

FEDERAL

CFDA: 20.106

City of San Antonio
Stinson Municipal Airport
21ALSTSON

PROJECT IMPLEMENTATION MEETING

SPONSOR'S SHARE OF PROJECT FUNDS

Total project costs currently estimated to be \$300,000.

Total sponsor share estimated to be \$30,000.

ENGINEERING/DESIGN INFORMATION

A grant will be offered, 10% of estimated costs \$30,000 expected to be due by July/ August 2021.

Total estimated design costs \$300,000.

Note: Sponsor will be billed 30 days in advance. Sponsor should have the above figures budgeted and encumbered by these dates. Sponsor will be apprised of all changes.

Forms needed prior to submission for Texas Transportation Commission Approval due March 9, 2021:

Resolution (Sample enclosed)

This resolution will be used for your total project.

Estimated Sponsor Share at this time is \$30,000 for total project cost.

Designation of Sponsor's Authorized Representative (form enclosed)

This is the person who will receive the agreement and all correspondence regarding this project.

Certification of Project Funds (form enclosed)

This certifies that funds will be available and when they will be available.

Designation of Sponsor's Consultant Selection Committee (form enclosed) for planning

This committee will be authorized to determine the selection criteria, review qualifications of the candidate firms, conduct interviews, if necessary, and select a firm for award of the planning contract, based on a consensus ranking by the committee members. Please be aware the decision of the selection committee will be FINAL unless some discrepancy is determined to have occurred in the selection process and can be documented.

Copy of your most recent audited financial statement

TxDOT Aviation Division Public Hearing on March 26, 2021

Opportunity for sponsor and public comments on financial assistance grants.

Transportation Commission Approval requested on April 29, 2021

APPA (Airport Project Participation Agreement) OVERVIEW

Part I - ID of Project

Describes participants and project description.

Part II - Offer of Financial Assistance

Provides 90% federal and 10% local funding.

Part III - Sponsor Responsibilities

Statutorily driven for state/federal compliance

SPECIFIC GRANT CONDITIONS (Part III):

(Required by Statute & Administrative Code)

- * Sponsor will comply with the attachments (Certification of Airport Fund, and Airport Assurances required by the FAA.)
- * Sponsor will comply with applicable rules & regs
- * Facility shall be controlled for at least 20 years
- * Facility shall be operated in a safe manner
- * Public access without unjust discrimination shall be provided
- * No exclusive rights will be granted
- * No Through – the- fence operations -It will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport.
- * All necessary land shall be acquired
- * When requested, statements of airport revenues & expenses shall be submitted. yearly audited financial statements should be submitted.
- * Sponsor shall operate such lighting at least at low intensity from sunset to sunrise
- * All fees collected shall be used for airport development & improvement
- * An airport fund shall be established for revenues collected and all expenditures from the airport fund shall be for airport purposes
- * any revenue from mineral rights be identified as airport revenue; deposited to the airport fund and used for airport operations
- * All development shall be consistent with approved ALP
- * Comprehensive zoning regulations shall be adopted
- * Recovery of funds spent fraudulently
- * No steel or manufactured products produced outside U.S. permitted
- * Sponsor must provide for continuous operation and maintenance of any navigational aid funded under the AIP during the useful life of the project

NOTE: Special Condition - Must have acceptable maintenance program to be eligible for Capital Improvement Program grants.

NOTE: Please be sure to register all based aircraft at www.basedaircraft.com

Part IV - Nomination of Agent

TxDOT will act as full agent to insure compliance

Active involvement of sponsor encouraged

Duties performed as agent:

- * Administer consultant selection process and negotiate fees with selected firm.
- * Execute all contracts for design.
- * Review and approve plans.
- * Pay all consultant invoices.
- * Supervise and direct all project work.
- * Coordinate FAA review of ALP (airspace review).
- * Administer DBE/HUB Program

CERTIFICATIONS REQUIRED IN AGREEMENT:

Certification of Airport Fund

Certification of Drug-Free Workplace (federal only)

EGRANTS:

You will use this system for the consultant selection process and to retrieve your payments.

Your CIP grant will not be in the system – once commission has approved the grant it will be emailed to you, once executed by TxDOT, it will be mailed back to you.

If you do not have a user name and password, please email our help desk and they can get you set up:

avn-egrantshelp@txdot.gov

Here is the web link to Aviation eGrants.

<http://www.txdot.gov/government/funding/egrants-2016/aviation.html>

SCHEDULE SUMMARY for Federal/State funded projects	DATE DUE
Resolution and other forms must be submitted to Aviation Division	March 9, 2021
Public Hearing	March 26, 2021
Texas Transportation Commission Approval of Project	April 29, 2021
APPA sent to Sponsor for acceptance dependent upon federal funds	May 2021
APPA returned to Aviation Division	May 2021
SCHEDULE FOR CONSULTANT SELECTION:	
Request for Qualifications (RFQs) sent out	May 2021
RFQ's submitted to Aviation Division	June 2021
RFQ's sent to Sponsor Consultant Committee	June 2021
Sponsor Consultant Selection Committee reviews qualifications to make selection or requests Aviation Division to set up interviews	July 2021
Interviews held if requested	July 2021
Aviation Division notifies consultants of results of selections and begins negotiations with selected consultant	July/ Aug 2021
Consultant contract sent for acceptance	Aug 2021

<u>AVIATION CONTACTS</u>
Call 1-800-68-PILOT (687-4568) Aviation Division Staff Becky Vick, Grant Manager 512-416-4504; Becky.Vick@txdot.gov Ann Pinder, Grant Manager, 512-416-4503; Ann.Pinder@txdot.gov Michael Van Vliet, Planner; 512-416-4534; Michael.vanvliet@txdot.gov

SAMPLE RESOLUTION
(Federal or State - TxDOT acting as Agent)

WHEREAS, the City of San Antonio intends to make certain improvements to the Stinson Municipal Airport; and

WHEREAS, the general description of the project is described as: (add general description); and

WHEREAS, the City of San Antonio intends to request financial assistance from the Texas Department of Transportation for these improvements; and

WHEREAS, total project cost are estimated to be \$300,000, and the City of San Antonio will be responsible for 10% of the total project costs currently estimated to be \$30,000; and

WHEREAS, the City of San Antonio names the Texas Department of Transportation as its agent for the purposes of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements.

NOW, THEREFORE, BE IT RESOLVED, that the City of San Antonio hereby directs NAME OR POSITION OF INDIVIDUAL to execute on behalf of the City of San Antonio, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the State of Texas, represented by the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to the Stinson Municipal Airport.

Note to Sponsor: This resolution is required to document the governing body's support and acceptance of this project. To meet state requirements, this resolution must provide at a minimum the governing body's agreement to make improvements to the airport in general description form, provide 10% of the total project costs and acknowledge TxDOT as agent for administration of federal and state funds for projects.

This resolution may be modified to suit the specific needs of your governing body.

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

I, _____, _____,
(Name) (Title)

with the City of San Antonio designates _____
(Name, Title)

as the City of San Antonio authorized representative for the 21ALSTSON project, who shall have the authority to make approvals and disapprovals as required on behalf of the City of San Antonio.

City of San Antonio, Texas
(Sponsor)

By: _____

Title: _____

Date: _____

DESIGNATED REPRESENTATIVE

Mailing Address: _____

Physical/Overnight Address: _____

Telephone Number: _____

E-mail Address: _____

