

Community Airport Partnership (CAP)



Program and Application Guidelines

Contents

Introduction	3
Purpose	3
Eligible applicants	3
Eligible airports	3
Project eligibility	4
Exclusions.....	4
Funding	5
Review Process.....	5
Appendix A - Application Form	6
Appendix B – CAP Project Evaluation Sheet Example.....	10
Appendix C - Policy Principles	11

Introduction

The Saskatchewan Ministry of Highways and Infrastructure (MHI) recognizes the important role that community regional airports play in supporting economic and social development, including their vital role in helping deliver ambulance and medevac services. Community regional airports in 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 to provide capital contributions to airport infrastructure. This infrastructure program is intended to rehabilitate and upgrade the network of strategic regional community airports in Saskatchewan. Maintaining and protecting the existing network of publicly registered community airports will support:

- Safe airport operations;
- General aviation operations and commercial air charters;
- Air ambulance and medevac operations; and,
- 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.

Eligible applicants

Eligible applicants include regionally-focused municipal or community-owned airports. Projects are now eligible to include federal funding contribution with exception of Airports Capital Assistance Program (ACAP). An applicant is responsible for securing federal funding and expected to contribute at least 33 per cent of the total eligible cost. In the absence of Federal funding, 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.

As of January 2020, The Prince Albert Regional Airport and The La Ronge Regional Airport are eligible to apply for CAP funding for infrastructure that is not eligible for ACAP funding.

Eligible airports

Eligible airports are those that support:

- Economic development;
- General access to surrounding communities;
- Communities;
- Air ambulance and medevac operations;
- Commercial operations; and,
- Aviation safety.

Project eligibility

Priority is given to safety-related airside capital improvement projects, such as the rehabilitation of runways, taxiways and aprons, along with existing lighting and navigational/weather reporting systems. Typical projects would include pavement rehabilitations, slurry seals, overlays, GPS approach designs 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 of existing runways where benefits can be documented for safety, regional economic and social development reasons. Secondary runways and taxiways may be submitted, however, they will be considered as a lower 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 assessments and pavement load ratings, detailed construction specifications, site surveys, detailed plan drawings, geotechnical testing and other services which will provide the necessary information to the community to make airport improvement decisions.

Communities are now able to secure funding for multi-year projects. The maximum annual funding will continue to be capped at \$275,000. Proposals for the multi-year projects will be considered by the CAP Review Panel following current program schedule.

Projects must meet acceptable engineering standards and may be subject to 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;
- Goods and Services Tax (GST);
- New water and sewer, power and utility installation or upgrading of existing utilities;
- Operating and normal routine maintenance with the possible exceptions of crack sealing and line painting;
- Land acquisition with the possible exemption of land required for runway extensions;
- Equipment purchase and leases;
- Municipal administration and supervision expenses;
- Volunteer contributions – labour, materials, etc.;
- Retroactive engineering studies, airport renovations or any other capital expenditures prior to project approval; and
- Projects that are eligible for federal ACAP funding or other provincial funding.

Funding

For approved projects, 50 per cent of the eligible cost is available for funding from MHI. Projects with secured federal funding are expected to contribute at least 33 per cent of the total eligible project cost. An application is responsible for securing federal funding.

The maximum contribution from MHI for an approved project will be \$275,000 for the 2020-21 fiscal year. Applicants are required to solicit competitive bids for the work. Applications without contractor estimates may be not be accepted.

Multi-year projects may be submitted and, if approved, the community will receive an official letter with the total funding contribution. Annual payments for multi-year projects will be capped at \$275,000. The CAP program's Policy Principles are attached which provide additional details on the CAP requirements.

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), operations specialists from the Regina Airport Authority (RAA), the Saskatoon Airport Authority (SAA), Saskatchewan Urban Municipalities Association (SUMA), and MHI representatives.

The ministry will chair the panel and provide administrative support for the review panel. The panel will prioritize projects through an objective consensus-based process using Project Evaluation Sheet that could be found in Appendix B. The prioritized projects will be subject to final MHI approval in April 2020. Once a project has been approved, the applicant will be expected to enter into a contribution agreement with MHI.

Appendix A - Application Form

Part 1 – Airport Characteristics	
Question #1	What is the AIRPORT NAME? For example: Moosomin Municipal Airport
Question #2	Airport certified or registered status? <input checked="" type="checkbox"/> Certified <input type="checkbox"/> Registered <input type="checkbox"/> Not applicable
Question #3	Runway Dimensions (width and length, by feet)? _____
Question #4	Runway surface type? <input type="checkbox"/> Gravel <input checked="" type="checkbox"/> Pavement <input type="checkbox"/> Seal <input type="checkbox"/> Other _____
Question #5	Navigation aids _____
Question #6	Types of Aircraft accommodated? _____
Part 2 – Project Nomination	
Question #7	Describe the project: Enter a brief description of the project, including objective and main components of the project. For example: - repave the runway(s), taxiway(s) or apron(s).
Question #8	Provide the names of a few surrounding communities that use or rely on the airport: Example: Town of Wapella, Fleming, Rocanville, Maryfield; RMs of Moosomin, Martin, Silverwood, Maryfield, Rocanville, Walpole, etc.; as well as the Village of Elkhorn and RM of Wallace-Woodworth in Manitoba.

Question #9	<p>If applicable, what is the current condition of the asset you are applying for? [Runway(s), Taxiway(s), Apron(s), or Lighting]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Asset you are applying for – write in _____ <input type="checkbox"/> Good – surface condition defects are minor or low impact to users. Preservation will restore it. <input type="checkbox"/> Fair – Possible safety concerns as a result of localized rutting, and some cracking. <input checked="" type="checkbox"/> Poor – Substantial safety concerns as a result of surface breaks, long sections with rutting. Improvements needed. <input type="checkbox"/> Critical – Dangerous to utilize from a safety perspective. Rehabilitation needed to restore safe operation for users.
Question #10	<p>What are your primary concerns? (Limit to 3)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rough Surface Condition <input type="checkbox"/> Pot Holes <input type="checkbox"/> Rutted sections <input type="checkbox"/> Cracking <input checked="" type="checkbox"/> Runway Width/Length <input type="checkbox"/> Safety Concerns <input type="checkbox"/> Poor/No Line Markings <input type="checkbox"/> Poor/No Lighting <input checked="" type="checkbox"/> Other (i.e. drainage system, weather related project, engineering study, GPS system, AWOS system, security fencing for safety, etc.) – Write in _____
Question #11	<p>What are the primary needs driving this project? (Limit to 3)</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Development (Mine, Crop Spraying, Industry-generating traffic) <input type="checkbox"/> Preserve existing infrastructure <input type="checkbox"/> Improve condition of existing infrastructure <input type="checkbox"/> Increase the capacity for community transportation use <input checked="" type="checkbox"/> Medevac Access <input type="checkbox"/> Tourism <input checked="" type="checkbox"/> Safety Concerns <input type="checkbox"/> Other – Write in _____ <input type="checkbox"/> Change in existing use – Describe _____
Question #12	<p>Describe social-economic benefits of the project to the community and surrounding area.</p> <p>_____</p>


Question #13	Who are the primary users of the airport? <ul style="list-style-type: none"> <input type="checkbox"/> Medevac <input checked="" type="checkbox"/> STARS <input type="checkbox"/> Industry <input checked="" type="checkbox"/> Local Flying Club <input checked="" type="checkbox"/> Government <input type="checkbox"/> Tourism <input type="checkbox"/> Other – Write in _____
Question #14	Annual aircraft movement _____
Question #15	Additional comments on project: _____
Question #16	Do you have any photos/supplemental information to add? Include a standard reference object such as an extended tape measure, ruler, or coin in the picture. File Upload (Optional)

Part 3 – Project Funding	
Question #17	Is this a multi-year project? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Question #18	If yes, please describe phasing or delivery of this project. Include the year over year cash flow
Question #19	What is the total cost of the project?
Question #20	Identify all funding partners and their funding contribution? (Including other level of government, community based organizations, industry, etc.)
Question #21	Have you received federal funding for this project? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Question #22	If yes, how much is the Federal Government contribution to this project and through what funding program?
Question #23	What is the provincial funding contribution requested? (CAP program provide up to 50% of the total eligible cost. If the project has federal funding, CAP can provide up to 33% of the total eligible cost. More about the eligible cost please refer to sections Project Eligibility, Exclusions and Funding in this Guide)
Question #24	Did you obtain contractor quotes?
Question #25	<input checked="" type="checkbox"/> If yes, please attach. File Upload

Part 4 – Applicant Information	
Question #26	Contact Name: First and Last Name _____ Position _____
Question #27	Contact Information? <input type="checkbox"/> Mailing information: _____ <input type="checkbox"/> E-mail: _____ <input type="checkbox"/> Phone number: _____

FOR MORE INFORMATION

If you have questions or need assistance with the guide, contact Bill Trenaman at:

 (306) 787 2721

 Bill.Trenaman@gov.sk.ca

Appendix B – CAP Project Evaluation Sheet Example

Municipality	Project Description	Annual aircraft movement	Safety	Extending Life Cycle	Partnership	Total
Municipality A	Lighting system upgrade					
Municipality B	Runway crack filling					
Municipality C	GPS installation					

If there is a tie between the projects and no sufficient funding to cover both, annual aircraft movements and project cost will be taken into consideration.

Appendix C - Policy Principles

1. Sharable costs shall only include:

- a. Contract items;
- b. Utility moves;
- c. Materials acquisition and installation;
- d. Consulting engineering costs;
- e. Provincial Sales Tax (PST); and
- f. Other items approved by MHI.

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 with the possible exception of crack sealing and line painting;
- 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; and
- l. Projects that are eligible for federal ACAP funding or other provincial funding.

3. Contract Administration

- a. Projects with an estimated sharable cost < \$100,000 may be:
 - i. Contracted from one qualified contractor; or
 - ii. Added by a supplemental agreement to an existing contract that the applicant already has with a qualified contractor, or
 - iii. Publicly tendered.
- b. Projects with an estimated sharable cost > \$100,000 should be:
 - i. Publicly tendered; or
 - ii. When necessary:
 - 1. The work may be contracted through bids invited from a minimum of three qualified contractors; or
 - 2. The work may be 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 MHI 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.