



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N-758-MM  
Indianapolis, Indiana 46204

PHONE: (317) 766-4690

**Eric Holcomb, Governor**  
**Michael Smith, Commissioner**

August 28, 2023

**Subject: Updating the Airport Capital Improvement Program (CIP) for Years 2025 Through 2029**

Dear Airport Sponsor:

The Indiana Department of Transportation, Office of Aviation is responsible for administering the state funds available for airport development. We program the expenditure of these funds through the use of a statewide Airport Capital Improvement Program (CIP). The CIP is a multi-year document that is updated annually and includes planning, equipment and airport development projects for airports within the Indiana State Aviation System Plan. It is time again to update the CIP. We are soliciting project requests for the next **five (5) year period, 2025 through 2029**. **Please note that we have removed the Yearly Data Sheets from this year's requirements.**

The three types of funding for projects, when funding is available, are as follows:

**Type 1 – Federal Matching Projects:** As in the past, a portion of state funds will match expected federal funds for primary, reliever, commercial service and general aviation category airports. It is expected that Federal funds will provide for up to 90 percent of a project's cost in 2024-2029. **For planning purposes please use the State/Local match as 5%/5% throughout the 5-year CIP planning period.** Please designate and label which projects are to be considered for this particular type of Federal Aviation Administration (FAA) funding and provide the specific year and estimated amount. Bipartisan Infrastructure Law (BIL) funding has been included for years 2024 – 2026. If a sponsor receives State Apportionment or Federal Discretionary funds for any project, Non-Primary Entitlement funds for that airport may be applied to that project. Projects using BIL funding shall be shown separately.

Additionally, certain revenue-generating projects (fuel farms and hangars) are included in the list of eligible projects that may be requested, if an airport can show that it has first met all of their other aeronautical needs for the next three years. Also, there are certain documents that need to be submitted to the FAA and State before the project's eligibility for Airport Improvement Program (AIP) funding can be approved. The Revenue-Generating Facility Eligibility Evaluation Form and instructions may be found at the website listed below under reference.

**Type 2 – State/Local Match Projects:** In addition to matching federal funds, we are accepting requests for State/Local program projects. In the current biennium we are pursuing an appropriation to this fund for type 2 projects. Additionally, we will be recording these requests so that we can accurately document the needs of Indiana's airports. **It is essential that you document your airport's needs for inclusion in this program (at State/Local match range of 75%/25% to 50%/50%) in the event that funding again becomes available. Otherwise, you may lose out on development opportunities for your airport.**

**Type 3 – Aviation Loan Fund Projects:** We are **not** soliciting requests for projects under this program.

As you prepare your updated CIP submittal there are several things you should keep in mind:

1. The FAA AIP Handbook Order 5100.38D shall be utilized for guidance regarding all submittals.
2. The current year 2024 is included in the forms for planning purposes. Revisions to already programmed Federal FY 24 projects will likely not occur. The submittal should concentrate on providing information for 2025-2029 projects.
3. Your requests for projects should outline individual work elements, associated costs, the year requested and the justification of need.
4. Substantial cost increases/decreases over previous years, if any, should be explained.
5. Separate environmental assessments and land acquisition from construction projects.
6. A single airport project composed of several elements should be broken into separate projects if they can be constructed or completed without affecting the other components. For example, a runway extension project should list the following items separately: new navigation aids, replacement runway lighting system, perimeter fencing, etc.

7. To better accommodate programming and facilitate funding, large projects should be broken into phases with associated costs for each phase shown for phasing purposes.
8. Submittals are requested to be done in digital format. Hard copies are not required.

Please use updated “CIP Template” and instructions referenced below to submit your project requests for the next five (5) years. Projects should be listed by funding year, in priority order and broken down into elements as requested above. Your entire submission will be required, which includes:

1. **Narrative Cover Letter** on airport letterhead with projects listed in priority order by funding type and year on the front page, followed by a summary by year of planned project activity with complete descriptions and appropriate justification. Please include Name and Signature of Authorized Representative on the narrative cover letter.
2. **CIP Template Sheet** fully completed for each project in 2024 dollars in 2013 Excel format. **DO NOT** change formulas or have any references to other excel sheets. This has been a problem in the past.
3. **CIP Priority and Funding Summary**.
4. **Total Cost Breakdown** by major element for each project with total for each year, including costs for engineering fees, project inspection, environmental and etc.
5. **Color Sketches** of projects on a copy of the ALP with projects color coded by year requested.
6. **Other Support Information** as needed, such as the results of the appropriate environmental assessment (Finding of No Significant Impact –FONSI or Categorical Exclusion, etc.) conformance with the current ALP, Land Title and Exhibit A status, and/or a completed Revenue-Generating Facility Eligibility Evaluation Form when applicable.
7. **Pavement Maintenance Management Program – we are again** requesting airports to complete the one page summary describing their pavement maintenance management program for runways, taxiways, aprons, etc.
8. **Electronic Versions of submittals will be accepted** - send to Mike Buening at [mbuening@indot.in.gov](mailto:mbuening@indot.in.gov) INDOT Office of Aviation, 100 N. Senate Ave., IGCN-Room N-758-MM, Indianapolis, IN 46204.

Once the Office of Aviation, in conjunction with the FAA, has reviewed the requests, a tentative priority list of projects will be determined. From this list, additional meetings may be held or additional information may be requested to fine tune requests that will be included in the Statewide CIP.

The **deadline for submittal is Friday December 1, 2023**. This time frame is needed in order to coordinate our schedule with the FAA’s schedule. If you should have any questions or comments, please contact me at (317) 766-4690 or at [mbuening@indot.in.gov](mailto:mbuening@indot.in.gov).

Sincerely,



Michael W. Buening P.E.  
Chief Airport Engineer, Office of Aviation

Reference: All of the following updated items referenced above may be found on the INDOT Office of Aviation website at <http://www.in.gov/indot/2395.htm> under **Aviation** in **Instructions for Updating the Airport CIP for 2025-2029**.

- Airport Capital Improvement Program Update letter for 2025-2029
- Airport Priority & Funding Summary for 2025-2029 & Current Year 2024
- CIP Template w BILfor 2024 - 2029
- CIP Project Information and Template Instructions
- FAA Revenue-Generating Facility Eligibility Evaluation Form
- Highlights for Updating the 2025-2029 CIP
- Pavement Maintenance/Management Program Summary 2024-2029

cc: FAA Program Managers  
Airport Engineering Consultants of Record  
Airport Planning Personnel