Indiana Department of Transportation
Airport Development Fund Grant Programs

I.   Introduction

Indiana has approximately 127 public-use landing facilities. 69 of these airports are considered to be critical to the Indiana air transportation system and therefore are included in the Indiana State Aviation System Plan (ISASP). See Table 1. Of these 69 public-use airports, 65 are considered to be of critical importance to the National air transportation system and therefore are included in the Federal Aviation Administration's (FAA) National Plan of Integrated Airport Systems (NPIAS).

The Indiana Department of Transportation's (INDOT's) Airport Development Fund program is used to develop the 69 ISASP public-use airports that are critical to the Indiana air transportation system. The practices, procedures and policies that govern the grant process used by the Office of Aviation to develop these 69 critical public-use airports are addressed below.

IC 8-21-11-5 (a) provides that the department shall adopt rules under IC 4-22-2 to establish a program to foster airport development in Indiana with special emphasis on improvement of airports as an economic development tool.

II.   Roles and Responsibilities:

Administering Agency
The Indiana Department of Transportation's Office of Aviation administers the grant fund. Specifically the Office of Aviation's responsibilities include:
- Providing technical assistance concerning airport development;
- Maintaining a 5 year rolling capital improvement forecast of projects and funding level requirements;
- Processing State grants for capital improvement projects;
- Monitoring progress of State grant projects;
- Processing and approving payment requests for completed work;
- Verifying work was completed as planned and record drawings were received.; and
- Closing State grants upon completion of projects.

Local Airport Sponsor
The local airport sponsor responsibilities shall include, but are not limited to:
- Prepare and submit design specifications.
- Prepare and submit required environmental documents.
- Prepare and obtain all required permits for the project.
- Prepare project bid package and award contract.
- The sponsor of an approved airport development project must provide the sponsor's share of funds for the project, per IC 8-21-1-14(d).

III.   Airport Development Funding Source

An Aviation Fuel Excise tax is collected and deposited into the Airport Development Fund. The rate of collection is $0.20/gallons for aviation fuel. Airlines, government, military, and agricultural operators are exempted from the tax.

IV.   Programs, Eligible Recipients, and Eligible Projects

A. *Federal Matching Grants* – An Indiana airport, except Indianapolis International Airport, that receives an FAA airport grant is eligible for a Federal Matching Grant equal to five percent (5.0%) of eligible costs or at the applicable rate in effect at time of grant issuance.

B. *State/Local Grants* – Public use airports that are in the ISASP, See Table 1, are eligible for a State/Local grant up to a maximum of fifty percent (50%) of projects eligible costs. This program shall make available a method for enhancing a local community's economic development by helping provide the desired corporate services for modern business aircraft necessary to attract new local commerce opportunities. *this program has not been funded since SFY 2001.

The eligible State/Local projects shall include, but are not limited to:
- Runway extensions
- Terminal buildings (new construction or remodel)
- Hangars, including maintenance and overnight transient corporate storage facilities
- Aircraft fuel services

V.   The Federal Matching Grant Program Process

The Airport Development Fund program process is comprised of the following sections and is explained below:
- Federal Matching Grant Application;
- Project Selection;
- Federal Matching Grant Agreements.

Application for a Federal Matching Grant
To apply for a Federal Matching Grant the airport sponsor must submit a copy of their FAA grant agreement to the Indiana Department of Transportation's Office of Aviation.

Applications will no longer be accepted for amendments to state grants.

Project Selection
The Office of Aviation's Chief Airport Engineer and Aviation Planner will determine which project applications to fund using the following criteria:
➢ Highest priority is given to a project that is a safety or security effort.
➢ Priority consideration is also given to projects that advance economic development.
➢ The amount of significant impact the project would have on the ISASP is also highly considered.

Federal Matching Grant Agreement
After an application for a Federal Matching Grant has been approved by the Office of Aviation, the Office of Aviation will prepare a grant agreement. The Office of Aviation will send the grant agreement to the airport sponsor for signature. After the airport sponsor signs and returns the grant agreement the Office of aviation will forward the document to the approving authority at INDOT, the Indiana Department of Administration, the Indiana State Budget Agency, and the Indiana Attorney General for their approval. The grant is effective on the date it is signed by the Indiana Attorney General and terminates four years thereafter.

VI.   Payment Request
The payment request process for an Indiana Airport Development Fund Grant is as follows:

Submit the reimbursement request in digital format only with the unique Indiana Department of Transportation Contract Invoice - Voucher (State Form 3211) that accompanied the grant purchase order when it was first sent to you. A copy of the unique voucher that matches the purchase order for a specific grant must be used when seeking reimbursement for expenditures against that grant. The voucher must be properly completed; show the amount of reimbursement requested and shall be accompanied by the following:

1. An itemized spreadsheet of all invoices which total the amount upon which the reimbursement request is based, which should include all prior reimbursement requests. There should also be a

clear cost breakdown of the invoice total reflecting the FAA, the State, and the local shares of project cost.

2. Copies of all invoices for work and eligible services upon which the reimbursement request is based.

3. Summary of the life-to-date costs for the project including amounts for each previous reimbursement request as well as the current reimbursement request.

4. As-Built drawings for a construction project in PDF form on a CD, and a copy of the final inspection meeting minutes, must also accompany the final reimbursement request. Any outstanding work items identified in the final inspection must have been satisfactorily addressed.

Payment requests that are received without properly completing the unique and matching INDOT Contract Invoice – Voucher sent with the purchase order and all required documentation may be returned for the required support documents. Payment requests should also include FAA payment verification via the Delphi payment verification printout.

VII.   Appeals

Any applicant receiving a denial of their grant application may appeal that decision to the Manager of the Office of Aviation. The Manager will review all appeals.

The process for filing an appeal is as follows:
- The applicant must send, by certified mail, a request for an appeal within 15 calendar days after receiving notification of INDOT's denial.

- The appeal should be mailed to:
   Martin J. Blake
   Manager, Office of Aviation
   Indiana Department of Transportation
   100 North Senate Avenue, Room N955
   Indianapolis, IN 46204-2219
- A preliminary review will be conducted within five business days.
- The Manager of the Office of Aviation will make a final decision within 15 business days from the receipt of the appeal request or from the receipt of any additional requested information.
- The applicant will be notified in writing within five business days after the final decision is reached;
- The applicant may appeal INDOT's final decision in accordance with IC 4-21.5-3-1 et seq.

VIII.   Time Extensions

Because of the 4 year period grantees should not expect to receive an extension. An expired grant cannot be renewed or amended. However, if you want to amend a grant, the grantee must provide the Office of Aviation with a signed amendment prior to the expiration of the original grant. If the grantee believes there are highly unusual circumstances surrounding their case, requests for extensions should be sent to the Manager of the Office of Aviation.

IX.   Project Close-Out

Purchase orders will be closed after the final reimbursement payment is made. When an Airport Development Fund project is complete and the grant amount exceeds the expenditure amount, INDOT will de-obligate the excess funds.

Eligible Applicants for State/Local Grants (Table 1)

Anderson Municipal Airport
Angola/Tri-State Steuben County Airport
Auburn/DeKalb County Airport
Bedford/VI Grissom Municipal Airport
Bloomington/Monroe County Airport
Boone County Airport
Brazil/Clay County Airport
Columbus Municipal Airport
Connersville/Mettel Field Airport
Crawfordsville Municipal Airport
Delphi Municipal Airport
Elkhart Municipal Airport
Evansville Regional Airport
Frankfort Municipal Airport
French Lick Municipal Airport
Fort Wayne International Airport
Fort Wayne/Smith Field Airport
Gary International Airport
Goshen Municipal Airport
Greencastle/Putnam County Regional Airport
Greensburg/Decatur County Airport
Griffith/Merrillville Municipal Airport
Grissom Air Reserve Base
Huntingburg Municipal Airport
Huntington Municipal Airport
Indianapolis International Airport
Indianapolis Eagle Creek Airport
Indianapolis Executive Airport
Indianapolis Downtown Heliport
Indianapolis/Hendricks County Airport
Indianapolis Metropolitan Airport
Indianapolis Regional Airport
Indianapolis South Greenwood Airport
Jeffersonville/Clark Regional Airport
Kendallville Municipal Airport
Kentland Municipal Airport
Knox/Starke County Airport
Kokomo Municipal Airport
Lafayette/Purdue University Airport
LaPorte Municipal Airport
Logansport Municipal Airport
Madison Municipal Airport
Marion Municipal Airport
Michigan City Municipal Airport
Monticello/White County Airport
Muncie/Delaware County Airport
New Castle Municipal Airport
North Vernon Municipal Airport
Paoli Municipal Airport
Peru Municipal Airport
Plymouth Municipal Airport
Portland Municipal Airport
Rensselaer/Jasper County Airport
Richmond Municipal Airport

Rochester/Fulton County Airport
Salem Municipal Airport
Seymour/Freeman Field Municipal Airport
Shelbyville Municipal Airport
Sheridan Airport
South Bend Regional Airport
Sullivan Municipal Airport
Tell City/Perry County Airport
Terre Haute Regional Airport
Valparaiso/Porter County Regional Airport
Wabash Municipal Airport
Warsaw Municipal Airport
Washington/Daviess County Airport
Winamac/Arens Field
Winchester/Randolph County Airport

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