

# **CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA**

**Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin**

**April 9, 2024 - 8:00 a.m.**

**2022-2024 Board Members:** Chair Dave Ladick - Portage County, Vice Chair Chris Dickinson - Marathon County, Julie Morrow - Portage County, Becky Buch - Marathon County, Tom Seubert - Marathon County, Lon Krogwold - Portage County, Kurt Kluck - Marathon County.

**Mission Statement:** *Provide premier access to the world through aviation and be a catalyst for economic growth in our communities.* **Vision Statement:** *To be the airport of choice for central and northern Wisconsin.*

**The monthly meeting of the Central Wisconsin Joint Airport Board will have the option for members and the public to call-in via telephone conference. Airport Board members and the public may join the meeting by calling 1-469-480-4192 and enter Conference ID 586 086 871#. The conference line will be open to calls five (5) minutes prior to the meeting start time listed above.**

- 1) Call to Order by Chair Ladick at 8:00 a.m.
  - a) Pledge of Allegiance
- 2) Approval of Minutes of the March 12, 2024 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Review and Possible Action on Topsoil Proposals
- 5) Review and Possible Action on 2024 Project Resolution
- 6) Staff Reports
  - a) Director Report
    - i) Air Service Update
    - ii) Statistical Report
    - iii) Flight Schedule
    - iv) Marketing Update
    - v) Legislative Update
    - vi) Bird of a Feather Update
    - vii) TSA PreCheck Update
  - b) Financial Reports
    - i) Revenues and Expenses
    - ii) Budget Comparison
  - c) Operations and Project Reports
    - i) Update on Airport Operations
    - ii) Update on Fuel Farm Generator Transfer Switch
    - iii) Wisconsin Airport Management Association Update
  - d) Central Wisconsin Aviation
    - i) Fixed Base Operator Report
- 7) Adjournment
- 8) Next Scheduled Meeting Date: May 14, 2024 at 8:00 a.m.

*Any person planning to attend this meeting who needs some type of special accommodation to participate should call the County Clerk's Office at 715-261-1500 or e-mail [countyclerk@co.marathon.wi.us](mailto:countyclerk@co.marathon.wi.us) one business day before the meeting.*

**CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING MINUTES**  
**CENTRAL WISCONSIN AIRPORT TERMINAL**  
**Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin**  
**March 12, 2024 - 8:00 a.m.**

Airport Board:	Dave Ladick, Chair Lonnie Krogwold Becky Buch Thomas Seubert – Excused	Chris Dickinson, Vice Chair Kurt Kluck – Excused Julie Morrow – Excused
Staff:	Brian Grefe, Airport Director Julie Ulrick, Badging Coordinator Jim Fredericksen, Ops Supervisor	Mark Cihlar, Assistant Airport Director Dave Drozd, Finance Director
Visitors:	Karl Kemper, Becher Hoppe	Rick Miller, Central Wisconsin Aviation
Handouts:	February Statistical Report	

**Call to Order:** Meeting called to order by Chair Ladick at 8:00 a.m.

**Approval of Minutes:** *Motion by Buch, second by Krogwold to approve the minutes of the February 13, 2024 board meeting. Motion carried unanimously.*

**Public Comment Period:** None.

**Staff Reports:**

**Director Report – Brian Grefe**

Air Service Update – The annual Mead & Hunt Air Service Development Conference was recently attended by staff and the overall theme was positive. Delta has only been flying 70-75% of their regional fleet since retiring the 50-seat CRJs and has been expanding international routes. They would like to see three Minneapolis flights prior to bringing back the Detroit route, but staff will continue to work on getting the Detroit route back. There is an additional opportunity this summer with Delta’s CRJ-700 and CRJ-900s that will be in need of heavy checks and the Endeavor Maintenance Base at CWA is a potential candidate for performing those checks. American brought their third flight back due to high demand and discussions were had on possible Dallas/Fort Worth service, which is currently ranked the number three destination out of CWA. They are testing the route at Appleton, which may benefit CWA if the route does well. Discussions with Avelo revolved mainly around securing summer service. They may have a short pause in service, but there is still no confirmed summer schedule out of CWA. They are happy with Orlando performance. The meeting with United went well, but they are still struggling with aircraft and pilot shortages and do not see a return in the near term. Las Vegas is currently the number one destination out of CWA, which could bring future opportunity with Sun Country, possibly in collaboration with Wojo Tours & Travel. Skywest is focusing on the less-risky essential air service market for now.

Staff continue to work with Landline, who is interested in starting a bus service route to Minneapolis under the Sun Country banner. They would like to begin service this summer. An agreement would be brought to board for final approval if terms can be successfully negotiated.

Statistical Report – The February statistical report shows airline operations up 30.8% on the month and 20.9% on the year, with total operations up 42.9% on the month and 36.8% on the year. Enplanements are up 41.4% for the month and up 32.1% for the year. Load factors ranged from 73.7% to 78.6%.

Flight Schedule – The two daily Delta flights will likely run through the end of the year. American is evaluating the timing of the late day third flight, with hopes of getting it moved up to around 4:00 p.m. Two charter flights are scheduled for March and Never Forgotten Honor Flights will resume in April.

Legislative Update – The Senate approved a six-bill spending package that includes funds for the DOT and FAA for the remainder of FY2024, avoiding a partial government shutdown. The FAA has released a list of \$970 million in airport terminal program grants for FY2024. The FAA intends to fund 118 projects at 104 airports, focusing on terminal reconstruction, development and accessibility; improving energy efficiency for terminals; and improving airport-owned air traffic control towers. Later this year, the FAA will be publishing an annual notice of funding opportunity to announce additional funding available, approximately \$1 billion per year, for FY2025 and FY2026.

**Financial Reports – Dave Drozd:**

Revenues and Expenses – The county is still working on closing out FY2023 in order to load the 2024 budget into Workday. The City/County IT department is hoping to have it uploaded this week. Parking had a strong month, but no firm numbers until the 2024 budget is uploaded.

**Operations & Project Reports – Mark Cihlar:**

Update on Transient Hangar Design – Progress is being made on the transient hangar design project and a new development has come about. Staff are looking at a minor location change due to a potential private development in the hangar’s original location. The new location would be more central on the ramp, but tower line-of-sight is one considering factor. Staff will be exploring the options and possibility of a site change.

Update on 2024 AIP and PFC Projects – Two AIP grants will be applied for this year. The first is for a new ARFF truck and equipment to outfit the truck. The BOA is currently reviewing a bid package for the truck only, with an anticipated bid opening in April. Staff are working out specs for tools and equipment to outfit the truck as a separate procurement that are eligible for FAA funding. The second possible AIP grant submission would be to apply for funds to cover the remaining expenses not covered by the awarded grant for the tower reconstruction project. One upcoming PFC project is the replacement of the airport rotating beacon, currently located in the main parking lot. The beacon is coming to end of life and parts have been difficult to find. The replacement beacon would be LED.

Update on Airport Operations – The mild winter has helped reduce expenses and wear and tear on equipment. A normal amount of deicing chemical was used due to increased icing with mild temperatures. Staff are starting to switch gears to annual reviews of the airport’s wildlife and emergency plans. Staff are working with Mosinee Fire District and the DNR to do a controlled burn in some of the wetland areas inside the fence. Currently, the areas are mowed year round, but past two winters have not allowed for mowing operations. Grasses are becoming a wildlife hazard and a controlled burn is a good way to control growth. The second aviation career day will be held at CWA in April. The event is a great way to engage with area high schools. Students rotate through various stations and speak with representatives from the FBO, TSA, Aspirus MedEvac, air traffic control tower, airport maintenance and area pilots. Last years event was extremely successful. Proposals are due March 28<sup>th</sup> for the sale of topsoil generated from the runway shift project. The evaluation committee will review the proposals and a recommendation will be brought to the board in April.

**Central Wisconsin Aviation – Fixed Base Operator Report:**

No recent staff turnover has made operations run more smoothly.

**Adjournment: 9:03 a.m. Motion by Buch, second by Krogwold to adjourn. Motion carried unanimously.**

**Next Scheduled Meeting Date: April 9, 2024 at 8:00 a.m.**



## Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

**Airport Board Meeting Date:** April 9, 2024

**Agenda Item Title:** #4) Review and Possible Action on Topsoil Proposals

**Board Member:** Dave Ladick, Chair

**Staff Responsible:** Mark Cihlar, Assistant Airport Director

**Background:** The 2023 Runway Decoupling project generated a pile of surplus topsoil that is owned by the airport. The pile is estimated to contain 36,000 cubic yards of unscreened topsoil. Airport staff recognized an opportunity to generate revenue off this surplus material, and revenue for it was included in the 2024 Airport Budget.

Airport staff prepared a Request for Proposals (RFP) to solicit interested buyers for the topsoil. The RFP was published on February 15, 2024, and proposals were accepted through March 28, 2024. The RFP clearly explained the Airport’s goals to maximize the value of the pile (highest price) and remove the material in the most timely manner (quickest removal). Recognizing these two goals are in conflict with each other (i.e. the more time allowed for removal, the more valuable the pile), the RFP explicitly gave the Joint Airport Board the option to select the proposal that was in the best interest of the Airport. As provided in the RFP, a selection committee of 3 Airport representatives met to review the proposals that were received to rank them and provide a recommendation to the Joint Airport Board for selection.

Below is a summary of the proposals that were received.

<b>Contractor</b>	County Materials Corporation	Worden Enterprises LLC	Mitch King & Sons Gravel & Trucking	River View Construction, Inc	Haas Sons Inc.
<b>Removal Deadline</b>	November 15, 2024	November 14, 2024	November 15, 2025	November 14, 2025	December 15, 2024
<b>Price per Cubic Yard</b>	\$6/yd	\$0.52/yd	\$2.28/yd	\$2.10/yd	\$0.50/yd
<b>Total Estimated Contract Value</b>	\$216,000	\$18,720	\$82,080	\$75,600	\$18,000

The County Materials Corporation proposal was for the highest price and the shortest removal timeline, and is the Selection Committee’s recommendation for selection.

**Timeline:** With the Joint Airport Board approval of the Selection Committee’s recommendation, Airport staff will work on finalizing the contract with County Materials Corporation. The contract will require the pile to be removed and the site restored to a mowable condition by November 15, 2024.



## Agenda Item Summary

*CENTRAL WISCONSIN AIRPORT*

**Financial Impact:** The total financial impact of this sale of topsoil is estimated to provide the airport \$216,000 in revenue in 2024. The actual revenue will be based on the unit price of \$6/yard of actual material removed from the site based on drone or GPS survey data of the pile at the start and end of the project. Estimated payments will be made monthly based on truck count, subject to final contract negotiations with County Materials Corporation. The 2024 CWA Annual budget included an estimated \$111,000 of revenue for Topsoil Sales.

**Contributions to Airport Goals:** The revenue generated off this sale of topsoil will help the airport's overall budget and offset expenses supporting the annual goals to Maintain Premier Airport Facilities and Promote the Airport.

**Recommended Action:** The Selection Committee recommends Selection of the County Materials Corporation proposal for the 2024 Sale of Topsoil RFP and authorize the Airport Director to sign the contract with County Materials Corporation after negotiations are complete.



## Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

**Airport Board Meeting Date:** April 9, 2024

**Agenda Item Title:** #5) Review and Possible Action on 2024 Project Resolution

**Staff Responsible:** Mark Cihlar, Assistant Airport Director

**Background:** Airport Staff have worked closely with the FAA and the Wisconsin DOT Bureau of Aeronautics (BOA) to prepare and maintain a Capital Improvement Plan (CIP) for CWA. The CIP includes projects that were studied in the recent Terminal Area Master Plan, but also AIP and PFC eligible projects for equipment in the Airport's Fleet Replacement Plan. Projects included in the 2024 CIP that have not been considered by the Joint Airport Board but are ready to proceed include a new Airport Rescue Fire Fighting (ARFF) vehicle to replace one of the current ARFF vehicles that is nearing end of useful life and design of the General Aviation (GA) Terminal Building.

### **ARFF Vehicle**

The current fleet of ARFF vehicles includes two Oshkosh Legacy Striker 1500 vehicles designated R1 and R2. R2 is the newer of the two vehicles (2008) and serves as CWA's primary ARFF vehicle. R1 is older (2001) and serves as a backup when R2 is out of service, and allows the airport when requested to provide a higher level of ARFF service for larger aircraft. Both R1 and R2 are experiencing more frequent maintenance issues because of their age, and R1 is getting harder to source replacement parts for. Both have reached end of minimum useful life as defined by the FAA in the AIP handbook, and CWA is now eligible for AIP funding for 1 new ARFF vehicle.

*Timeline:* Staff have been working with the FAA and BOA on planning for this vehicle replacement project, and currently have two contracts out to Bid, one contract for the Vehicle itself, and one contract for equipment that will be mounted and stored in the vehicle compartments in accordance with FAA standards. A grant application for AIP Entitlement funding will be submitted to the FAA after bids are received for both contracts. A grant award is anticipated by July or August of 2024, and the contracts will be awarded by the BOA after a grant is received. CWA could see delivery of the new ARFF Vehicle in late 2025 or early 2026.

*Financial Impact:* The total combined cost for the vehicle and equipment contracts is estimated to be around \$1,100,000. 90% of the total contract cost would be covered by an AIP grant from the FAA, 5% would be paid by the BOA, and the remaining 5% would be paid by CWA out of PFC revenues. Staff recommend the use of 2024 AIP Entitlement funds to purchase a new ARFF Vehicle.

### **General Aviation Terminal Building**

The GA Terminal Building was a project that was identified as a high priority project through the 2023 Terminal Area Master Plan to meet the current and future needs of General Aviation at CWA. CWA Staff applied for a competitive grant through the FAA to fund this project with 2024 BIL funding as a Zero-Emissions building, but the project was not selected. Several other projects in future years are dependent on the successful development of this project, and construction for the GA Terminal should begin in 2025 in order to keep these other projects on schedule. Staff recommend the Joint



## Agenda Item Summary

### CENTRAL WISCONSIN AIRPORT

Airport Board formally approve the GA Terminal Building project, contingent on funding, so staff can begin working with CWA's architectural consultant to develop a preliminary design scope of work and possibly complete a final design of the project in 2024.

*Timeline:* If the project is approved, staff anticipate having a preliminary design contract ready for the Board to consider at the May board meeting. The preliminary design should be completed by July of 2024. This will enable CWA staff to work through funding eligibility of the project with the FAA and provide reliable cost estimates for the project. A preliminary design will also reduce the number of unknowns during final design scoping, which should reduce the overall design cost. Final design should be completed by the end of 2024 to allow the project to be bid out in early 2025 to allow construction to begin in 2025.

*Financial Impact:* The project resolution has no immediate financial commitment for the project.

The Terminal Area Master Plan estimated the project to cost \$7,500,000 if the building were to be built as a Zero-Emissions building as proposed in the 2024 competitive BIL funding opportunity. Since the project was not selected for this funding opportunity, staff are recommending the project move forward as a highly efficient facility, but not zero-emissions, which has an estimated total cost of \$4,000,000-\$5,000,000. The total project cost will have a pro-rated eligibility for AIG and AIP funding, depending on the final design and funding source. The pro-rated eligibility could be anywhere between 40%-100% of the total project cost.

If approved, Staff will finalize a preliminary design scope of work and complete contract negotiations with Aviation for consideration during the May Board Meeting. The preliminary design is anticipated to cost under \$150,000 and would be paid for with funds out of the 2024 CWA Annual Budget. This cost can be included in the full project cost and count towards the local share of the project.

**Contributions to Airport Goals:** Approval of these projects will contribute to the 2024 Goal to Maintain Premier Airport Facilities and Grow Aviation.

**Recommended Action:** Staff recommend approval of the Project Resolution for 2024 Projects as presented.

Note: Two projects previously approved by the Joint Airport Board, including the General Aviation Transient Hangar and AIP reimbursement for a portion of the Air Traffic Control Tower improvements, are included on the Project Resolution but not discussed in this AIS.

**RESOLUTION No. R-1-24**  
**APPROVING PROJECTS UNDER THE**  
**AIRPORT IMPROVEMENT PROGRAM**  
**BY**

**Central Wisconsin Joint Airport Board**

WHEREAS, Marathon County and Portage County, Wisconsin hereinafter referred to as the Joint Airport Board, each being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11 (1973), to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the Joint Airport Board desires to develop or improve the Central Wisconsin Airport (CWA), Marathon County, Wisconsin, and

WHEREAS, the Joint Airport Board approved the petition for state and federal funds for the following airport projects in 2023, and

WHEREAS, the State of Wisconsin Bureau of Aeronautics determined the following projects eligible for state and/or federal funds, and

WHEREAS, the following projects are necessary to meet the existing and future needs of the airport, and

WHEREAS, the following projects have been or will be procured by airport staff in accordance with the procurement code of Marathon County, and

THEREFORE, BE IT RESOLVED, by the Joint Airport Board that the following projects are hereby approved contingent on local, state, and federal funding:

1. Airport Rescue Fire Fighting Vehicle
  - a. Includes one contract for the Vehicle and one contract for Equipment
  - b. Anticipated 2024 AIP Entitlement Grant
2. General Aviation Terminal Building
  - a. Includes design and construction of a new facility to replace the existing GA arrivals and departures facility in a new location.
  - b. Anticipated 2025 AIP Grant
3. General Aviation Transient Hangar
  - a. Project approved by the Joint Airport Board on January 9, 2024
  - b. Anticipated 2024 AIP Design Grant and 2025 Construction Grant
4. Air Traffic Control Tower Improvements
  - a. Project approved by the Joint Airport Board on May 9, 2023
  - b. 2023 AIP-3-55-0052-065 (47.7% total project cost)
  - c. Anticipated 2024 AIP Entitlement Grant (52.3% total project cost)

DATED this 9<sup>th</sup> day of April, 2024

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Joint Airport Board Chair



# Central Wisconsin Airport – Flight Schedule

## April 9, 2024



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	15:40	from MSP	CRJ	5384	07:06	to MSP	CRJ
4934	20:52	from MSP	CRJ	4982	16:25	to MSP	CRJ



<u>Arrivals – American</u>				<u>Departures – American</u>			
5980	09:22	from ORD	CRJ	6041	06:09	to ORD	CRJ
5998	17:56	from ORD	CRJ	6177	09:50	to ORD	CRJ
6160	21:41	from ORD	CRJ	6040	18:21	to ORD	CRJ



<u>Arrivals – Avelo</u>				<u>Departures – Avelo</u>			
758	10:45	from MCO	737-800	759	11:25	to MCO	737-800

### Upcoming Charter Schedule

Apr. 7 – Sun Country to Laughlin  
 Apr. 22 – Never Forgotten Honor Flight #47  
 May 11 – Sun Country to Laughlin  
 May 20 – Never Forgotten Honor Flight #48

MSP = Minneapolis  
 ORD = Chicago O’Hare  
 MCO = Orlando

Total CWA Flights Daily = 6

## CWA Legislative Update – April 2024

### **FAA Releases Notice of Funding Opportunity for FY23 Supplemental Discretionary Grants**

**(Source: Regulatory Alert, AAAE)**

March 29, 2024

On March 29, the Federal Aviation Administration (FAA) released the notice of funding opportunity (NOFO) that outlines how airports can apply for a share of approximately \$268.7 million in fiscal year 2023 (FY23) supplemental discretionary grant funding, which was made available by Congress in December 2022 through the FY23 omnibus appropriations bill. In the NOFO, FAA outlines how airports can apply for a FY23 supplemental discretionary grant and how the agency will evaluate applications and proposed projects.

Based on our initial review, while FAA intends to use their regular Airport Improvement Program (AIP) process for evaluating, rating, and selecting proposed projects, the NOFO provides that the agency will also consider certain qualitative criteria and prioritize projects that advance one or more of the following goals: improve airfield operational resiliency and the safety of airfield operations; develop airport-owned infrastructure needed to facilitate increased use of sustainable aviation fuel (SAF); reduce emissions; or improve energy efficiency and reliability.

The NOFO will be officially published in the Federal Register on Monday, but you can view a pre-publication version [here](#). The agency has set Thursday, May 2, 2024, at 5 p.m. ET, as the deadline for submitting applications. FAA indicated that the agency anticipates awarding at least 50 grants by August 2024.

**Background on Supplemental Discretionary Funding.** As part of the FY23 omnibus appropriations bill, which was passed in December 2022, Congress included about \$558.6 million in supplemental discretionary funding for airport development projects in addition to “regular” AIP funding. Of that amount, approximately \$283.6 million was reserved for earmarks, known as “Community Project Funding,” and \$268.7 million was reserved for supplemental discretionary grants. These discretionary grants will be awarded in accordance with the process outlined in the NOFO released today.

In the FY24 FAA/DOT spending bill approved earlier this month, Congress provided \$532.4 million in supplemental discretionary funding, including \$482.4 million for earmarks and about \$50 million for FAA to distribute at its discretion. It is unclear how FAA will distribute the \$50 million in supplemental discretionary funding. The agency could release a NOFO, which would not be released until late 2024 at the earliest. Alternatively, given the relatively small amount, FAA could instead decide to add the \$50 million to traditional AIP discretionary funding.

**Overview of Supplemental Discretionary Grant Program.** The NOFO provides an overview and detailed information regarding supplemental discretionary grants that are available for airports pursuant to the FY23 omnibus appropriations bill and congressional directives. Under the program, FAA will be providing \$268.7 million to airports via discretionary, competitive grants for eligible projects. These are the key details of which airports should be aware:

- **Distribution by Hub Size:** FAA indicated that \$33.0 million in supplemental discretionary grants will be awarded to small hub, nonhub, and nonprimary airports and about \$235.7 million will be

awarded to medium and large hubs. FAA notes that large and medium hubs should craft project applications and request no more than a \$20 million federal share. Small hub, nonhub, and nonprimary airports should submit applications requesting no more than a \$1.5 million federal share.

- **Eligible Projects:** Airports can apply for funding for any AIP eligible project, including improvements related to enhancing airport safety, capacity, security, environmental sustainability, planning, or any combination of these, including terminal development. However, FAA has identified a range of projects that will receive priority consideration.
- **Preferences and Priorities:** Pursuant to congressional direction, FAA outlined three categories of projects that will receive priority consideration: (1) airfield operational resiliency, (2) SAF, and (3) emissions and energy improvements. These are projects, for example, that allow the airfield to more easily recover following a natural disaster and projects aimed at improving energy efficiencies and reducing emissions. Airports are highly encouraged to carefully review the types of projects that will receive priority consideration.
- **Local Match:** The federal cost share for supplemental discretionary grants ranges between 70% and 95% depending on the airport size and type of project, the same as regular AIP grants.

**Application Process.** Applications for a FY23 supplemental discretionary grant that are submitted to FAA must include (a) a completed and signed SF-424 application and (b) a project narrative with financial plan. FAA provides extensive detail about what must be included in the “project narrative” document. This includes:

- **Project Schedule:** The narrative must include a schedule demonstrating that the airport can execute a grant agreement no later than May 31, 2025, meeting milestones throughout 2024.
- **Project-Specific Details:** The narrative must describe the project purpose, location of the project on the airport, project scope, and how the project satisfies administration priorities on safety, equity, climate and sustainability, and workforce development, job quality, and wealth creation. If the project falls within one of the three prioritized categories above (airfield operational resiliency, SAF, or emissions and energy improvements), FAA also requires applicants to respond to a series of detailed questions about the project depending on the category.
- **Financial Plan:** The narrative must include a financial plan showing the airport’s financing to complete the project and put it to use, as well as demonstrating the project is ready to begin within the timeframe provided and will be completed and operational in a timely manner.

We highly encourage members to carefully review the application instructions in the NOFO, which outlines all the information that must be provided. All applications must be submitted electronically to the following email address by May 2, 2024: 9-ARP-AIPSupp@faa.gov.

**Grant Selection Criteria.** In the NOFO, FAA outlines the criteria by which applications for a grant will be rated and selected. Generally, FAA will quantitatively rate projects using its well-established Airport Capital Improvement Plan (ACIP) process, which prioritizes eligible AIP airport development projects by

importance. However, FAA also outlines a range of qualitative criteria that the agency will use to evaluate proposed projects.

Based on our review, FAA highlighted several key factors that the agency would consider when making selections for supplemental discretionary grant funding. FAA encouraged airports to submit projects that meet as many of these criteria as possible. They include:

- The degree to which the project enables subsequent projects, such as energy assessments or audits, if applicable;
- The degree to which the applicant presents a plan to measure the impacts of the project, including how the project contributes to energy efficiency or emissions improvements or reduction in life-cycle greenhouse gas emissions (although the activities may not be eligible for reimbursement);
- Geographic variety;
- Projects that fall within the three prioritized categories (airfield operational resiliency, SAF, or emissions and energy improvements);
- New or alternative uses of technology or processes in the execution of the project; and
- Projects that advance to grant very quickly or have a particular demand for funding in FY24.

Grant Selection Process. In the NOFO, FAA explained that applications are first reviewed for eligibility, certainty, and timeliness of implementation. Applications are then reviewed for how well the proposed project meets certain criteria outlined in the NOFO and ranked by program division, field, and regional office staff. The top projects for each airport category are then evaluated by a National Control Board (NCB), with consideration of the selection criteria outlined above. The NCB includes representatives from each region and headquarters management and recommends project and funding levels to senior leadership.

What's Next? Applications for FY23 supplemental discretionary grants must be submitted electronically no later than 5 p.m. ET on Thursday, May 2, 2024. FAA indicated that the agency anticipates awarding at least 50 grants by August 2024. We will keep members apprised of any updates regarding timing of potential grant awards and how FAA plans to manage the process for issuing FY24 supplemental discretionary grant funding.

**Please Urge Your Lawmakers to Support Airport Priorities in FY25 Transportation Appropriations Bill (Source: Action Alert, AAAE)**

March 28, 2024

With Congress finally completing action on the Fiscal Year 2024 appropriations bills, lawmakers are quickly gearing up for the FY25 appropriations process. As the budget process unfolds, we need your help as we urge lawmakers to increase funding for the Airport Improvement Program, provide additional funding for supplemental discretionary grants, increase funding for the FAA Contract Tower Program, and adopt other airport priorities.

The Biden administration recently released its FY25 budget request, which is a mixed bag for airports. As expected, it proposed the same \$3.35 billion for AIP and failed to include additional funding for supplemental discretionary grants. The final FY24 spending package that contained funds for DOT and FAA included \$532 million for supplemental grants with \$482.4 million reserved for airport earmarks.

The FY25 DOT/FAA spending bill will be particularly important because we should have a real shot at increasing traditional AIP funding for the first time in many years. Both the House and Senate versions of pending FAA reauthorization legislation, which lawmakers are working to reconcile and finalize before May 10, propose to authorize \$4 billion for AIP annually, opening the door for the House and Senate Appropriations Committees to follow suit and appropriate the same amount for AIP next year.

But convincing the House and Senate Appropriations Committees to increase AIP funding is by no means automatic. There is also no guarantee that Congress will appropriate enough funding for supplemental discretionary grants, which lawmakers have used to fund congressional earmarks in recent years. That's why it is critical that you weigh in with your elected officials to explain the importance of those and other airport priorities.

**Request:** Please reach out to the members of your congressional delegation and ask them to support airport priorities in the FY25 DOT/FAA spending bills. As a reminder, individual office deadlines for programmatic requests are closing soon. Contact information for your Representative is available via [this link](#) and for your Senators is available via [this link](#).

#### FY25 DOT/FAA Appropriations Priorities

- **Provide Full Funding for the Airport Improvement Program and Supplemental Discretionary Grants:** The Airport Improvement Program provides federal grants to S. airports for projects to enhance airport safety, capacity, security, and to address environmental concerns. The program has a decades-long record of success in funding critical airport infrastructure. According to the FAA, airports have \$62.4 billion in AIP- and BIL-eligible projects – or some \$12.5 annually – through FY27. Those estimates do not include other non-eligible infrastructure projects and requirements, which increase total airport capital needs to more than \$23 billion annually. AAEE urges Congress to fund AIP at \$4 billion in FY25 consistent with pending House and Senate FAA reauthorization bills and provide supplemental discretionary funding so that airports can move forward with critical projects to enhance safety and security and upgrade facilities to meet the needs of the passengers and communities they serve. In recent years, congressionally directed airport projects have been funded via supplemental discretionary resources.
- **Increase Funding for the Contract Tower Program:** The FAA Contract Tower Program provides 264 smaller airports in 46 states with cost-effective air traffic control services that enhance aviation safety and help connect smaller airports and rural communities with our national air transportation. The benefits of this program have been repeatedly validated by the DOT Office of Inspector General. Without this program, many small airports simply would not have tower operations that enhance aviation safety. AAEE urges Congress to provide robust funding for the Contract Tower Program to fund all 264 contract towers currently in the program and allow the FAA to add other airports to the program during this fiscal year.

- **Help Small Communities Retain Commercial Air Service:** In recent years, airlines have reduced or eliminated commercial air service to a number of communities across the country. To help mitigate the impacts of these reductions, Congress should increase funding for programs that help small communities maintain commercial air service. Specifically, we recommend increasing funding for Essential Air Service and the Small Community Air Service Development. Both help to ensure that people who live in rural and less populated areas have access to our national aviation system. AAAE urges Congress to maintain sufficient funding for the Essential Air Service program and the Small Community Air Service Development Program consistent with authorization levels in pending FAA reauthorization bills.
- **FAA Use of Space in Airport-Owned Facilities:** In the past, proposals have emerged to force airports to provide free space to the FAA despite decades-old arrangements in which the agency has paid below-market rent for FAA facilities located on airport property. Recognizing the significant burden this change would impose on airports – particularly smaller airports – Congress in each year since FY01 has approved a general provision prohibiting the FAA from requiring airports to provide space at no cost. AAAE urges Congress to continue prohibiting FAA from requiring airports to provide space at no cost in FY25.
- **Full Funding for the FAA Facilities and Equipment Account: National Airspace System (NAS) modernization,** which is funded from the Facilities and Equipment account, is critical to enhancing efficiency and capacity throughout the aviation system. AAAE urges Congress to support funding for critical NextGen programs.
- **Airport Cooperative Research Program/Aviation-Related Research and Development:** Airport-related R&D offers great promise. The Airport Cooperative Research Program (ACRP) is of particular importance given the opportunity it provides to undertake key research and other technical activities in a variety of areas including design, construction, maintenance, operations, safety, security, policy, and AAAE urges support for ACRP funding in the FY25 DOT/FAA funding bill.