	< work codes >			<u>nat. pri.</u>	<u>year</u>	<----- 1993 ----->			<u>federal</u>
		<u>purp</u>	<u>comp</u>	<u>type</u>			<u>ent/app</u>	<u>discret</u>	<u>total</u>	
WILLIMANTIC/SBO	RECONST. R/W 9-27, ARPT BEAC	RE	RW	IM	73	0.00	1.04	0.76	1.80	0.00
CONNECTICUT totals:					0.00	1.04	0.76	1.80	0.00	
NON-COMMERCIAL SER totals:					0.00	1.04	0.76	1.80	0.00	

FY: 1993 NON-HUB STATE: CONNECTICUT

<u>location/loc id</u>	<u>item</u>	< work codes >			<u>nat. pri.</u>	<u>year</u>	<----- 1993 ----->			<u>federal</u>
		<u>purp</u>	<u>comp</u>	<u>type</u>			<u>ent/app</u>	<u>discret</u>	<u>total</u>	
BRIDGEPORT/BDR	SECURITY ACCESS & FENCING	SA	OT	SE	12	0.00	0.00	0.35	0.35	0.00
NEW HAVEN/HVN	PURCHASE ARFF	SA	OT	RF	12	0.00	0.15	0.15	0.30	0.00
CONNECTICUT totals:					0.00	0.15	0.50	0.65	0.00	
NON-HUB totals:					0.00	0.15	0.50	0.65	0.00	

FY: 1993 RELIEVER STATE: CONNECTICUT

<u>location/loc id</u>	<u>item</u>	< work codes >			<u>nat. pri.</u>	<u>year</u>	<----- 1993 ----->			<u>federal</u>
		<u>purp</u>	<u>comp</u>	<u>type</u>			<u>ent/app</u>	<u>discret</u>	<u>total</u>	
DANBURY/DXR	RECONST. R/W 17-35	RE	RW	IM	62	0.00	0.00	2.00	2.00	0.00
	SRE BUILDING(DESIGN)	ST	OT	MS	152	0.00	0.00	0.10	0.10	0.00
----- DXR totals:					0.00	0.00	2.10	2.10	0.00	
HARTFORD/HFD	RECONST R/W 2-20	RE	RW	IM	62	0.00	0.00	2.00	2.00	0.00
CONNECTICUT totals:					0.00	0.00	4.10	4.10	0.00	
RELIEVER totals:					0.00	0.00	4.10	4.10	0.00	