



Saskatchewan
Ministry of
Highways and
Infrastructure



COMMUNITY AIRPORT PARTNERSHIP (CAP)

Program and Application Guidelines 2011 – 2012

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 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 2011-12 fiscal year, which starts **April 1, 2011 and ends March 31, 2012.**

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). 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 and overlays.

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

Eligible projects could also include engineering services to complete a site survey, plan detailed drawings and core testing cost estimates.

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
- 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
- Retroactive engineering studies, airport renovations or any other capital expenditures prior to project approval
- Municipal administration and supervision expenses and
- Volunteer contributions – labour, materials, etc.

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 \$200,000 for the 2011-12 fiscal year. The applicants are required to solicit competitive bids for the work.

Procedures

A municipality seeking assistance under this program should submit a request for assistance prior to **March 18, 2011**. 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 municipality must notify the ministry of any changes to the project cost or scope as soon as possible. For approved projects, ministry funds must be remitted if the project's scope changes and funds are not disbursed. The community 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) and Saskatoon Airport Authority (SAA).

The ministry will chair the committee and provide administrative support for the review panel. The panel will prioritize projects through an objective consensual process. The selected projects will then be forwarded to the Deputy Minister for approval in April 2011. Once a project has been approved, the municipality/airport authority will be expected to enter into a contribution agreement with the ministry.

APPLICATION GUIDE

Applicants should 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 should be included in an application.

Airport name location

Please provide:

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

Airport characteristics

Please describe airport characteristics including:

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

Airport users and frequency

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

Project proposal

Please provide:

- 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

Please include:

- Total estimated project cost and cash requirements
- 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 money required from the program
- Willingness to provide any documentation that the ministry may request regarding the project

It is suggested that the application to be evaluated should not exceed 10 pages.

Application submission and contact

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

Alan Hill, Senior Policy Advisor
Saskatchewan Ministry of Highways and Infrastructure
Community Airport Partnership (CAP) Program
900 - 1855 Victoria Ave.
Regina, Sask.
S4P 3T2
Phone: 306-787-2251
Fax: 306-787-3963
alan.hill@gov.sk.ca

If the applicant has any questions regarding the project application, the approval process or the overall program, please contact Mr. Hill.