

# Community Airport Partnership Program Guide

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## Table of Contents

<b>Community Airport Partnership Program (CAP)</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>3</b>
<b>Purpose</b> .....	<b>3</b>
<b>Eligible Applicants</b> .....	<b>3</b>
<b>Ineligible Applicants</b> .....	<b>3</b>
<b>Application Intake</b> .....	<b>4</b>
<b>Project Eligibility</b> .....	<b>4</b>
<b>Funding</b> .....	<b>5</b>
<b>Review and Selection Process</b> .....	<b>5</b>
<b>Conditional Approval</b> .....	<b>6</b>
<b>Contribution Agreement</b> .....	<b>6</b>
<b>Communications Protocol</b> .....	<b>6</b>
<b>Cost Overruns</b> .....	<b>6</b>
<b>Project Progress Reporting</b> .....	<b>7</b>
<b>Appendix A - Policy Principles</b> .....	<b>8</b>

# Community Airport Partnership Program (CAP)

## Introduction

The Saskatchewan Ministry of Highways (ministry) recognizes the important role that community regional airports play in supporting economic and social development, including their vital role in helping deliver air ambulance, medevac, law enforcement and firefighting services. There are 71 community regional airports in Saskatchewan and they are considered an essential component to the province's comprehensive transportation growth strategy.

The CAP program was introduced in 2007-08 and has invested more than \$10.5 million into community airports to date. The program provides grants to municipalities to offset costs associated with enhancing the safety and utilization of their airports.

## Purpose

The goal of the CAP program is to provide capital contributions to airport infrastructure. This infrastructure program is intended to help rehabilitate and upgrade the 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 for aviation infrastructure.

## Eligible Applicants

Eligible applicants are municipal governments submitting for community owned airports within the Province of Saskatchewan.

## Ineligible Applicants

Ineligible applicants are airports that are private, provincial, or military owned.

**The following link is a download of a Saskatchewan Airport Map to assist you in determining if you are an eligible applicant or not.**

<https://publications.saskatchewan.ca/api/v1/products/84580/formats/115256/download>

## Application Intake

The CAP program will open a project intake from September 1 to September 30 each year where applications can be submitted for projects to be undertaken the following spring. An applicant may submit multiple projects, but please use separate application forms for each.

Project review and recommendations will be conducted in October and November, with approved applicants receiving conditional approval in early December.

## Project Eligibility

Priority is given to safety-related airside capital improvement projects that support aviation safety, air ambulance, and medivac operations, such as 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). Security fencing around an airport will be considered eligible for safety reasons.

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

Projects are ranked based on the following factors of declining importance:

- **Aviation Safety and Airport Operations** - Is the project required to sustain or upgrade the condition of the asset to maintain/ strengthen the safety of the airport operations and extend the life cycle of the asset?
- **Medevac** - Is the project required to sustain/provide medevac services?
- **Partnerships** - Is the project supported by external partners including multiple municipalities, industry, indigenous organizations or others (Does not include federal government funding)?
- **Uses** – Does the airport support multiple users and purposes including: medevac, industry, tourism, government, aerial applicators, flight schools, businesses, air passenger service, cargo movements or connectivity?

- **Emergency Response** - Is the project required to support emergency response/preparedness efforts (wildfire, flooding, other disasters)?
- **Federal Compliance** - Is the project required to correct non-compliance with federal aviation regulations?
- **Economics** - Is the project required to sustain current and developing regional industry and business operations?

## Funding

The CAP program may contribute up to 50 per cent of the total eligible project costs to a maximum of \$275,000 per fiscal year dependent on project priority and budget capacity.

Projects are now eligible to include federal funding contributions. An applicant is responsible for securing federal funding and expected to contribute at least 33 per cent of the total eligible cost.

All applicants must demonstrate that their share of funding has been or is being secured in the project application.

Projects that are multi-year in nature will need to re-apply for funding annually.

**See Appendix A for more information regarding Policy Principles for eligible and ineligible project items and costs.**

## Review and Selection Process

Once an applicant has submitted a complete application by email, a Municipal Program Manager will review to ensure all required information has been submitted by an eligible applicant. If any information is found missing or clarification is needed, the applicant will be contacted.

Required information includes:

- Complete **current year** application form. This can be found on the Government of Saskatchewan Website when an intake is open.  
  
<https://www.saskatchewan.ca/residents/transportation/airports/community-airport-partnership-cap-program>
- Current contractor quotes. Applicants are required to solicit competitive bids for the work. Applications without contractor estimates may not be accepted.
- Pictures - include a standard reference object such as an extended tape measure, rule, or

coin in the picture to provide context where relevant.

- Submission of any supplemental information that may be needed for the project (e.g., engineering reports).

The ministry will arrange for the evaluation and ranking of projects by an independent review panel consisting of representatives from the Saskatchewan Aviation Council, Regina Airport Authority, Saskatoon Airport Authority, Saskatchewan Urban Municipalities Association, Saskatchewan Association of Rural Municipalities, Ministry of Health, and Ministry of Highways.

The ministry will provide administrative support for the review panel. The panel will prioritize projects through an objective consensus-based process using the Project Evaluation Sheet. The prioritized projects will be subject to final ministry approval and subject to budget appropriation.

### **Conditional Approval**

A notice of conditional approval will be provided to successful applicants in the Fall for projects that are scheduled for completion in the following fiscal year. Applicants that receive conditional approval may proceed with additional project planning, and may tender and award the work, but will not be reimbursed for any project expenses that are incurred prior to final approval and the signing of the Contribution Agreement. Final approval is contingent upon approval of the program budget, which usually takes place after April 1.

### **Contribution Agreement**

Following approval of the program budget, the successful applicants will receive an official Contribution Agreement that outlines the total CAP funding contribution as well as the associated terms and conditions.

Project work cannot proceed until recipients have signed, returned, and received the fully endorsed agreement. Any costs incurred prior to the date that the agreement is signed by the ministry will be considered ineligible.

### **Communications Protocol**

The approval of projects **must remain confidential** until they have been publicly announced by the Government of Saskatchewan through an official news release. Recipients will be notified once an announcement can be made.

### **Cost Overruns**

Recipients will be responsible for managing project risks including cost overruns. Any cost increases will be the responsibility of the recipient.

## **Project Progress Reporting**

The Municipality will submit a **complete and accurate** monthly progress report to the ministry on the template provided upon project approval. These reports are very important for budgeting and program management.

If no complete and accurate reports are submitted for three consecutive months, it will be considered a breach of the Contribution Agreement.

## Appendix A - Policy Principles

### Eligible Items:

- Costs incurred the between fully endorsed agreement date and the project completion date set out in the Contribution Agreement.
- All costs considered to be direct and necessary for successful completion of the project excluding those identified under ineligible items;
- Utility moves, only when necessary to accommodate the construction of the project being applied for under the program and approved as part of the project agreement;
- Materials acquisition and installation;
- Consulting engineering costs; and
- Provincial Sales Tax (PST).

This is not a comprehensive list and other items may qualify as eligible at the discretion of the ministry.

### Ineligible Items:

- 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 installations or upgrading of existing utilities;
- Operating and normal routine maintenance except for crack sealing and line painting;
- Land acquisition, except for land required for existing runway extension;
- Equipment purchases and lease;
- Work completed by municipal employees including administration, supervision and construction expenses unless prior approval is provided by the Ministry;
- Volunteer contributions – labour, materials, etc.;
- Retroactive engineering studies, airport renovations or any other capital expenditure prior to the project approval date by the ministry; and
- Projects that are eligible for other provincial funding.

### Project Contract Administration:

- Projects with an estimated sharable cost less than \$100,000 may be:
  - (a) Contracted from one qualified contractor,
  - (b) Added by a supplemental agreement to an existing contract that the applicant already has with a qualified contractor, or
  - (c) Publicly tendered.
- Projects with an estimated sharable cost > \$100,000 should be:
  - (a) Publicly tendered; or
  - (b) When necessary:
    - i. The work may be contracted through bids invited from a minimum of three



- qualified contractors; or
- ii. The work may be added by a supplemental agreement to an existing contract the applicant already has with a qualified contractor if the contract was publicly tendered.
- b. Contracts that will not be publicly tendered will require the approval of MoH prior to execution.

**Project Design and Standards :**

All structural infrastructure components of the project (including but not limited to runways, taxi-ways and aprons, including geometric and surfacing design) shall be certified as meeting minimum Transport Canada standards for airports, by a registered professional engineer.