

MANITOBA

Transportation & Government Services

AIRPORT CAPITAL ASSISTANCE PROGRAM

**INFORMATION TO PROGRAM
APPLICANTS FOR 2003/2004**

**MANITOBA AIRPORT CAPITAL ASSISTANCE PROGRAM
INFORMATION TO PROGRAM APPLICANTS**

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MANITOBA AIRPORT CAPITAL ASSISTANCE PROGRAM
INFORMATION TO PROGRAM APPLICANTS

1. PURPOSE

Under the Manitoba Airport Capital Assistance Program (MACAP), the Province of Manitoba may provide financial assistance toward airport planning and capital investments at small Manitoba airports operated as a public facility. The aim of these contributions is to increase aviation safety and to support economic development.

2. ELIGIBLE APPLICANTS

- Owners of public airports and other groups as appropriate.
- Applicants must be willing to fund the proposed project on a 50/50 basis.
- The airport must be able to meet applicable Canadian Air Regulations.
- The proposed project must meet good engineering and environmental standards.
- Contributions cannot be made to airports owned by Manitoba Transportation & Government Services, those operated by Canadian Airport Authorities, Crown Corporations, Government Agencies or those that qualify for Transport Canada's Airport Capital Assistance Program (ACAP). Airport owners applying for funding under the MACAP must maintain their facilities accessible for public use by the aviation public.

3. EVALUATION CRITERIA

Each request will be evaluated on its merit. Contributions are determined in relation to the expected aviation, social and economic benefits. Only projects estimated at a total cost of \$5,000.00 or more can be considered for MACAP funding.

4. ASSISTANCE AVAILABLE

Capital Contributions for:

- Priority 1: - runway, taxiway and apron rehabilitation and improvements.
- Priority 2: - lighting for runways, taxiways, aprons, windsocks and obstructions;
 - navigational aids (other than Non-Directional Beacons);
 - fuel storage and containment systems; and
 - utilities to service eligible items.

- Priority 3:
- removal of tree growth encroaching on the zoning limits;
 - purchase of safety-related airport operating or maintenance equipment;
 - fencing;
 - air terminal building improvements;
 - equipment shop;
 - parking facilities, and
 - other items authorized by the Minister.

Consideration will be given to costs associated with the project's management as well as other costs required for the effective execution of the project.

Contributions cannot be made for:

- operation or routine maintenance costs;
- administrative costs;
- cost of land purchase or lease;
- any project or part of a project where work has already been initiated or completed; or
- access road outside the airport boundary.

Manitoba Transportation & Government Services may provide technical advice to contribution recipients but cannot provide detailed planning or engineering assistance. Some proposed projects, such as runway lighting, may require detailed evaluation at the feasibility study stage to ensure airport certification standards can be met.

5. HOW TO APPLY

Applications must be made by the airport owners and submitted to:

David O. Selby
Director of Northern Airports and Marine Operations
Manitoba Transportation & Government Services
14th Floor - 215 Garry Street
Winnipeg MB R3C 3Z1

The application should contain sufficient information to permit the Department to determine the eligibility of the proposed project and to accurately evaluate the project's merits and the projected aviation, social and economic benefits.

A **separate application** is required for each project that the applicant wants considered under the MACAP.

The following outline is provided as a guide for information that should be included in an application. It should be noted that the amount of information necessary on the application would depend on the complexity, cost and scope of the proposed project.

In the case where the airport has multiple owners, the applicant(s) must identify the lead administrator (eg.: the Town or R.M.). The Department can only make payment(s) to one agency. It is that agency's responsibility to ensure the project is performed to the terms of the agreement and that payments for the project are processed as required.

Acknowledgement letters will be sent notifying applicants that their application has been received and is being reviewed. If a letter of acknowledgement is not received by January 30, 2003, please advise the Department, as your application may not have been received.

A. EXISTING AIRPORT

Describe (when applicable):

- runway dimensions, surface type and condition;
- other facilities; taxiways, aprons, hangars, tie-down areas, air terminal building, access roads, fencing; and
- existing ownership and/or arrangements.

B. AIRPORT DEVELOPMENT PLAN OUTLINE

Describe:

- airport role;
- certified or registered classification;
- VFR or IFR;
- types of aircraft to be accommodated; and
- future development plans, particularly as they relate to the proposed project.

C. PROPOSED PROJECTS

Include:

- project plan or sketch showing project location;
- design indicating construction methods, materials, etc.;
- source of design and name of engineer/engineering firm which prepared or reviewed the design;
- environmental impacts and proposed mitigation measures, if applicable;
- certification of funding commitment (Council Resolution, Board of Directors Resolution, etc.); and
- review of impacts on/by neighbouring properties, if applicable.

The manual "Aerodrome Standards and Recommended Practices", (TP 312) as published by Transport Canada is a useful reference in designing and operating airport facilities. It is available from the Transport Canada Ottawa offices at telephone number (613) 991-9970.

D. PROJECT FUNDING

Indicate:

- total estimated project cost and cash requirements by year;
- amount of Manitoba Transportation & Government Services (MACAP) assistance requested;
- if applicable, other sources of financial assistance and amounts provided;
- a breakdown of the applicant's contribution to the project detailing cash as well as the value of donated resources (labour, material, equipment, etc.); and
- a commitment by the airport owner to perform the noted project including a commitment to fund it as required.

E. PROJECT NEED AND JUSTIFICATION (where applicable)

Describe:

- overall need and justification;
- distance of community from the nearest air carrier airport and any surface transportation conditions that may make road travel difficult;
- the improved safety benefits to be incurred;
- the benefits which will be produced by the proposed project, both to aviation and the local economy;
- additional aircraft types and sizes which may be accommodated by the proposed project; and
- expressions of interest, where applicable.

PROGRAM DATES

In order to facilitate the necessary process to ensure the effective development of the MACAP, applicants are required to meet the following annual deadlines:

- | | |
|---------------------------------|-------------------|
| - Submission by Applicants | December 31, 2002 |
| - Final Claim for Reimbursement | March 12, 2004 |

6. APPLICATION EVALUATION, DECISION AND ANNOUNCEMENT

The Director of Northern Airports is responsible for coordinating the evaluation and may contact the applicant to obtain additional information, to arrange a site visit or to discuss project design and cost estimates. At this stage, the proposed project cost, phasing or scope may be amended by discussion between the Director of Northern Airports and the applicant.

The Department will advise the applicant by letter whether the project is approved or denied and the amount of the contribution where applicable. The Department will make public announcements of provincial contribution.

7. PROJECT DELIVERY

Ministerial approval of project funding is the applicant's authority to initiate the project as detailed. Progress and final payments are conditional upon satisfactory compliance with the terms and conditions of the letter of approval and this document. Project funding may be cash-flowed over a period of time.

8. CONSTRUCTION CONTRIBUTION

A letter of approval must be received by the applicant before any work can commence on the project. The recipient of a construction contribution must supply the following documents to permit Manitoba Transportation & Government Services execution of the agreement:

- where applicable to the project, the legal description and plan of airport property, as registered in the provincial Land Titles Office. The plan must show airport boundaries, existing runways and taxiways and the area of the approved project;
- proof of authority to enter into an agreement with the Province of Manitoba and commitment to assume all project costs in excess of the contribution amount;
- a project schedule showing anticipated start and finish dates, including major milestones; and
- a cash flow projection.

TERMS OF A CONSTRUCTION CONTRIBUTION

The terms of a Construction Contribution may include obligations for the recipient to perform some or all of the following tasks:

A. GOODS AND SERVICES TAX (GST)

Manitoba Transportation & Government Services is GST exempt (R107863847). The GST can be claimed as defined in the Reciprocal Taxation Agreement, which states that the Province is liable for the GST incurred for any third party purchases or any purchases where the Province is not invoiced directly. A Municipality claiming for GST reimbursement will have the Federal GST rebate, which is 57.14%, factored in.

B. BEFORE CONSTRUCTION STARTS

- become aware of applicable environmental protection statutes, regulations, guidelines, standards, and by-laws that pertain to the project.

C. DURING PROJECT DELIVERY

- ensure all contracts awarded under the MACAP are subject to the normally accepted tendering process including the maintenance of a record of the tendering process;
- where appropriate, engage or assign an engineer to inspect and test materials and performance during construction to ensure that the project is completed according to the plans and specifications;
- if the project is carried out in whole or in part by the recipient, maintain a separate accounting for all costs and expenditures incurred to carry out each phase of the project and make it available to the Department for review upon request;
- comply with all applicable environmental protection statutes, regulations, guidelines, standards, and by-laws;
- keep proper accounts and records of all expenditures, and permit access for review; and
- recognize provincial financial assistance in all public announcements, information releases and tender calls.

D. UPON COMPLETION OF PROJECT

- operate and maintain the airport for public use to Transport Canada standards for a minimum period to be negotiated by both parties. The normal basis for these negotiations would be: a period of one year for each \$50,000.00 of provincial funding for the project(s) approved in any given year. This period would normally start when the project is substantially completed. Subsequent projects approved, if any, would extend the initial operational period; and
- repay the contribution if the terms and conditions are not met.

Manitoba Transportation & Government Services reserves the right to make site visits during the Project work.

9. PAYMENT

A. PROGRESS PAYMENTS

Progress payments can be made on a monthly basis to reimburse the recipient for actual disbursements. The total of the progress payments shall not exceed 90% of the agreement unless approved by Manitoba Transportation & Government Services. The total annual payments cannot exceed the approved funding level as identified on the approved cash flow detail.

The recipient may apply for progress payments by submitting a Payment Request Form to Manitoba Transportation & Government Services supported by the following:

- an invoice billing to Manitoba Transportation & Government Services for actual costs, up to 90% of the approved funding level as detailed in the approved cash flow;
- all applicable supporting invoices identifying actual costs as well as donated resources, certified by an authorized representative of the recipient;
- a detailed statement of the work performed; and
- a Statutory Declaration.

B. FINAL PAYMENT

The final payment is made upon receipt of:

- Payment Request Form;
- satisfactory evidence of the recipient's compliance with the terms and conditions of the construction contribution. Evidence may include inspection by Manitoba Transportation & Government Services staff;
- an invoice billing to Manitoba Transportation & Government Services for actual costs, up to 100% of the approved contribution, supported by:
 - a detailed statement of the work performed, certified correct by the recipient's administrator or engineer;
 - a Statutory Declaration that all the recipient's obligations under the agreement have been met, including certification that the project, as approved, has been completed; and
 - a financial statement completed by an accredited official identifying the expenditures incurred for the project including applicable supporting invoices.

In order to effect proper processing of the claim(s) all associated data must be provided to the Department on or before March 15, 2004 for final payment, as the grant for this work expires on March 31, 2004.

10. STATUTORY DECLARATION

The following Statutory Declaration shall be used for appropriate certification.

11. PAYMENT REQUEST FORM

The following Payment Request Form shall be used when requesting reimbursement of expenses.

12. OFFICE ADDRESSES

Manitoba Transportation & Government Services
Northern Airports and Marine Operations
14-215 Garry Street
Winnipeg MB R3C 3Z1
Telephone: (204) 945-3421
Fax (204) 948-3251
E-mail dselby@gov.mb.ca

Transport Canada
Aerodrome Safety
Central Region
3rd Floor, 344 Edmonton Street
Winnipeg MB R3B 2L4
Telephone: (204) 983-4335

Mailing Address:

Transport Canada
Aerodrome Safety
Central Region
P.O. Box 8550
Winnipeg MB R3C 0P6