



## **COMMUNITY AIRPORT PARTNERSHIP (CAP)**

# ***Program and Application Guidelines 2019 – 2020***

## 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.

## Time frame

CAP is an ongoing program subject to the availability of funding on an annual basis. Funding for the current program will be based on the 2019-20 fiscal year, which **starts April 1, 2019** and **ends March 30, 2020**.

## 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.

## 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 have been approved 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 2019-20 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.

### **Procedures**

Applicants seeking assistance under this program shall submit a request by **March 15, 2019 5:00 PM**. Applications received after this date will not be considered.

As a minimum, the request should contain the following items:

- Description of the work;
- Condition assessment of the infrastructure;
- Economic and social benefits, including potential regional impacts, of the project;
- Contractor estimates of costs of the work; and,
- Timing of project.

MHI will review the engineering requirements internally to determine if the proposed project meets acceptable engineering and environmental standards. The applicant must notify MHI of any changes to the project cost or scope as soon as possible. The applicant is responsible for any cost overruns in excess of the approved project funds.

### **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. Preference will be given to communities who demonstrate partnerships with other communities and businesses. The prioritized projects will be subject to final MHI approval in April 2019. Once a project has been approved, the applicant will be expected to enter into a contribution agreement with MHI.

### **APPLICATION GUIDE**

Applicants must ensure their application contains sufficient information to permit the review panel to determine the eligibility of the proposed project and to accurately evaluate the project's merits,

including, but not limited to its safety, social and economic benefits. The following outline is provided as a guide for information that must be included in an application.

### **Airport name and location**

- Airport name;
- Contact name and title;
- Phone, Fax and Email.

### **Airport characteristics**

- Certified or registered status;
- Runway dimensions (feet);
- Surface type;
- Surface condition;
- Navigation aids;
- Lighting;
- Type of aircraft accommodated; and,
- Other.

### **Airport users and frequency**

Indicate frequency of passengers/users, as well as reason for travel (which may include business charters, recreation users, air ambulance, police, crop sprayers, etc.).

### **Project proposal**

- Summary description of project (attach plan details separately);
- Overall need and justification for the project;
- Economic, social and other benefits to the community and the region the airport serves; and,
- If required, an Environment statement.

### **Project funding**

- Total estimated project cost including cash requirements, in-kind contributions and, if applicable, cash flows (for multi-year projects);
- If applicable, letter indicating federal funding contribution level;
- Amount of funding requested from the program;
- Letter indicating your commitment to fund 50 per cent of the cost, including partnerships with neighbouring municipalities and local business or 33 per cent (with federal contribution);
- Recognition of the municipality being responsible for the GST.

It is suggested that the application to be evaluated should not exceed 10 pages.

Note that additional supporting documents may be required.

If you are applying for multi-year funding, please indicate so in the proposal. The application should include the same sections as for a singular project. Additionally, please include the total funding you are requesting, delivery timelines and project cashflow.

CAP program funding is subject to annual budget appropriation. CAP Application for the multi-year funding is valid for the duration of the project once approved. There is no need to re-submit an approved project in a subsequent fiscal year.

### **Application submission and contact**

Applications must be made by the municipality/airport authority to:

Stephen Cook, Analyst  
Saskatchewan Ministry of Highways and Infrastructure  
Community Airport Partnership (CAP) Program  
800 - 1855 Victoria Ave., Regina, Sask. S4P 3T2  
Phone: 306-933-5947, Fax: 306-787-3963, Email: stephen.cook@gov.sk.ca

**It is preferred that applications be scanned and emailed to Mr. Cook.**

## **ATTACHMENT**

# **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 have been approved 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.