

# **Washington State Department of Transportation Aviation Division**

## **Airport Aid Application Forms**

**Please indicate menu choice by clicking on the appropriate menu button.**

This document includes form fields which are used to complete the Airport Aid Application forms.

Saving the .pdf document to your computer should allow you to save your entries and then edit the document at a later time.

However - Depending on the Adobe Acrobat version that you are using, your work might NOT be saved. It is suggested that you make an entry, save the document, exit the document, and then re-open the document to see if your data saved.

Ensure you have completed ALL field entries.

Make sure to save your work frequently.

If you are not able to save your work you will need to print the application before closing the document.

Submitting your application:

By Email -

The airport sponsor's authorized representative can Email the application by attaching the completed fillable .pdf document and all other supporting documentation to: [garth.cumberbatch@wsdot.wa.gov](mailto:garth.cumberbatch@wsdot.wa.gov)

Note: Other than completing the application's fields, do not edit or alter the form in any way (i.e., deleting the instruction pages, deleting unused pages for multiple projects, combining other .pdf documents, etc.). The data in the applications is extracted from the document, altering the form in any way will disable our ability to extract the information.

For questions, please contact:

WSDOT Aviation Division

Garth Cumberbatch, Airport Grants Coordinator

[garth.cumberbatch@wsdot.wa.gov](mailto:garth.cumberbatch@wsdot.wa.gov)

(564) 250-1812



PO Box 47312  
Olympia, Washington 98504

Date of Request

DOT Form 900-030EF  
Revised 4/2025

# Instructions for Airport Aid Application (DOT Form 900-030EF)

## 1. Applicant

The name of the municipality or person who legally owns and is responsible for managing the airport "airport sponsor".

**The Applicant's Authorized Representative** is that individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a mayor, city manager, county commissioner, city councilperson, port director, or tribal council member. The authorized representative should be the same individual who will sign the Airport Aid grant agreement if awarded funding. The airport manager should only be listed if he or she has the authority to negotiate contracts on behalf of the applicant.

**Name, Title, Address, Phone, Cell, and Email Address.** This should be the contact information for the applicant's authorized representative.

2. **Project to be Managed by** is the individual who will be responsible for the day-to-day management of the project and will be the appropriate contact for WSDOT Aviation to communicate matters relating to the grant. This person could be an employee of the airport sponsor. If the airport sponsor would like to authorize their consultant to communicate directly with WSDOT Aviation on their behalf, than this would be the that individual.

3. **Airport** is the approved name of the airport.

Check if the airport is included in the National Plan of Integrated Airport Systems (NPIAS) or whether it is designated as a Non-NPIAS airport.

Select the appropriate FAA and State classifications from the dropdown lists.

Select the appropriate Legislative and Congressional districts for the airport from the dropdown lists (If you are unsure of your districts, click on the hyperlink and enter the airport sponsor's address).

## 4. Project Name and Description Listed by Priority, along with Project Funding Sources

Number the projects 1, 2, 3, etc. in order of the priority (high to low).

The Project Name should be descriptive and be similar to the Project Title entered in the State Capitol Improvement Program (SCIP). Projects submitted that are not included in the SCIP will not be considered for funding.

Give a brief but accurate description of the project. You will have the opportunity to expand upon this in the Project Data Sheets to follow.

Insert the full cost of the project, the amount the airport sponsor will contribute (a minimum of 5% of the total cost for projects without federal funding or a minimum of half the local share required of federal funds e.g. FAA 90% / Local 5% / WSDOT 5%), and the amount you are requesting from the Aviation Division.

Include any other funds including the funding source (e.g. grant funds from another agency, private funds, etc.).

The total of the first column must equal the total of all other columns. The totals for the columns will automatically be calculated.

Please make these amounts as accurate as you can. Actual project bid amounts or negotiated consultant fees are preferable. If precise amounts are not yet available you are encouraged to use professional engineering estimates. If these estimates turn out to be an understatement and inadequate to cover the cost of the actual project, WSDOT Aviation may not be able to cover the additional costs which may have to be borne by the applicant. You will be asked to provide additional information supporting these costs and the source on the project data sheets.

## 5. Other Questions and Required Documentation

**Master Plan / ALP Narrative Report** - Please indicate if the airport has an approved Airport Master Plan or Airport Layout Plan (ALP) Narrative Report by checking 'Yes' or 'No'. If 'Yes' insert the month and year the report is dated.

**Airport Layout Plan (ALP)** - Please indicate if the airport has an approved Airport Layout Plan (ALP) by checking 'Yes' or 'No'. If 'Yes' insert the month and year the plan was approved. The project you are requesting funding for must be shown on the ALP in order to be considered for funding. If the airport does not have an approved ALP, the only project the sponsor should request funding for is the preparation of an Airport Master Plan and ALP.

**Airport Information System (AIS)** - Please indicate by checking 'Yes' or 'No' if the airport sponsor met the requirement to review and update their data in the AIS for the preceding calendar year by the December 31 deadline.

**Greenhouse Gas Policy** - RCW 70A.45, outlines fund distribution prerequisites for infrastructure and capital development projects, all airport sponsors should adopt a greenhouse gas emission reduction policy in accordance with this law. Please indicate by checking 'Yes' or 'No' if the airport sponsor has an adopted policy. If 'Yes' submit a copy of the policy to WSDOT Aviation and indicate how you are submitting by selecting the appropriate response from the drop-down menu.

For more information on this law, please visit Washington State Legislature's Revised Code of Washington (RCW) at <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.45>.

While having a policy is currently not a requirement that determines grant eligibility, it is anticipated in the near future that this will be an added requirement.

**Airport Aid Grant Assurances** - The airport's signed acceptance of WSDOT Aviation's Airport Aid Program Grant Assurances ([Chapter 468-260 WAC](#)) must be submitted with each Airport Aid Application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu. Please include the the grant assurances document in its entirety.

**Adopted Resolution** - Publicly owned airport sponsors must submit a resolution adopted by its elected officials. The resolution shall 1) Authorize submittal of the application to WSDOT Aviation, 2) State that the sponsor has the required matching funds available, and 3) State the elected officials support of the application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu.

## 6. Signing and submitting the Grant Application

WSDOT Aviation requests that airport sponsors submit the grant application and all supporting documentation electronically. The Airport Aid Application, Project Data Sheet(s), and Supplemental Justification Sheet(s) will need to be emailed from the Applicant's Authorized Representative as the saved fillable form .pdf file (do not edit or alter the form in any way). The email being sent directly from the Applicant's Authorized Representative will serve in lieu of an actual signature on a printed document.

All application forms and supporting documentation must be received by WSDOT Aviation by the published deadline. WSDOT will reply to the email acknowledging receipt of the application.

# Airport Aid Application Project Data Sheet

**Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)**

-	- Project No. -
<b>1 Project Category (Select One Only):</b> <div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Pavement</span> <span>Safety</span> <span>Planning</span> <span>Security</span> <span>Runway Safety</span> <span>Equipment</span> <span>Maintenance</span> <span>Property</span> <span>Other</span> </div>	
<b>2 Detailed Project Description / Approach to Accomplishing Project:</b>	
<b>3 Project Justification:</b>	
<b>4 Cost Estimate Details:</b>	<i>Source of Project Cost Estimate -</i>
<b>5 Project Schedule:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Expected Start of Project:</p> <p>Start of Work Covered by Grant:</p> </div> <div style="width: 45%;"> <p>Expected Completion of Project:</p> <p>Completion of Work Covered by Grant:</p> </div> </div> <p>Submit a <a href="#">detailed project schedule</a> (to include project milestones).      <i>Submitting project schedule via:</i></p>	
<b>6 Other Supporting project documentation (Required):</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Submit a spending plan identifying anticipated grant expenditures by month.</p> <p>Submit job creation data.</p> </div> <div style="width: 35%;"> <p><i>Submitting via:</i></p> <p><i>Submitting via:</i></p> </div> </div>	
<b>7 Other Supporting project documentation (As Applicable):</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Submit documentation supporting your consultant selection process.</p> <p>Submit a copy of your consultant's Scope of Work.</p> <p>Have project plans and specifications been prepared?      Yes      No</p> <p>Has a property appraisal been completed for property acquisition?      Yes      No</p> <p>FAA AIP Project Number:</p> <p>FAA Grant Contract Number:</p> <p>Other supporting documentation?</p> </div> <div style="width: 35%;"> <p><i>Submitting via:</i></p> <p><i>Submitting via:</i></p> </div> </div>	

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SCIP Priority Score  
(WSDOT Use Only)

## Instructions for Project Data Sheet (DOT Form 900-030A)

*Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF). Three individual sheets have been created and have automatically populated data for Airport Sponsor, Airport Name, Project No. and Title. If there are more than three projects, you will need to complete an additional application packet.*

1. **Project Category and Type** - Mark the appropriate project category. Some categories will also expand asking for a more specific project type under that category (e.g. Category - Pavement, Project Type - Rehabilitation). Select only the category of the most prominent work element of your project.
2. **Detailed Project Description** - Provide a brief but descriptive narrative of the project to thoroughly explain what will be accomplished by the project. Please be as clear and specific as possible.  
  
Example: Runway 7/25 (3200' x 60') rehabilitation to include grinding top 1/2-inch of asphalt and overlaying with 2 inches of Class B hot mix asphalt (HMA). The project will also include markings and displacing Runway 7 by 100 feet.
3. **Project Justification** - Provide a brief narrative to justify why the project should receive state funding. Explain if it is a pavement project recommended by WSDOT Aviation's Airport Pavement Management System (provide details such as the specific pavement sections, PCI values, etc.), if a certain activity level at the airport has triggered the need for the improvements, or if the project is to correct an item of non-compliance found during a 5010 inspection or FAA compliance inspection.
4. **Cost Estimate Details** - Provide specific information as to how the project costs shown on the first page of the Airport Aid Application were arrived at including the source (i.e. bid tab, engineer's estimate, vendor quote, etc.). Be sure to include a detailed itemization of the specific costs (i.e. labor and overhead costs not just construction costs in your estimate (i.e. design engineering, environmental, project bidding, construction, construction observation, etc.)).
5. **Project Schedule** - Indicate the expected start and completion of the project as well as the dates for when the work that would be included in the grant is beginning and ending. Note that these two sets of dates can be different based on the date advertised in which project work will be eligible. For example, WSDOT Aviation's grant cycle may be the first in the state's biennium and can only fund work that would take place after July 1st, but the airport is a NPIAS airport and has received a grant from the FAA and opted to begin the work in May as to not delay the project. In this example, only the work taking place after July 1 would be eligible for grant funds.  
  
Also submit a detailed project schedule that includes major milestones, key deliverables, specific actions, etc.
6. **Other Supporting Project Documentation (Required)** - 1) Submit a spending plan showing anticipated grant reimbursement amounts by month over the duration of the project, and 2) Submit information on jobs created by the project (WSDOT's Aviation Economic Impact Calculator is a good tool for this).
7. **Other supporting Project Documentation (As Applicable)** - Provide any additional information as applicable that will help WSDOT Aviation fully understand your project.



# Airport Aid Application Supplemental Justification

**Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-030EF)**

		- Project No. -	
1.	Will the project correct an identified airport safety hazard, deficiency, or non-standard design item? If Yes, specify the correction(s).	Yes	No
2.	Does the project serve a vital community need? If Yes, specify the need(s).	Yes	No
3.	Does the project promote economic development and financial sustainability for the airport? If Yes, please elaborate.	Yes	No
4.	Project Readiness:		
	a. Has required environmental documentation (e.g. NEPA/SEPA) been approved?	Yes	No
	b. Is project ready to proceed immediately?	Yes	No
<b>LAND USE COMPATIBILITY</b>			
1.	Does the local land use jurisdiction recognize the airport as an Essential Public Facility in its comprehensive plan? If Yes, provide reference to the specific location(s) in the plan.	Yes	No
2.	Does the comprehensive plan include the airport in the 'Transportation System Inventory'? If Yes, provide reference to the specific location(s) in the plan.	Yes	No
3.	Does the comprehensive plan include policies that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific location(s) in the plan.	Yes	No
4.	Are regulations in place that prohibit penetration of FAR Part 77 surfaces? If Yes, provide reference to the specific regulation(s).	Yes	No
5.	Is zoning in place that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific code(s).	Yes	No
6.	Is zoning in place to regulate height hazards? If Yes, provide reference to the specific code(s).	Yes	No
7.	Does the land use authority require aviation activity notices (e.g. title notice, notice on the plat)?	Yes	No



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