

Community Airport Partnership (CAP)



Program and Application Guidelines

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Introduction

The Saskatchewan Ministry of Highways (MoH) 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;
- 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 able to secure funding for completion of EXISTING multi-year projects that received funding in 2020-21. The maximum annual funding per community will continue to be capped at \$275,000. Proposals for NEW multi-year projects will NOT be considered by the CAP Review Panel for the 2021-22 CAP program; however portions of those projects may be made application for on an annual basis to the CAP application intake .

Projects must meet acceptable engineering standards and may be subject to environmental approval from appropriate agencies.

For information about allowable project cost items please refer to Pages 7 and 8 of the Guide **Appendix B – Policy Principles - Project Eligible Items, and Ineligible Items**

Funding

For approved projects, 50 per cent of the eligible cost is available for funding from MoH. 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 MoH for an approved project will be \$275,000 for the 2021-22 fiscal year. Applicants are required to solicit competitive bids for the work. Applications without contractor estimates may be not be accepted.

The maximum annual funding per community will continue to be capped at \$275,000. If approved, the community will receive an official Contribution Agreement showing the total funding contribution. Proposals for multi-year projects will NOT be considered by the CAP Review Panel for the 2021-22 CAP program. Projects that are multi-year in nature will need to re-apply for funding annually. 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), Municipalities of Saskatchewan (MoS) and MoH 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 the Project Evaluation Sheet that can be found in Appendix A. The prioritized projects will be subject to final MoH approval and subject to budget appropriation. Once a project has been approved, the applicant will be expected to enter into a contribution agreement with MoH.

Appendix A – 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 B - Policy Principles

- 1. Project Eligible Items: Sharable costs shall only include -**
 - a. Contract items;
 - b. Utility moves (only when necessary to be made to accommodate the construction of the project being applied for under the program, and completed as a component of the project being applied for under the program);
 - c. Materials acquisition and installation;
 - d. Consulting engineering costs;
 - e. Provincial Sales Tax (PST); and
 - f. Other items approved by MoH.

- 2. Project Ineligible Items: 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. Goods and Services Tax (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 the project approval date by MoH specified in Clause 2.5 of the Contribution Agreement; and
 - l. Projects that are eligible for federal ACAP funding or other provincial funding.

- 3. Project 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 MoH 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.