



COLORADO

Department of Transportation

Division of Aeronautics

PROGRAMS & PROCEDURES MANUAL

VERSION 2023-A - APPROVED AUGUST 23, 2023

APPROVAL/REVISION HISTORY

CAB APPROVAL	VERSION	DESCRIPTION
8/23/2023	2023-A	-Annual routine updates -Removed Education Grant section due to separate manual development -Removed CRS's and inserted link to updated CRS's
8/31/2022	2022-A	-Annual routine updates -Updated Sec. 5.2 to remove internship hourly cap
8/25/2021	2021-A	- Annual routine updates, no material changes
8/26/2020	2020-A	- Updated Sec. 2.3.1 to clarify federal matching grant cap applicability - Added Sec. 5.12 to incorporate the new Division Awards Program
8/28/2019	2019-B	- Updated Sec. 2 to align with current CDAG program funding - Updated Sec. 3 to incorporate new statewide programs and new portal address - Updated Sec. 4 to align with current CDAG application process - Updated Sec. 5.1 to align with current AWOS program practices - Updated Sec 5.2 to increase eligible internship reimbursement - Updated Surplus Equipment Program policy - Sec 5.8 - Updated version numbering
1/28/2019	6.3	- Updated AWOS Program policy - Sec. 5.1 - Updated Aviation Education Grant Program policy - Sec. 6 - Annual routine updates
10/10/2018	6.2.1	- Clarified airport funding eligibility - Sec. 1.4 - Updated Crack Fill Program policy - Sec. 5.4
4/11/2018	6.2	- Added Contingency Fund process - Sec. 1.6 - Added Grant Assurances - Sec. 2 and Appendix B - Annual routine updates
6/8/2017	6.1.1	- Updated Sec. 4.1 to include airport profile data requirement
1/23/2017	6.1	- Added new excise tax disbursement process - Sec. 1.4 - Annual routine updates
3/9/2016	6.0	The new Programs and Procedures Manual replaces the Grant Program Manual and more thoroughly covers various programs, procedures and policies of the Division.

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1. The Colorado Aviation Fund Overview

1.1 Guiding Statutes

The Colorado Division of Aeronautics (“Division”) was created and operates pursuant to Colorado Revised Statute (“CRS”) [43-10](#).

The Colorado Division of Aeronautics Mission Statement provides the basis by which the Division is operated.

Our Mission

“The mission of the CDOT Division of Aeronautics is to support Colorado’s multi-modal transportation system by advancing a safe, efficient, and effective statewide aviation system through collaboration, investment, and advocacy.”

1.2 Colorado Aeronautical Board

The Colorado Aeronautical Board (CAB) was created by [CRS 43-10-104](#) and is comprised of seven members appointed by the Governor. Each position is responsible for a specific demographic of aviation throughout Colorado; their responsibilities are as follows: two represent eastern slope governments; two represent western slope governments; one represents the statewide association of airport managers; one represents the statewide association of pilots; and one at large position represents statewide aviation issues, interests, and concerns. Appointments are made to ensure a broad and balanced representation of the state’s aviation community. Pursuant to [CRS 43-10-104](#) board member terms are three years and as of the date of this document, board appointments are typically limited to two consecutive terms by policy of the Governor. The current board members are listed on the Division website under the Aeronautical Board tab.

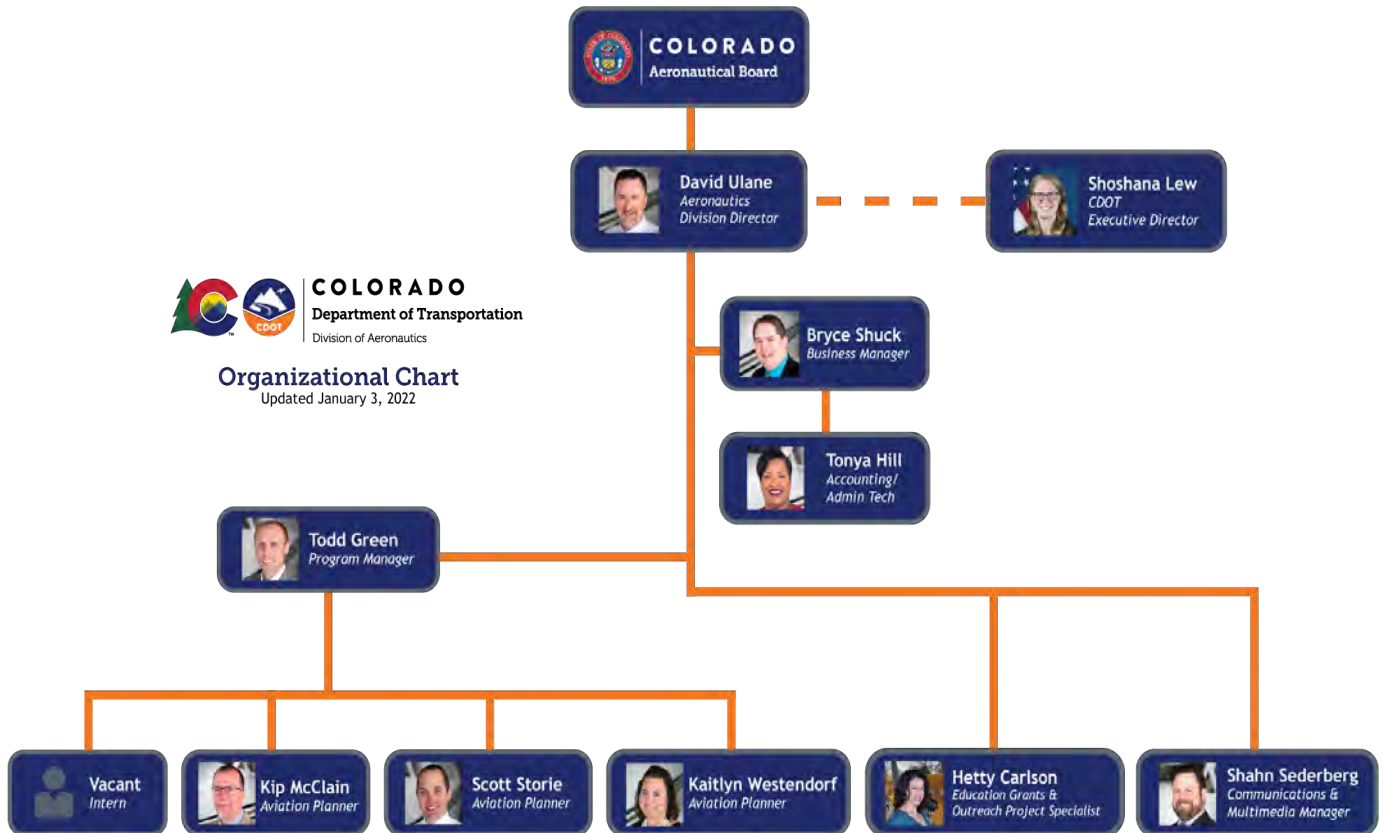
The CAB has overall responsibility for the Colorado Discretionary Aviation Grant (CDAG) program. By statute the CAB carries out this function by establishing procedures for the administration and distribution of moneys credited to the aviation funds created in [CRS 43-10-109](#), for aviation purposes as defined in [CRS 43-10-102](#), at eligible Colorado public use airports. There are several ways the CAB

oversees the CDAG program. The following are some of the more critical elements of the CDAG program and how the CAB oversees them:

- 1) Set policy for eligible projects (approval of this document)
- 2) Review and comment on submitted projects (CAB grant review meeting)
- 3) Determine project status (determined at CAB grant review meeting)
- 4) Approve or reject grant projects
- 5) Set policy for administrative changes to grants (approval of this manual)
- 6) Set budget for CDAG program based upon forecasted Division revenues

The CAB usually holds board meetings every other month. Typically, at least twice per year the CAB will meet at remote locations throughout the state in order to make in person attendance to the meetings more accessible to the public. A calendar of tentative meeting times, dates and locations is approved by the CAB each year in the fall. The Division also provides live streaming of the CAB meetings accessible through the Division’s webpage at:

<https://www.codot.gov/programs/aeronautics>.



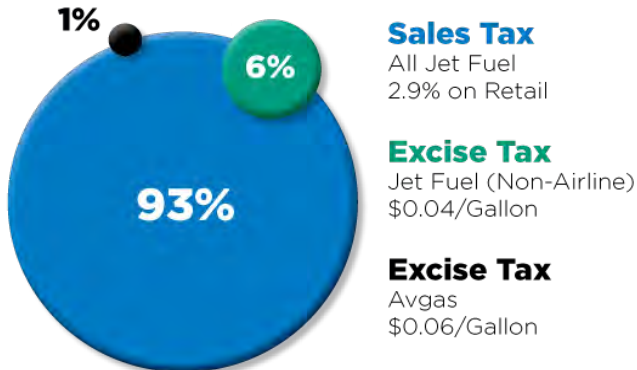
1.3 Revenue & Expenditure Structure

The Colorado Aviation Fund was created by statute [CRS 43-10-109](#) in 1991. This legislation allowed the Division to collect taxes on aviation fuel and invest those funds in Colorado's aviation system. This section describes how the Division, under the direction of the CAB, administers the Colorado Aviation Fund.

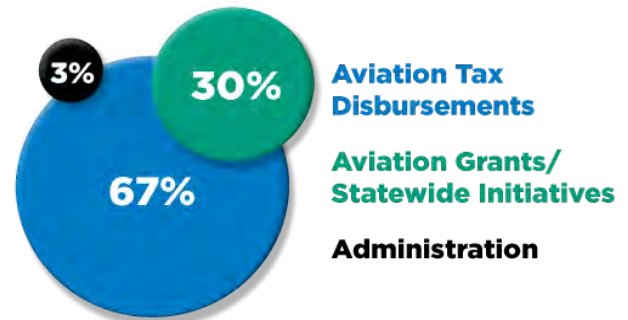
The Division's revenue is derived solely from taxes on aviation fuels sold at Colorado airports. There are two types of fuel that are taxed, avgas (100LL) for piston engine aircraft and jet fuel for turbine powered aircraft. There are two types of tax on these fuels, excise and sales. Avgas has a six cents per gallon excise tax and non-airline jet fuel has a four cents per gallon excise tax. All jet fuel, non-airline and airline, is subject to a 2.9% sales tax on the retail price. These taxes are collected by the Colorado Department of Revenue and then are deposited into the Aviation Fund to be administered by the Division.

Airports eligible to receive benefits from these taxes pursuant to [CRS 43-10-103\(4\)](#), [CRS 43-10-108.5](#) and [CRS 43-10-110](#) do so in two different ways: discretionary aviation grants and airport fuel tax disbursements. The discretionary grant program is covered in the next section. Airport tax disbursements are the portion of the tax that is collected at an airport, which is then returned directly to the airport based on the type and quantity of fuel sold. Pursuant to [CRS 43-10-110](#) tax disbursements are the full four cents per gallon jet fuel excise tax, and four cents per gallon of the avgas excise tax. The sales tax on jet fuel is disbursed at a rate of 65% of the total sales tax that was collected. Tax disbursements can only be used for aviation purposes as defined in [CRS 43-10-102](#). On average, the airport formula disbursements account for nearly 67% of the money expended from the Aviation Fund. The remaining funds, less the Division's administrative costs, (capped statutorily by [CRS 43-10-109\(3\)](#) at 5% of the previous year's total gross revenue), are used to fund the Colorado Discretionary Aviation Grant (CDAG) Program, including CAB approved Statewide Initiatives.

Aviation Tax Revenue Structure



Aviation Tax Expenditures



1.4 Airport Funding Eligibility

Nearly 500 airports exist statewide, which range in size from small private-use strips to the 53 square mile footprint of Denver International Airport. Eligibility for Division funding, including CDAGs, statewide initiatives, and fuel tax disbursements for Colorado airports is defined by [CRS 43-10-103\(4\)](#), [43-10-105](#), [43-10-108.5\(2\)](#), [43-10-108.5\(5\)](#), and [43-10-110](#). The statutes require that these funds be utilized “solely for aviation purposes.” See [CRS 43-10-102](#) for the definition of “aviation purposes”. These eligibility criteria limit Division funding to Colorado airports owned by public agencies (political subdivisions of the state) and privately owned airports included in the FAA’s National Plan of Integrated Airport Systems (NPIAS).

1.5 Fuel Tax Disbursement Process

1.5.1 Excise Tax Disbursements

Airport fuel retailers are required to submit to the Colorado Department of Revenue (DOR) a Distributor monthly tax return report and payment for the purchases of aviation fuel each month. At that time, the DOR updates its Colorado Fuel Tracking System (COFTS) with DR7050 filings received from tax filers. This information is made available to the Division via an Excel spreadsheet data extract in the middle of every month for the previous month’s filings. COFTS contains gallons of fuel sold, fuel retailer, location of purchase (airport), Bill of Lading (BOL) number, and invoice number. Several times per month DOR transfers funds collected for tax receipts from the state’s treasury into the Division’s fund (160) tracked in CDOT’s accounting system (SAP). At the end of each month, the Division calculates monthly excise disbursements based off the monthly COFTS spreadsheet from DOR.

The amounts refunded back to the airports are straight from the COFTS report, and do not need to be claimed monthly by airports, unless they have some shown on the exception list (not tied to a specific airport based on COFTS data). The Division processes monthly excise disbursements in SAP which generates a disbursement to the airport where the fuel was sold. Monthly disbursement reporting is made available to each airport and is available on the Division's OpenGov platform.

1.5.2 Sales Tax Disbursements

Airport fuel retailers are required to submit to the DOR a distributor monthly tax return report and payment for the purchases of aviation fuel each month. The DOR sends to CDOT a monthly summary of the sales tax related transactions via paper and will also transfer funds for taxes collected for that filing period from the treasury account into SAP several times per month. DOR also produces a text file extract of airport sales tax transactions, that it sends to CDOT via an FTP server. Division staff will then load that data file into the Division's Web-based Information Management System (WIMS). WIMS calculates the 65% sales tax disbursement amount for each qualifying airport, and produces an SAP interface file that generates the amount of each disbursement. Each entry is subsequently reviewed and then approved for payment by the Business Manager at the Division, and the reporting details of the disbursement are available to the airport via their WIMS account each month.

More information can be found within the Aviation Fuel Tax section of the Division's website:
<https://www.codot.gov/programs/aeronautics/FuelTax>

1.6 Budget Development Process

The budget development process starts with forecasting revenues for the Division, which then feeds into a budget summary presented to the Transportation Commission of Colorado (TC) and the CAB for their review and approval (The TC only approves the administrative portion of the Division's budget). That provides the Division Director with a forecast of how much funding is anticipated to be available to support the CDAG, statewide initiatives, fuel disbursements, and administrative costs for the upcoming year.

Next, several budget workshops are completed with staff to begin to outline the details and potential amounts of the work plan for the coming year, and that is then combined with the anticipated statewide Capital Improvement Plan (CIP) data from the FAA and our airport partners. A budget work plan spreadsheet is completed that captures this working data, where the Business Manager and staff delineate which SAP cost centers are to receive allocated budgeting. Since the

Division runs a balanced budget annually, the forecasted revenues must tie to the known and forecasted expenditures for that fiscal year.

The CAB formally approves the Division's budget for the upcoming fiscal year at the CAB meeting in January each year. The approved budget goes into effect in the next fiscal year beginning July 1st.

1.7 Contingency Fund

As the Division's revenue stream is dependent on both the volume of aviation fuel sold in the state, as well the price (which can be particularly volatile), the Division has implemented a contingency fund to hedge against future fluctuations in fuel flowage and fuel prices.

Specifically, this fund will:

- Support CDOT's cash management goals and be consistent with CDOT's overall cash management strategies.
- Protect the Division from future over-obligations of the Aviation Fund.
- Provide for a dedicated and protected portion of the Division's aviation cash balance for the contingency fund.
- Sustain a risk-based contingency fund balance (within the Division's fund 160) that is indexed to the Division's current obligations and subsequent year discretionary aviation grant (CDAG) and statewide initiative commitments, in the event of a prolonged worst-case reduction in aviation fuel tax revenues (\$40/bbl. oil price and a reduction in DEN fuel flowage to 35 million gallons per month average for more than 12 consecutive months).
- The contingency model is not designed for an industry wide prolonged event like the COVID-19 pandemic. When something like this happens, the Division can respond quickly, and communicate possible extraordinary steps to make it through these periods. Doing any kind of risk forecasting for such an event would not be responsible, nor would it help the Division communicate effectively with its constituents.
- In the event of a worst-case revenue reduction, provide airports and other Division stakeholders with more than a year's notice of Division program reductions necessary to maintain an adequate aviation fund balance.
- Maintain an obligated and reasonable aviation fund balance that is neither too low nor too high.

1.7.1 Fund Balance/Reporting

“Loading” of the initial contingency fund balance took place during CY2018. Since its establishment, a report on the current contingency fund balance vs. the contingency required is presented in detail to the CAB at least quarterly at a regular CAB meeting. Additionally, the current contingency balance vs projected need is illustrated graphically as a slide on the Division’s regular financial dashboard reports.

1.7.2 Fund Balance Adjustments/Communications

Should the contingency fund balance report indicate at any point that the current or projected balance may be higher than necessary, staff will include a recommended adjustment to the CAB at the earliest possible time, with the excess contingency returned to the Division’s budget for future use in the CDAG program and/or statewide initiatives.

Should the forecasted Division revenues decline to a point where staff believes the contingency needs to be utilized to meet the obligations outlined above, and that subsequent years’ programs may have to be adjusted, staff will make such recommendation to the CAB. Following CAB consideration/approval, staff will also immediately communicate such adjustments to the Division’s airports and other stakeholders to allow them adequate time to adjust their local plans and budgets.

2. The Colorado Discretionary Aviation Grant Program

2.1 Introduction/Grant Assurances

The Colorado Discretionary Aviation Grant (CDAG) Program was developed to maintain and improve the statewide aviation system. This is achieved by providing grants that help meet individual airport and statewide aviation goals and needs pursuant to [CRS 43-10-108.5](#), as well as this document. In addition to the eligibility and application requirements described in this section, airport sponsors that receive CDAG funding must also make certain assurances to the State. These assurances are in place to encourage the safe and efficient operation of airports as well as ensure that investments made by the State are utilized for aviation purposes during the expected life of the funded project. Assurances are incorporated through an approved and fully executed grant contract or small dollar grant award. See [Appendix B](#) for a copy of the Grant Assurances.

2.2 Capital Improvement Planning

Eligible airport sponsors, as detailed in [section 1.4](#), seeking Division and/or Federal Aviation Administration (FAA) funding assistance are required to maintain and submit an updated airport Capital Improvement Plan (CIP) to the Division annually. This CIP represents a plan for airport projects in the near-term (1-5 years), mid-term (6-10 years), and long-term (10+ years) periods. A CIP is purely a planning document and is neither a commitment nor guarantee of funding from the Division or the FAA. To ensure efficient and prioritized use of the limited funding that the Division and FAA programs offer, airport grant applications must be based on projects within an accepted CIP and contain defined project cost estimates and associated project diagrams. The Division works jointly with the FAA's Denver Airports District Office to manage the annual airport CIP update process for the State of Colorado.

The CIP update process typically begins in September at the Division's annual CIP Workshop. Following the workshop, an email is sent to each airport requesting an update to their CIP in WIMS. The following details the benefits, required contents and specific steps in completing the CIP development process.

The CIP process provides many benefits including:

1. Allowing for a systematic evaluation of all potential projects simultaneously
2. The ability to review projects statewide for trends and possible economies of scale
3. Ensuring projects help achieve the goals of the Colorado Aviation System Plan

4. The ability to assist with the prioritization of projects to maximize funding
5. Accommodating the needs of airports with the available funding
6. The opportunity to focus on preserving airport infrastructure while ensuring the efficient use of funding

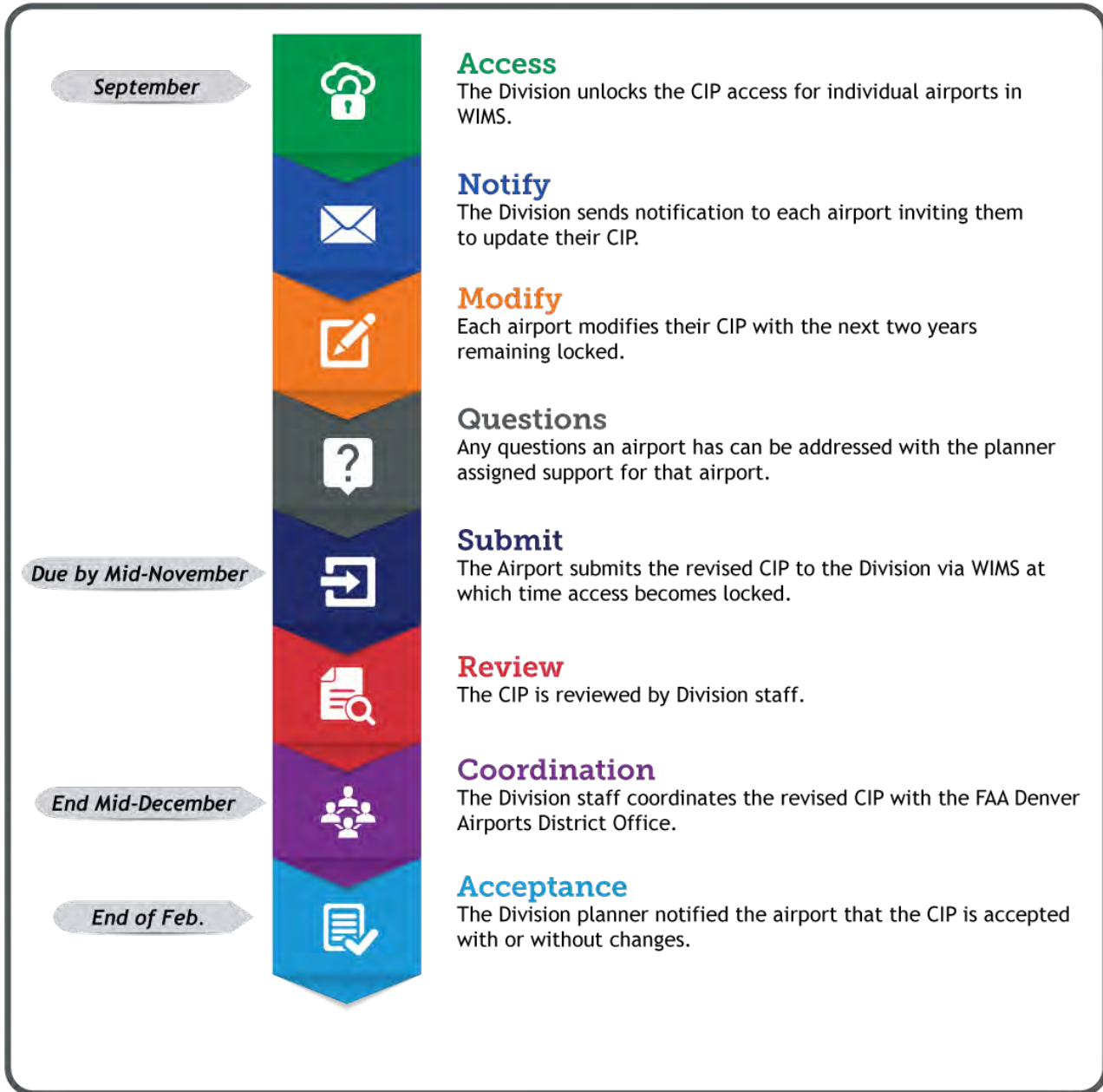
CIP's typically includes:

1. A listing of capital projects, equipment needs, or planning studies in the year planned to be undertaken
2. The projects ranked in order of preference
3. The plan for financing each project including all funding sources
4. Locally funded projects to show local commitment to the airport
5. An exhibit depicting the location of each project on the airport and associated year

The flow chart below depicts the CIP update process:

Capital Improvement Plan (CIP)

Update Process



2.3 Determining State Grant Eligibility, Priority, and Funding Levels

While FAA's policies and guiding documents are very structured regarding project eligibility, priority, and funding levels, the Division has much more flexibility in these areas. Except for statutorily ineligible projects as defined in CRS 43-10-109.2.c "It is not the intent of the general assembly that the moneys available for expenditure pursuant to the provisions of this subsection (2) be used to supplant any federal moneys which may be available to airports, governmental entities operating FAA-designated public-use airports, or the division pursuant to federal law." and 43-10-102.3.VIII.b "Subsidization of airlines is expressly prohibited as an aviation purpose except for the promotion and marketing of air service at airport facilities." The CAB has the discretion to determine how the CDAG program should operate. This broad discretion allows the Division to focus on project priority rather than eligibility to support airports.

An important consideration is that the Division strives to maintain a strategic mindset when approving projects for inclusion into airport CIPs with the overarching goal of issuing grants that not only satisfy local needs but contribute to the general advancement of Colorado's aviation system. Division planners evaluate projects for their potential to address the performance measures, goals and priorities as established in the current Colorado Aviation System Plan (CASP) described in section 5.9. Linking as many grants as possible to one of these specific performance measures, goals or priorities enables the Division to measure the overall performance and effectiveness of the CDAG program. Projects that do not directly relate to a goal of the state aviation system plan are still eligible for grants; however, they may not compete as well for funding. Therefore, sponsors should develop projects that not only provide for the long-term viability of their airports, but also enhance the statewide system's capability to meet the demands of its users.

Generally, the priority for state funding begins with federal match projects; the next priority is the pavement maintenance of existing primary movement areas beginning with primary runways, followed by taxiways, and then aprons. There are many variables that may affect the prioritization of funding year to year, including but not limited to FAA national priorities, federal and Division funding levels, project costs and viability, ability of a project to meet system goals and demand, and the number of higher priority projects requested each year.

Although the Division generally follows the "runway out" philosophy practiced by the FAA, it retains the flexibility to support projects that may otherwise be of lower priority. These projects, such as utility infrastructure or fuel farms, not only may have a potential impact to the economic impact and sustainability of individual airports, but more importantly, may provide the pilot community with a

wider range of services and facilities to choose from as they navigate Colorado's system of airports. To aid in bringing these projects to fruition, the Division staff and CAB have separated funding for the CDAG program into two types, Federal Match and State & Local.

Any airport with questions about a proposed project's eligibility or funding priority should contact their respective state planner for more information.

2.3.1 Federal Match Funding

Federal match funding is allocated for airports around the state that receive federal funding for their capital improvement projects. This federal financial assistance requires the local sponsor to provide matching funds, typically 10% of the project cost. The Division can assist airport sponsors with their local match requirement by providing the airport CDAG funding to cover 50% of the local match requirement up to a cap of \$250,000 per fiscal year per airport. The \$250,000 cap does not apply to Bipartisan Infrastructure Law (BIL) funding or federal entitlement funding that airports might save for several years and then receive in a single year. With federal matching CDAG funding typically results in a federally funded project with allocations of 90% Federal, 5% State, and 5% Local.

2.3.2 State and Local Funding

State and local funding is allocated for projects, or a portion of projects, that are not funded through a federal grant. This funding requires a local match component to support the state funding requested. Local match can come in one of two ways, either cash or in-kind work. State and local projects have a typical split of 90% state/10% local funding. However, if extenuating circumstances exist and an airport is unable to accommodate their 10% local match requirement, the CAB has the discretion to approve funding with a lessor local contribution. Nevertheless, it should be noted that any potential grantee applying for funds with at least a 10% local contribution is usually more compelling to both the Division and CAB as it displays the priority and level of commitment the airport sponsor is investing in the project. State and local-only projects are dependent on available state funds and are subject to the grant assurances described in Section 2.1.

The CAB retains the discretion and authority of final approval or denial of all grant applications, grant amounts and match percentages. Typically, the greater the percentage an airport sponsor is willing and capable of funding the more likely the Division is to support the request. For example, a local match of 50% toward a project can help justify state funding for lower priority projects.

3. Web-Based Information Management System (WIMS)

Over time, the CDAG program and other Division initiatives have become increasingly complex to administer. Coupled with this, the development and implementation of numerous statewide programs to improve aviation safety, capacity, and economic impact has created a need to enhance the efficiency of existing administrative methods. As a result, the Division has implemented the Web Based Information Management System (WIMS). WIMS is a web-based “cloud” solution for tracking and management of the CDAG program, CIPs, aviation fuel sales tax disbursements, and various statewide initiatives. Since it is the only system currently available that enables participation in several key programs on offer by the Division, eligible airports must create and maintain access to an individual WIMS account. For more information regarding WIMS programs, please refer to the following sections of this document:

- CDAG Request Procedure - [Section 4](#)
- Capital Improvement Planning - [Section 2.2](#)
- CDAG Draw Down (Reimbursement Request) - [Section 4.9](#)
- Airport Sustainability Program - [Section 5.11](#)
- Aviation Management Internship Program - [Section 5.2](#)
- Crack Fill Reimbursement Program - [Section 5.4](#)
- Airport AWOS Program - [Section 5.1.2](#)
- Surplus Equipment Program - [Section 5.8](#)

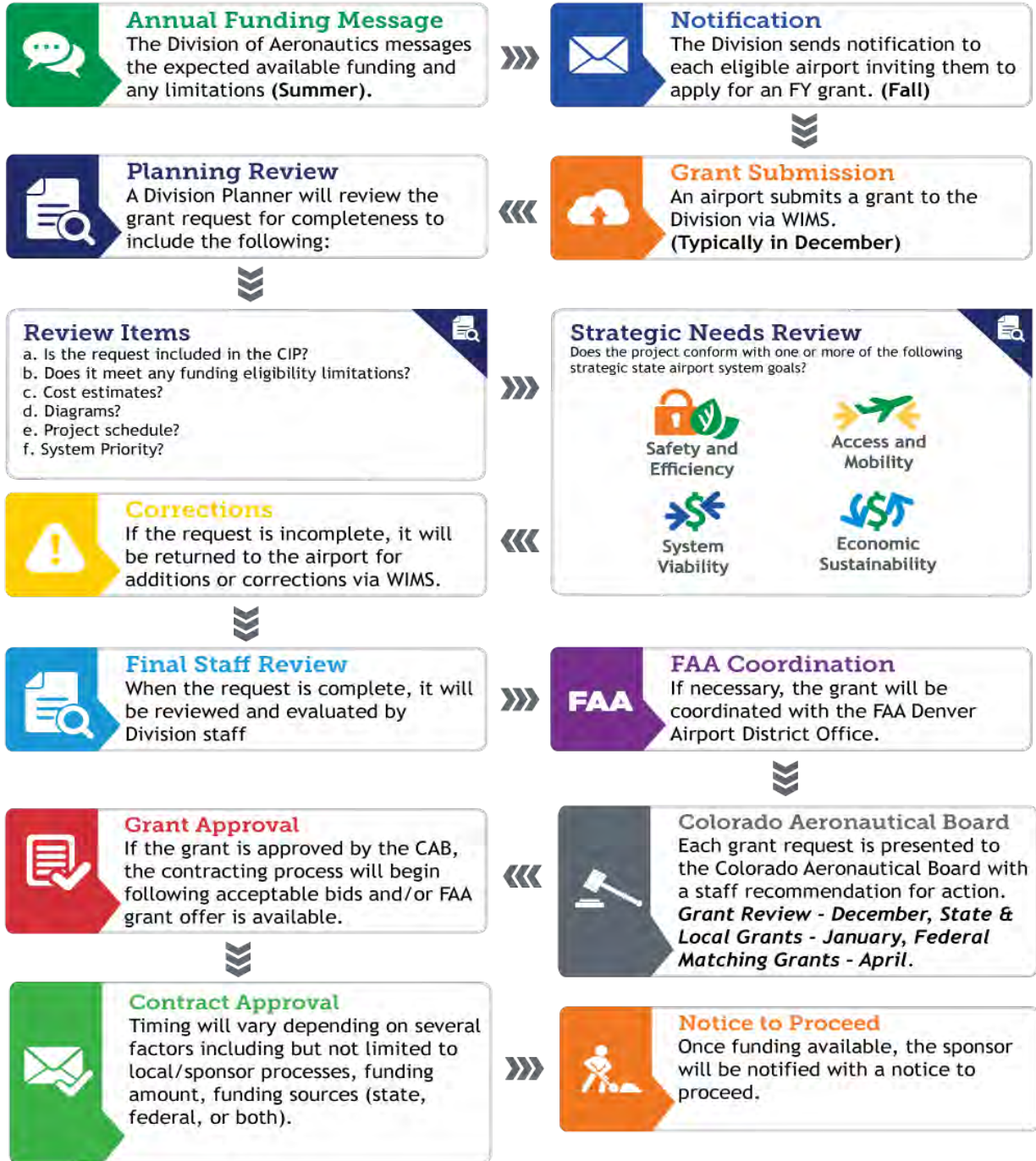
For additional assistance or to request access to make changes to an airport account, please contact the Division at 303-512-5250.

4. Colorado Discretionary Aviation Grant Request Procedure

4.1 In-Cycle Requests

The regular CDAG cycle takes place with annual grant hearings before the CAB, typically in January for state and local applications and April for federal match applications. The state and local grant applications are also reviewed at a prior CAB meeting, typically in December. In preparation for the grant hearings, each airport is required to update their five-year CIP in WIMS, as described in [section 2.2](#). Following the completion of the CIP update process, the Division begins the grant solicitation process. The submitted applications should reflect projects authorized for inclusion in the most recent CIP update. The Division planners are responsible for ensuring that the prerequisites have been accomplished and that each grant application is complete and ready to be presented to the CAB for consideration. If funding is approved, the Division planners begin the process of developing and disseminating each grant contract or small dollar grant award. The contracting process for state and local grants will start immediately upon CAB approval; conversely, contracting for federal match grants will not commence until the associated federal grants have been awarded. Below is a flow chart that details the in-cycle grant request process.

In-Cycle Discretionary Aviation Grants Request Process



4.2 Out-of-Cycle Requests

Out-of-cycle requests are those applications that are submitted outside of the regular grant cycle described above and are divided into two categories, time-sensitive funding and supplemental funding. Prior to submitting out-of-cycle grant requests, airport sponsors should confer with the Division planning staff to ensure that the proposals will meet all eligibility requirements. Once the Division concurs, the sponsor will receive verbal approval and an application can then be completed and submitted through WIMS. Out-of-cycle grant requests are subject to the same evaluation criteria and administrative processes as in-cycle requests. Out-of-cycle grant requests must receive staff recommendation and require consideration by the CAB.

4.2.1 Time-Critical Funding Requests

Justifications for time-critical grant requests are detailed below:

1. An emergency situation that impacts safety or operations.
2. An unanticipated state of affairs that negatively affects an airport and that due to timing, cannot be addressed in the normal cycle.
3. The emergence of an opportunity that due to specific timing will provide an advantage that would otherwise be lost if the grantee waited until the normal cycle.

4.2.2 Supplemental Funding Requests

To request additional funding on an existing executed grant, airport sponsors must complete a supplemental grant application through WIMS. Division staff members evaluate supplemental grant applications using the same process and criteria utilized for in-cycle requests. All supplemental requests must receive staff recommendation and require approval by the CAB.

4.3 Grant Evaluation Criteria

4.3.1 Capital Improvement Plan (CIP)

An important piece of evaluation criteria for CDAG funding requests is to ensure that projects were identified in the airport's CIP. More information on the CIP and the CIP update process can be found in [section 2.2](#).

4.3.2 Historical Performance

As discussed previously, the Division uses WIMS to track and measure the expenditures of all awarded state grants. Upon issuing the notice to proceed, the Division will monitor activity across each fiscal year throughout the life of a particular grant. To the greatest degree possible, airport managers and sponsors should draw funds from these grants on a regular and consistent basis since noticeable lack of activity with an abundance of state supplied money on balance could adversely affect an airport's ability to secure future grant consideration. This is particularly important to those airports that have several concurrent open grants.

4.4 Administrative Amendments

Administrative amendments are contract modifications that do not require additional funding beyond the original CAB grant award and are consistent with the original scope of work. For instance, a contract can be amended simply to extend the term beyond the typical three-year lifetime. Other examples include boosting the state match up to the original CAB-awarded amount or shifting funds between grant elements.

Amendment requests are accompanied by justification provided by the airport, are processed administratively by Division staff, and require CAB notification only. Any request for a modification that does not fall within the definition of an administrative amendment must be considered and approved by the CAB prior to execution.

4.5 Grant Reimbursement Request Procedure

Aviation Grant Draw Downs Request & Payment Process



5. Statewide Aviation Programs

[CRS 43-10-108.5](#) specifies that the Division may be the recipient of state aviation system funds for the purposes of implementing statewide aviation projects. The Division has utilized this ability to create several statewide programs that have a significant positive impact on the Colorado aviation system. Those programs are described in detail within this section.

5.1 Automated Weather Observing System (AWOS) Program

The State of Colorado has a diverse landscape that ranges from the eastern plains to the towering Rocky Mountains. This vast difference in geography creates unique atmospheric challenges for pilots and history has shown that weather conditions are common factors in general aviation accidents in Colorado. The eastern plains struggle with ever-changing winds while Colorado's mountain regions require higher cruising altitudes, causing many smaller general aviation aircraft to operate near or above the limits of their performance capabilities. These factors, coupled with high density altitude and rapidly changing weather typically result in several accidents each year.

To better inform pilots and increase the overall safety of the flying public, a vast network of 62 automated weather observation systems has been developed throughout the State. This network consists of 44 Automated Weather Observing Systems (AWOS) and 20 Automated Surface Observing Systems (ASOS). Each AWOS is owned and operated by the Division (13 units - Mountain AWOS Program) or by an individual airport (29 units - Airport AWOS Program) while all ASOS units are owned and operated by the FAA.

5.1.1 Mountain AWOS Program

The Mountain AWOS program, made up of 13 state-owned units, was developed by the Division in 1999 to help reduce weather related accidents, and provide pilots operating in Colorado's mountainous regions with more accurate localized weather information. These sites were situated on several critical mountain passes along established flight routes, none of which had adequate weather information available prior to this program.

The Division is directly responsible for the installation and support for each of the 13 units and contracts annually with the State of Colorado's Office of Information Technology (OIT) to provide ongoing maintenance and certification for each site. To ensure this important service is performed in a timely manner, OIT has integrated a network of certified AWOS technicians at various locations in the State. AWOS repair and maintenance can be a daunting proposition since most sites are

positioned atop remote mountain passes. To highlight these challenges to the public, the Division, in cooperation with OIT, developed a video detailing the arduous process to keep these secluded sites operational. To view this video please click on the link below.

[AWOS Maintenance Video](#)

The Division is also responsible for ensuring the weather information from each unit is disseminated through the National Database to the flying public. The Division contracts with DBT to perform this critical service for all 13 sites.

5.1.2 Airport AWOS Program

Beyond the Division's Mountain AWOS Program, 31 airports throughout Colorado own and operate AWOS units to provide accurate weather for the pilots operating in the vicinity of each of these airfields. These non-state owned AWOS units are indispensable to providing critical enroute weather information for overflying pilots and to the National Weather Service to develop regional forecasts. Individual airport sponsors are responsible for all costs associated with maintaining their systems; ongoing scheduled maintenance as well as unscheduled repairs to equipment malfunctions may exceed \$10,000 annually.

Since safety is a key aspect of the Division's mission statement, the Division allocates funding for the Airport AWOS program on an annual basis to ensure that this vital network continues to provide widely accessible weather data. Each airport that owns and operates an AWOS and has its weather information continuously disseminated to the National Weather Database is eligible for reimbursement of maintenance expenses not to exceed 90% of eligible costs up to \$10,000 per state fiscal year (July 1 thru June 30). All reimbursement requests for expenses incurred during a specific fiscal year must be submitted to the Division by the end of August following that fiscal year. If the request is not submitted by the end of August, the requested amount will be deducted from the allocated \$10,000 for the current fiscal year.

To ensure that funding for this program has the greatest benefit statewide, the Division maintains Cooperative Purchasing Agreements with authorized vendors that provide AWOS maintenance services. These agreements are to include hourly rates along with prices for Tri-Annual Inspections and Unscheduled Service Visits for each airport-owned unit around the state along with an explanation of the service levels provided. Although encouraged, airports are not required to use a vendor with whom the state has a Cooperative Purchasing Agreement to be eligible for reimbursement. However, they must perform a competitive bid process, as locally required, when

selecting a vendor that is not party to such an agreement.

Participation in the Airport AWOS Program is limited to those Colorado airports eligible for funding pursuant to [section 1.4](#) of this manual. When submitting an AWOS reimbursement request, the selected AWOS maintenance vendor must be identified and copies of the associated invoices for services rendered must be attached. If said vendor is not a Cooperative Purchasing Agreement partner, a copy of the maintenance contract that exists between the provider and the airport must accompany the reimbursement request.

This statewide initiative was created to support ongoing AWOS maintenance only and was not designed to aid in the acquisition of new systems. Airport managers and sponsors can apply for CDAG grant funding to facilitate installation of a new airport owned AWOS. However, to be eligible for grant consideration, the proposed project must first be incorporated into an airport's respective Capital Improvement Plan. Once the equipment is completely installed and after certification by the Federal Aviation Administration, the airport can then apply for reimbursement of maintenance costs under this program.

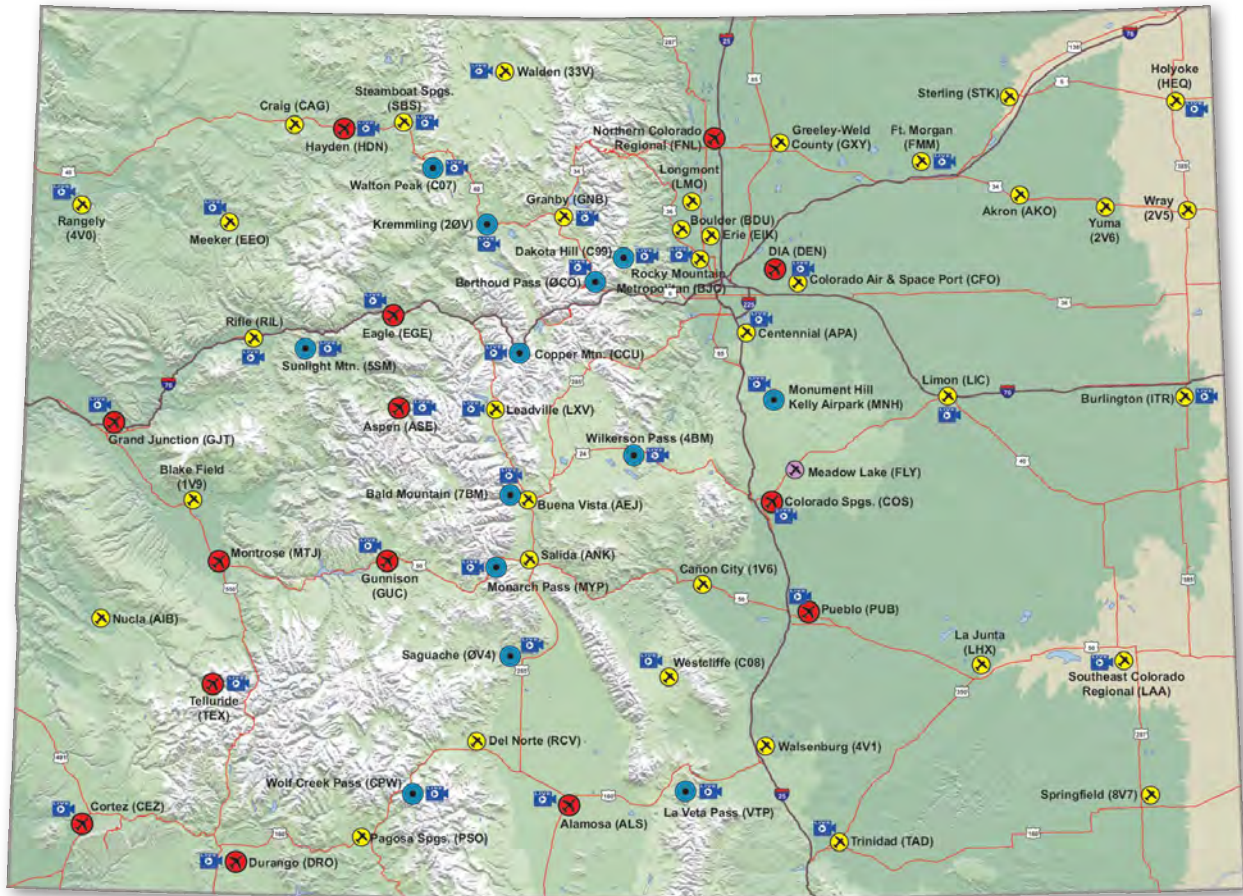
5.1.3 FAA-Owned ASOS Network

In addition to the AWOS network described above, the FAA has a network of 20 Airport Surface Observing Systems (ASOS) units installed on airports in Colorado. These sites are solely owned and operated by the FAA and are not eligible for state funding through this program.

Below is a map of the automated weather observation network in Colorado. More information can also be found online at: https://www.codot.gov/programs/aeronautics/co_awos.



Colorado Automated Weather Observing Systems



- Mountain AWOS Program
- GA Airport With AWOS
- Commercial Service Airport with AWOS
- FAA Weather Camera WeatherCams.faa.gov

5.2 Aviation Management Internship Program

The Aviation Management Internship Program is designed to develop and educate aspiring aviation professionals and provide them critical on-the-job experience so they can integrate into the aviation industry upon completion of the internship. Internship grant requests do not follow the normal “grant cycle” and can be requested throughout the year within WIMS. Internship grant applications must include an outline and syllabus of what the intern will be exposed to during his/her internship. Interns funded through this program cannot be used to fill full-time staff positions, alleviate staffing shortages, or perform any non-airport functions or work.

The Division prefers internship grants to span one year; however, if specific circumstances exist the Division will review them on a case-by-case basis. Internships grants are separate from the normal

CDAG cycle, and the grant cap set by the CAB in [section 4](#), so it is not necessary to identify them on the airport's CIP. Internship grants are awarded through contract expenditures are reimbursed in similar fashion to CDAGs. Grant funding shall be no more than 50% of the intern's regular hourly wages. The Division will administratively approve eligible hourly rates on a case-by-case basis. Reimbursements will cover regular hours worked up to the established cap and may also include overtime and paid absences during national holidays. Overtime hours will only be reimbursed up to 50% of regular hourly rate with the remainder paid by the employer. The Division will not provide reimbursements for on-call, vacation, sick leave nor any other type of personal leave. Grant funding is intended for use toward employee hourly wages only, not for benefit programs or taxes that may be offered or paid by the airport. As funding permits and at the discretion of the CAB, the Division will consider authorizing grants as described for up to two internships at a time per airport.

The CAB approves and appropriates the funding level for the internship program annually. This allows the Division staff to more quickly process and contract eligible internship grant requests without waiting for a regularly scheduled CAB meeting. Applications must be submitted in WIMS with sufficient time for grant review, approval, and execution. As with all state and locally funded grants, the Division cannot reimburse for any share of project or payroll expenses incurred prior to the Notice to Proceed date.

A list of Colorado airports utilizing the internship program can be found at:

<https://www.codot.gov/programs/aeronautics/internships>

5.3 Charts and Directories

As a service to the flying public, the Division annually publishes the Colorado Airport Directory and the Colorado Aeronautical Chart. Both publications are for general reference to supplement other flight planning publications available to pilots. They are not to be used for flight planning or in lieu of other current and official sources of flight information such as Chart Supplements or Sectional chart publications. Both publications are available in paper and electronic form.

The airport directory provides information on each public use airport in the state and includes an aerial photograph, runway data, communications frequencies, contact information, services provided, and more. The directory also provides information regarding mountain flying, AWOS information, a density altitude chart, and other helpful topics. Directories are available at airports throughout the state, the Division offices, and can be mailed upon request.

The Colorado Aeronautical Chart combines multiple FAA Sectional Charts into a comprehensive state

chart. The chart, like the directory, features information regarding mountain flying that include suggested routes, density altitude, mountain AWOS information, and information regarding mountain passes and the do's and don'ts of mountain flying. Charts are also available at airports around the state and single charts can be requested on the Division's website to be mailed to individuals as well.

Information on how to obtain printed and electronic copies can be found at:

<https://www.codot.gov/programs/aeronautics/request-form>

5.4 Crack Fill Program

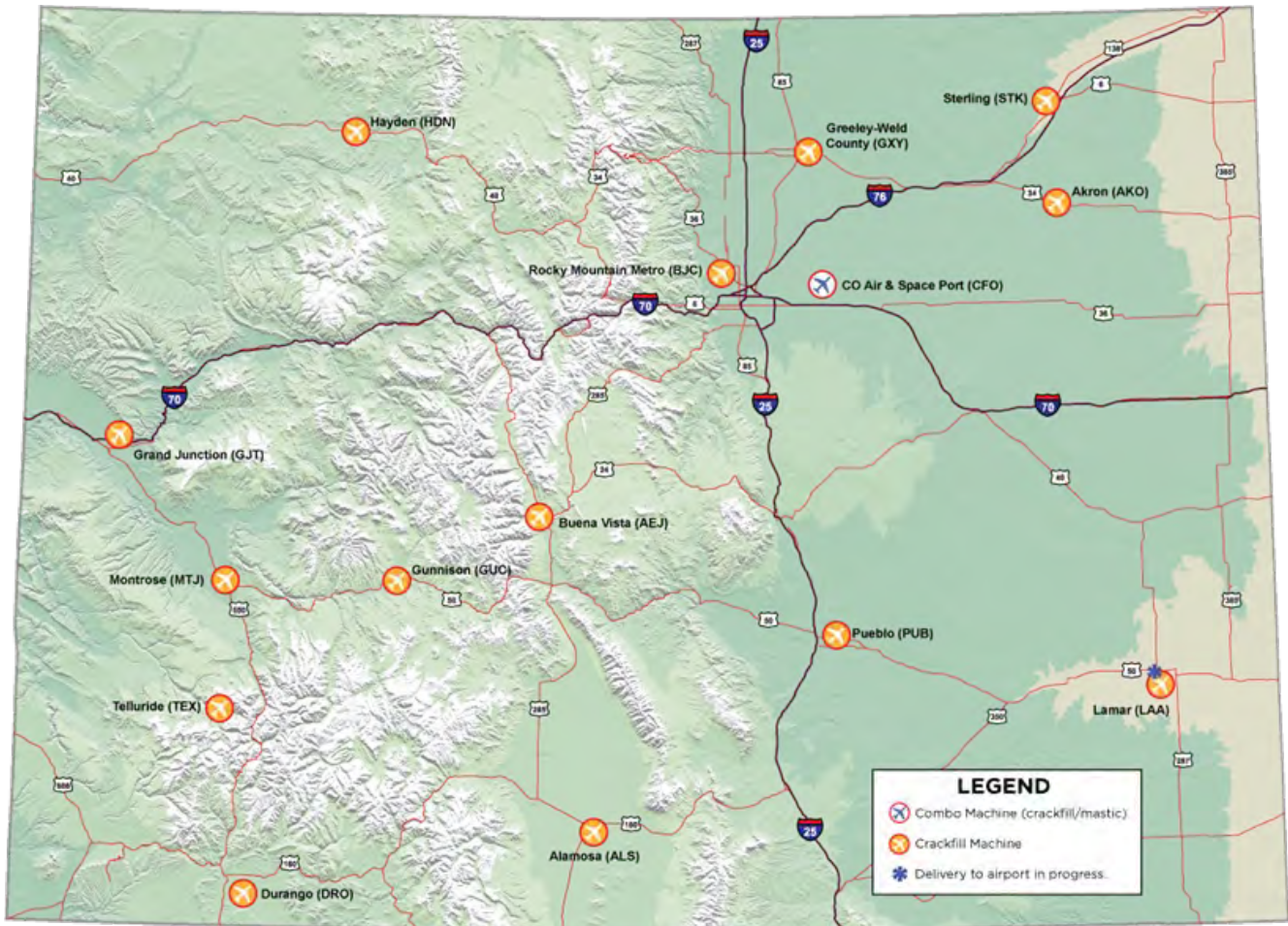
This program provides financial support for airports to purchase pavement crack fill material that is applied by the airport personnel. The program is intended to encourage airports to do more preventative pavement maintenance. This is a valuable investment that extends the life of existing surfaces, protects state investments in airport pavement projects, and reduces the State's system-wide pavement rehabilitation needs. The Division reimburses up to 90% of the cost of the crack fill material obtained through CDOT price agreements, up to \$10,000 per airport per state fiscal year (July 1 thru June 30). All reimbursement requests for expenses incurred during a specific fiscal year must be submitted to the Division by the end of August following that fiscal year. If the request is not submitted by the end of August, the requested amount will be deducted from the allocated \$10,000 for the current fiscal year.

In addition to reimbursing purchases of crack fill material, the Division has also developed a system of regional crack fill machines located in strategic locations throughout the state. Each regional machine is expected to be shared by a group of three or four airports within the surrounding geographical area. With approval from the Division, airports can procure the machines using CDOT statewide purchase agreements and are then eligible for 100% reimbursement of the purchase price. Prior to reimbursement from the State, airport sponsors are required to sign a Crack Fill Machine Assurance Form that specifies all applicable assurances and rules governing the use of the equipment.

The Division will also reimburse airports to support maintenance and upkeep of the crack fill machines. To be eligible for 100% reimbursement of maintenance costs, the airport must provide a price quote and receive approval from the Division prior to purchasing replacement parts or professional services. Once approval is obtained, the airport can then complete the purchase and request reimbursement through the crack fill portal in WIMS.

Participation in the Crack Fill Program is restricted to include only those Colorado airports that are eligible for funding under the terms outlined in [section 1.4](#) of this manual. Reimbursement requests must be submitted through the crack fill section of WIMS. Funding from this program does not count against an airport’s discretionary grant limit for the year. Interested airport sponsors should review WIMS for the latest information and contact their respective Division aviation planner for assistance.

Division crack-fill machine locations designated in yellow:



5.5 Economic Impact Study of Colorado Airports

Colorado’s commercial and GA airports are major economic catalysts and are responsible for generating billions of dollars in economic benefit while supporting hundreds of thousands of jobs. Unfortunately, the direct and indirect benefits of airports are difficult to understand for much of the state’s population including many of the groups that are responsible for making decisions on airport funding.

In 1998, the Division developed its first economic impact study to help inform the public, elected officials, airport sponsors, and other communities about the true economic benefits that airports bring to the local, regional, and national economies. The economic impact study has been continually updated on an approximate five-year basis since the original was first completed.

As funding resources continue to decrease while demands on the public transportation system increase, these studies will become increasingly instrumental in demonstrating how valuable airports are as economic generators and their importance to the future viability of the Colorado aviation system. It is the intent of the CAB and Division to regularly update the economic impact study as funds permit. The Division has developed a dynamic economic impact calculator which can calculate changes in airport activities and operations in-between studies. The calculator is available through coordination with the airport's state aviation planner.

The most recent update (2020) along with the historical plans can be viewed on the Division's website: <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020ceis>

5.6 Mountain Radar/Remote Air Traffic Control Tower

The Division, in partnership with the FAA, took a bold and ground-breaking step in 2009 when it launched a new system to improve efficiency and capacity at mountain airports. Prior to 2007, many important Colorado western slope airports did not have radar coverage to the surface due to terrain and high cost of installation and maintenance for this type of equipment. As a result, many commercial service and GA flights into and out of mountain airports were delayed, diverted to other airports or cancelled. This had negative impacts for airport users, local communities and the state's critical tourism industry. The Colorado Surveillance Project was created and an innovative partnership between the Division, the FAA and the local communities was developed to resolve this perplexing issue.

The system that was deployed to provide radar-like coverage to the surface is known as the Wide Area Multilateration (WAM) system. The WAM system was initially installed at the Rifle-Garfield County Airport, the Craig-Moffat County Airport, the Yampa Valley Regional Airport and the Steamboat Springs Municipal Airport. The FAA officially commissioned the new system into the National Airspace System (NAS), in December of 2010. The WAM system solved the lost radar coverage, drastically reduced flight cancellations, and increased the arrival rate during inclement weather from about four arrivals per hour to approximately 15 per hour. Following this successful program, Phase II was launched, which provided the same level of WAM service to the Gunnison-

Crested Butte Regional Airport, the Montrose Regional Airport, the Telluride Airport and the Durango-La Plata County Airport. Phase II also included a backup system referred to as Automatic Dependent Surveillance - Broadcast (ADS-B). ADS-B is a cooperative surveillance technology that is satellite based and when compliant equipment is installed in an aircraft, provides enhanced capabilities for navigation, situational awareness and improved weather data. ADS-B is an element of the Next Generation Air Transportation System (NextGen) and will be required equipment in the future. The certification of the Phase II airports was completed in the fall of 2013.

The successful completion of Phases I & II has led to a Phase III that is currently being developed. The concept of Phase III will be to provide an airport with remote air traffic control capabilities, obviating the need to construct and staff a traditional control tower structure and facility. This program has the potential to provide much needed air traffic control services at drastically reduced costs typically seen with construction and operation of traditional control tower facilities. This project is underway at the Northern Colorado Regional Airport (FNL).

The latest project status is available at: www.coloradoremotetower.com

5.7 Pavement Condition Indexing (PCI)

Pavement management is a systematic method of: assessing current pavement conditions, determining maintenance and rehabilitation needs, and prioritizing these needs to make the best use of anticipated funding levels for local, Division, and FAA programs. The Division assists eligible airports in pavement management by utilizing Pavement Condition Indexing (PCI). PCI is a numerical index between 0 and 100 which is used to indicate the general condition of a pavement. It is widely used in transportation civil engineering and is a statistical measure that requires manual survey of the pavement. PCI surveying processes and calculation methods have been standardized by ASTM for both roads and airport pavements. See ASTM D5340-11 for the standard test method for airport PCI surveys.

In order for an airport to be eligible for FAA AIP funding, they must remain in compliance with [Public Law 103-305, section 107](#), amended Title 49, Section 47105, which requires all airports receiving federal funds to develop and implement a pavement maintenance plan. While this law only applies to airports within the [National Plan of Integrated Airport Systems \(NPIAS\)](#), the Division includes non-NPIAS airports in the program since it is highly beneficial to the local airport sponsor and assists the Division and FAA in airport pavement planning.

The PCI program is authorized by the FAA's Denver Airports District Office as the accepted method

for determining the present condition of the Colorado aviation system pavements, the required maintenance needs, and forecasts of future requirements for maintenance. An integral factor in that process is evaluating the condition of runway, taxiway, and aircraft parking apron pavements at each of the state's system airports excluding Denver International Airport, which manages their own PCI.

The FAA requires a PCI inspection and report at each NPIAS airport every three years. The Division inspects roughly a third of the public use airports each year so that there is a complete cycle of inspections every three years. In the off years a standard rate of pavement deterioration is modeled resulting in an updated PCI value for each airport annually. The Division uses MicroPAVER software to record distresses and to determine PCI values for airport pavements. These values are at: <https://idea.appliedpavement.com/hosting/colorado/>

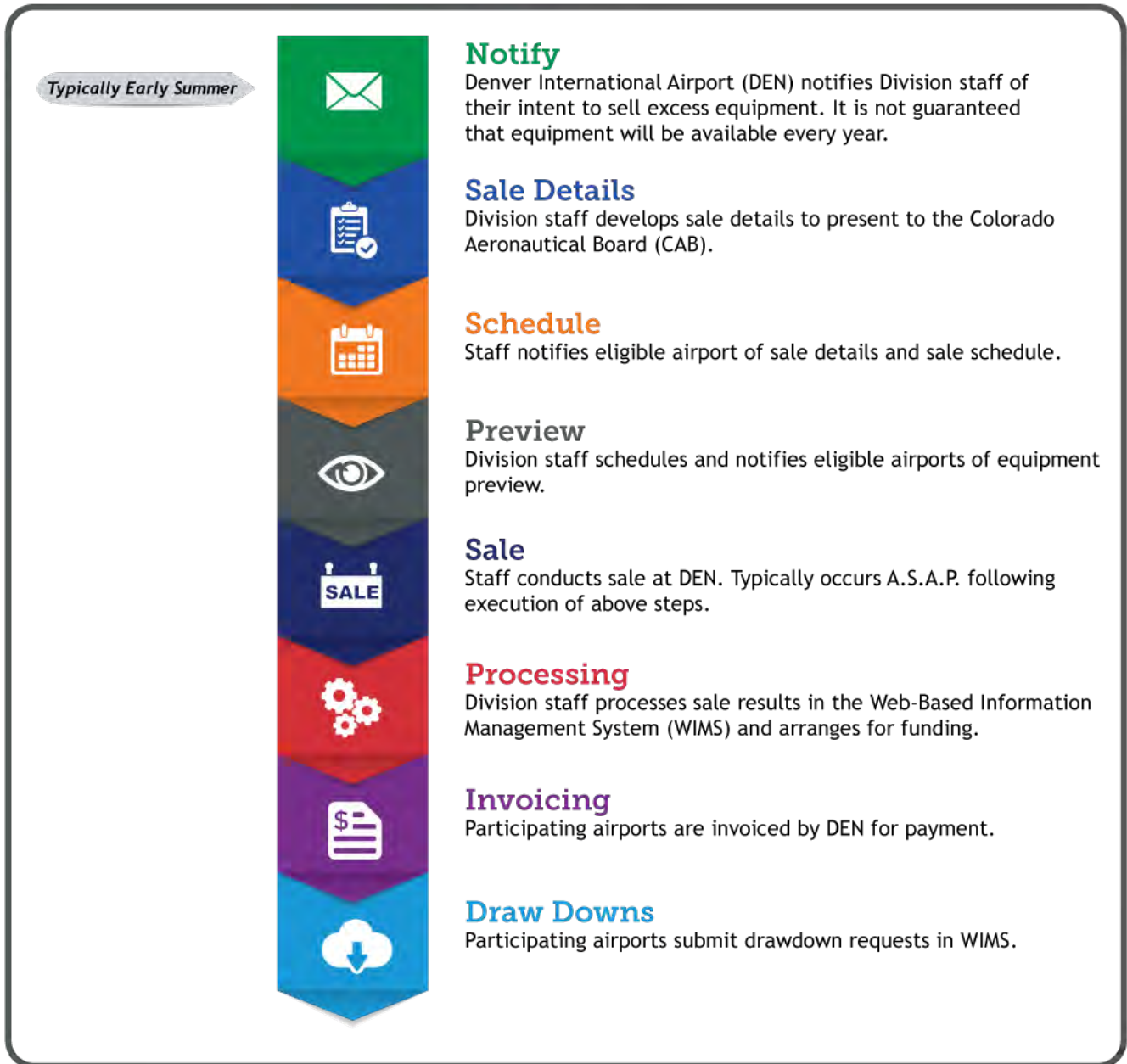
5.8 Surplus Equipment Program

With the cooperation of statewide airports and the CAB, the Division coordinates a surplus equipment sale for eligible Colorado public-use airports pursuant to [CRS 43-10-110.7](#). In accordance with the Division's 2018 Strategic Plan, the surplus equipment program was expanded in 2019 to include equipment from all Colorado public-use airports where prior to that it was solely DEN equipment. Equipment at these sales is offered to other Colorado airports in order to make critical equipment such as snow removal equipment, mowers, loaders, service vehicles, and others available to airports at a much lower cost than new.

Colorado airports eligible for grant funding, as discussed in [section 1.4](#), are authorized to participate in the surplus equipment program. At the time of purchase, airports are required to sign a Surplus Equipment Program Assurance Form that specifies all applicable assurances and rules associated with the surplus equipment item that was purchased. Equipment acquired through this program must be used solely for aeronautical purposes and cannot be sold within the predetermined useful life of the vehicle.

Division staff will notify the airports when surplus equipment becomes available. Surplus grants are similar to regular airport grants in that the airport will purchase the piece of equipment and then request reimbursement from the Division for the agreed upon percentage of the cost. The CAB will set the Division's participation percentage prior to the sale and has historically funded between 50%-80% of the total. Moreover, surplus equipment grants will not count against an airport's annual discretionary aviation grant for the fiscal year. Please see next page for a flow chart of the surplus equipment sale process:

Surplus Equipment Sale Process



overall system performance. In addition, the CASP aids in identifying those airports and projects that are most effective in providing an aviation system that can support the state's economic goals and meet its air transportation needs. Under guidance provided by the FAA's [Advisory Circular \(AC\) 150/5070-7](#) the Division will update the CASP at regular intervals as well as on an as-needed basis.

The Colorado Aviation System Plan has three primary objectives. The first objective is to provide, based on conditions at the time, an update on how well the system is performing. The second objective is to identify changes in system performance. The third objective is to utilize historic information to define the relationship between system performance measurements, benchmarks, facility/service objectives and grants issued by the Division as discussed in [section 2](#).

The airport system evaluation process utilizes two elements, performance measures and benchmarks. System performance measures are the categories in which the system is graded or evaluated and are commensurate with FAA descriptors for a balanced and viable airport system. Individual benchmarks are the actual tests used to determine how well the system is functioning. Combined, these two elements are used to generate a report card on overall system performance.

By updating its aviation system plan on regular intervals, the State of Colorado can expand and adjust the plan to capture changes in technology, revisions to FAA planning guidance, and changing conditions at the state, community, and airport levels. Airports in Colorado are important transportation and economic resources, the 2020 Colorado Aviation Systems Plan provides a blueprint to direct system growth and development in the coming years.

The 2020 CASP, along with the historical plans can be viewed on the Division's website at: <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020casp>

5.10 USDA Wildlife Services Program

During the past century, wildlife-aircraft strikes have resulted in the loss of hundreds of lives and led to billions of dollars in aircraft damage worldwide. The FAA maintains a comprehensive program to address wildlife hazards. Through coordination of efforts, the FAA, U.S, Department of Agriculture (USDA), and the Division are committed to helping Colorado airports understand and mitigate the dangerous interaction between wildlife and aircraft.

The Division has contracted with the USDA since 2009 to perform wildlife management services for eligible airports statewide. The agreement with the USDA consists of a wide range of services that

come at no cost to the airports. These include Wildlife Hazard Site Visits (WHSV), Wildlife Hazard Management Plans (WHMP) reviews and updates, permitting, habitat management, surveying, land-use planning, and establishing and maintaining working relationships with property owners adjacent to airports.

Training airport employees is another important service provided through the USDA agreement. Currently training is given by the USDA from April through August annually to each of the 14 commercial airports and a handful of GA airports in Colorado. The mandatory curriculum listed in FAA [AC 150/5200-36](#) is presented to all attending airport personnel. The curriculum requires the USDA to obtain and analyze data for each airport such as, strike records from the FAA wildlife strike database and operations log of wildlife activity. The curriculum includes prioritizing problem areas and hazardous species on the airfield, providing a demonstration on the safe and effective use of wildlife harassment devices and an exam created to test airport personnel's wildlife hazard knowledge.

In addition to training, the USDA provides wildlife control measures on site. Airport managers have the ability to contact the USDA for both lethal and non-lethal measures on their airfield in accordance with their FAA-approved WHMP. For example, prairie dog management continues to be a priority for many airports in Colorado and control of populations on an airfield is difficult, yet imperative. For more information about this program please contact the Division.

5.11 Airport Sustainability Program

The purpose of the Airport Sustainability Program is to provide guidance and resources to airports in Colorado to help them prepare their own individually customized sustainability plans. The program is accessible through WIMS where an interactive toolkit will assist in addressing ways to improve sustainability within economic, social, operational, and environmental realms at their airports. Eligible Colorado airports have access to the toolkit through WIMS, for more information on WIMS see [section 3](#).

For more information about this program, please contact the Division's offices or visit:

https://www.codot.gov/programs/aeronautics/CO_Airport_Sustainability_Program

5.12 Division Awards/Recognition Program

In an effort to formally recognize and acknowledge the value of contributions by individuals and airports to the Division, the CAB and Colorado's statewide aviation system, the Division has three different formal awards that may be issued at the discretion of the CAB and Division staff:

- Colorado Aeronautical Board Lifetime Achievement Award- This award is presented to an individual selected by the CAB and is intended to specifically honor and recognize those who have exhibited longstanding, consistent and unprecedented contributions to the Colorado aviation system. Individuals presented with this extraordinarily limited award have also demonstrated values that align with the CDOT Division of Aeronautics' mission to advance a safe, efficient, and effective statewide air and space system through collaboration, investment, and advocacy. This award is not presented on a regular basis, but at such times as a worthy recipient is identified and considered by the CAB.
- Airport of the Year Award- This award is presented annually to recognize Colorado public-use airports that exhibit outstanding contributions to the Colorado aviation system. Airports recognized with this award are characterized by effective, consistent and proactive leadership, along with robust community support and benefit. Recipient airports also demonstrate local values that align with the CDOT Division of Aeronautics' mission to advance a safe, efficient, and an effective statewide aviation system through collaboration, investment, and advocacy. Award recipients are selected by Division staff.
- Aviation Professional of the Year Award- This award is presented annually to recognize a Colorado aviation/airport professional who exhibits complete dedication to their community and airport, as well as for their outstanding contributions to the Colorado airport system. Individuals recognized also demonstrate values that align with the CDOT Division of Aeronautics' mission to advance a safe, efficient, and an effective statewide aviation system through collaboration, investment, and advocacy. Award recipients are selected by Division staff.
- Division Director's Award- This award is presented by the Division Director to an individual in Colorado, selected by the Director, whose personal commitment to aviation, airports and the Division's mission and vision is particularly remarkable. This award is not presented on a regular basis, but at such times as a worthy recipient is identified and considered by the Director.

6. SIB Loan Program

Source: Title 23, United State Code; and

Section 43-1-113.5 Colorado Revised Statutes, CDOT 2 CCR 605-1, CDOT PD 720.1

The State Infrastructure Bank (SIB) Loan Program was enacted by Colorado Legislature in 1998, and adopted by the Colorado Department of Transportation in 1999. This unique funding resource is supported by the Colorado Aeronautical Board and the Colorado Transportation Commission to assist in financing state transportation enterprises with money available through a low-interest revolving loan program. The SIB program consists of four separate accounts: a highway account, transit account, an aviation account, and a rail account. This revolving fund is made up of federal, state, or private moneys and may be transferred between accounts or appropriated by the general assembly.

Loans awarded to Colorado public-use airports from the SIB Aviation Account have been used to support various capital airport improvements, air traffic control towers, snow removal equipment purchases and airport pavement reconstruction. Additionally, these low-interest loans have been utilized for land acquisitions that have proved crucial in protecting the state's airports from incompatible land-use activities.

Loan requests from the SIB aviation account are facilitated pursuant to the CDOT's Procedural Directive 720.1. Please review the CDOT SIB Rules and Regulations 2 CCR 605-1 for more information on how this program works. Information pertaining to the Colorado SIB Program can be obtained by calling the Division of Aeronautics offices or by visiting the SIB webpage at the following address: <https://www.codot.gov/programs/aeronautics/SIB>.

7. Other Possible Funding Sources

7.1 Department of Local Affairs

Federal mineral lease payments are distributed first to the state of Colorado, Department of Local Affairs (DOLA), who in turn, distributes payments to the counties, municipalities, and federal mineral lease districts within the state impacted by federal mineral leasing activity. These revenues come from state Severance Tax receipts and Federal Mineral Lease non-bonus payments. The Local Government Financial Assistance section manages several grant and loan programs within the Department of Local Affairs specifically designed to address public facility and service needs.

For more information on DOLA funding visit the Financial Assistance & Grants section of the DOLA

webpage located at: <http://www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251589672852>
<http://www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251589672852>

7.2 Colorado Water Conservation Board

The Colorado Water Conservation Board (CWCB) offers numerous loans and grants to water providers and other entities statewide for a variety of water-related projects, studies, planning, awareness campaigns, and other activities. Airport Sponsors in Colorado have been recipients of grant funding from the CWCB for water utility related projects and studies. Visit the CWCB website for more information at: <http://cwcb.state.co.us/LoansGrants> or contact their offices at 303-866-3441.

7.3 Local Government Funding Opportunities

Many local governments offer various funding opportunities. An example of such an entity is the Garfield County Federal Mineral Lease District. The county receives revenue distributions from DOLA and in turn funds the District which is authorized to distribute funds and provide services to communities impacted by the development of natural resources on federal lands within Garfield County. The District accomplishes its mission through the issuance of grants.

For more information on local funding opportunities contact your local government offices.

7.4 Office of Economic Development and International Trade

The Colorado Office of Economic Development and International Trade (OEDIT) can be a great resource for supporting businesses. Although they are less likely inclined to fiscally support airport sponsors directly, they are a great resource for attracting and retaining businesses that are current or potential airport tenants. OEDIT offers a host of programs and services tailored to support business development at every level including business retention and relocation services; business finance and incentive programs; the Colorado Tourism Office; Creative Industries; the Colorado International Trade Office; the Colorado Small Business Development Centers; Film, TV & Media; minority and women-owned business services and economic research.

More information can be found at the OEDIT webpage at:

<http://www.advancecolorado.com/about-oedit>; and <http://www.advancecolorado.com/funding-incentives>
<http://www.advancecolorado.com/funding-incentives>

Frequently Asked Questions

1. As an airport, can we get a login to WIMS for our consultant?

No. WIMS was created to help administer the grant process and tax disbursements directly with the airport and/or their sponsor.

2. Is our airport eligible for a Colorado Discretionary Aviation Grant?

Eligibility for CDAG funding for Colorado airports is defined by [CRS 43-10-103\(4\)](#) and [43-10-108.5\(2\)](#). The statutes state “The authority of the Division shall be limited to public airports, commercial service airports, and reliever airports as defined in [49 USC sec. 47102](#)” and that “Any entity operating an FAA-designated public-use airport may apply to the Division for a state aviation system grant to be used solely for aviation purposes.”

3. How do we apply for a Grant?

During the normal grant cycle, the Division will solicit grant applications from the eligible public use airports in Colorado.

4. How much local match is required?

State and local projects have a typical split of 90% state/10% local funding. However, if extenuating circumstances exist and an airport is unable to accommodate their 10% local match requirement, the CAB has the discretion to approve funding with a lessor local contribution. However, it should be noted that any potential grantee applying for funds with at least a 10% local contribution is usually more compelling to both the Division and CAB as it displays the priority and level of commitment the airport sponsor is investing in the project.

5. Do we have to present my request to the CAB?

No, but on occasion the CAB may request to hear from grant applicants regarding the grant that is being requested. Typically, the CAB will ask for a presentation for one of three reasons: 1) A potential conflict of interest exists between a CAB member and the grant applicant, 2) the Division staff does not recommend the project, or 3) the CAB is just interested and would like to hear more about your request.

6. Why does our sponsor need to sign a resolution?

Included in the Division and CAB enabling legislation, it is required that the local communities “invite” the Division and CAB into their communities. The resolution acts as the formal invitation for financial support.

7. Do we have to bid our project?

The Division does not stipulate any specific procurement requirements for CDAG-funded projects. Once a grant has been awarded by the CAB, it is up to the grantee to follow any federal, state or local procurement rules and regulations that may apply to their airport and specific project.

8. Can we receive our reimbursement via electronic transfer?

Yes, please contact the Division for more information regarding electronic fund transfers.

9. How long is a grant good for?

It depends on the type of projects in the grant. For construction projects each grantee is given up to three years to expend the funds. For others, such as equipment purchases or internships, the grant may be capped at one year. Amendments to extend the term of a grant are only available in certain situations.

10. If there is money left in my grant at the end of a project can we use it for something else?

No, grant dollars can only be used for what the CAB approved and all remaining funds in the grant at project completion will be returned to the Aviation Fund.

Acronyms/Definitions

"ADS-B"	Automatic Dependent Surveillance - Broadcast
"AIP"	Airport Improvement Program. The program that the FAA uses to give grants to eligible airports.
"AWOS"	Automated Weather Observing System
"BOL"	Bill of Lading
"CAB"	Colorado Aeronautical Board. A seven member board appointed by the Governor of Colorado, whose purpose is to administer the aviation fund and establish policies for growth and development of aviation in Colorado.
"CASP"	Colorado Aviation System Plan. This is a planning document that provides an inventory of aviation and also projects future aviation demand throughout Colorado.
"CDAG"	Colorado Discretionary Aviation Grant. Refers to a discretionary grant awarded by the Division and CAB within the aviation grant program.
"CDOT"	Colorado Department of Transportation. The State of Colorado's Department that handles everything transportation related.
"CIP"	Capital Improvement Plan. A five year planning document used by both the FAA and the Division.
"COFTS"	Colorado Fuel Tracking System
"CRS"	Colorado Revised Statute
"DOLA"	Colorado Department of Local Affairs
"DOR"	Colorado Department of Revenue
"Division"	CDOT - Division of Aeronautics
"FAA"	Federal Aviation Administration. The federal administration who is responsible for aviation on a national level.
"GA"	General Aviation
"NAS"	National Airspace System
"NextGen"	Next Generation Air Transportation System
"NPIAS"	National Plan of Integrated Airport Systems
"OEDIT"	Colorado Office of Economic Development and International Trade



- "PCI" **Pavement Condition Indexing.** A planning document used by both the FAA and CDOA to evaluate condition of airport pavements.

- "SAP" **Systems Applications and Products.** CDOT's accounting system.

- "SIB" **State Infrastructure Bank**

- "TC" **Transportation Commission of Colorado**

- "USDA" **United States Department of Agriculture**

- "WAM" **Wide Area Multilateration**

- "WIMS" **Web-based Information Management System**

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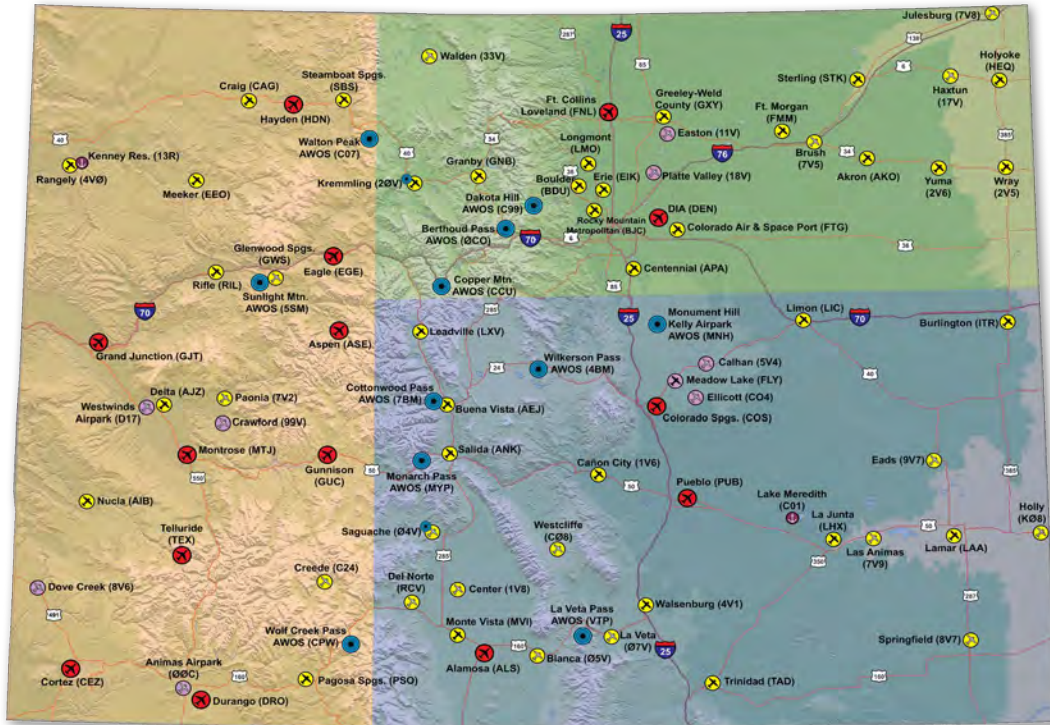
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Colorado Airport Planning Regions



Produced February 2021



COLORADO
Department of Transportation
Division of Aeronautics

PLANNING REGIONS
● Kip McClain
● Kaitlyn Westendorf
● Scott Storie

LEGEND
✖ Commercial Service Airport (14)
✖ Publicly-Owned & Operated Airport (51)
✖ Privately-Owned Airport Open to the Public (9)
✖ Seaplane Base (2)
✖ Non-NPIAS Airport (26)
● Mountain Automated Weather Observing System (AWOS) (13)

Colorado Division of Aeronautics
5126 Front Range Parkway
Watkins, Colorado 80137
Phone: 303-512-5250

<https://www.codot.gov/programs/aeronautics>

Appendix A

Colorado Revised Statute (CRS) 43-10 Aeronautics Division

Title 43. Transportation

Aviation Safety and Accessibility

Article 10. Aeronautics Division

43-10-101. Legislative declaration:

The general assembly hereby declares that there exists a need to promote the safe operation and accessibility of general aviation and intrastate commercial aviation in this state; that improvement of general aviation and intrastate commercial aviation transportation facilities will promote diversified economic development across the state; and that accessibility to airport facilities for residents of this state is crucial in the event of a medical or other type of emergency.

The full CRS can be found at the following link:

<http://www.lexisnexis.com/hottopics/colorado/leftnav.htm>

Appendix B

Airport Sponsor Assurances for Colorado Discretionary Aviation Grant Funding

Approved January 22, 2018

I. APPLICABILITY

- a. These assurances shall be complied with by Airport Sponsors in the performance of all projects at airports that receive Colorado Department of Transportation - Division of Aeronautics (Division) Colorado Discretionary Aviation Grant (CDAG) funding for projects including but not limited to: master planning, land acquisition, equipment acquisition or capital improvement projects (Project). It is not the intent of these Assurances to expand existing Federal Aviation Administration (FAA) Grant Assurances for airports included in the National Plan of Integrated Airport Systems (NPIAS); as similar assurances already exist for acceptance of FAA funding.
- b. Upon acceptance of this grant agreement these assurances are incorporated in and become a part thereof.

II. DURATION

- a. The terms, conditions and assurances of the grant agreement shall remain in full force and effect throughout the useful life of the Project as defined in Table 1 (Useful Life), or if the airport for which the Project is funded ceases to function as a public airport, for twenty (20) years from the date of Project completion, whichever period is greater. However, there shall be no limit on the duration of the assurances with respect to real property acquired with CDAG Project funds.

III. COMPLIANCE

- a. Should an Airport Sponsor be notified to be in non-compliance with any terms of this agreement, they may become ineligible for future Division funding until such non-compliance is cured.
- b. If any Project is not used for aviation purposes during its Useful Life, or if the airport for which the Project is funded ceases to function as a public airport, for twenty (20) years from the date of Project completion or at any time during the estimated useful life of the Project as defined in Table 1, whichever period is greater, the Airport Sponsor may be liable for repayment to the Division of any or all funds contributed by the Division under this agreement. If the airport at which the Project is constructed is abandoned for any reason, the Division may in its discretion discharge the Airport Sponsor from any repayment obligation upon written request by the Airport Sponsor.
- c. Sponsor from any repayment obligation upon written request by the Airport Sponsor.

IV. AIRPORT SPONSOR GRANT ASSURANCES

1. **Compatible Land Use.** Compatible land use and planning in and around airports benefits the state aviation system by providing opportunities for safe airport development, preservation of airport and aircraft operations, protection of airport approaches, reduced potential for litigation and compliance with appropriate airport design standards. The airport will take appropriate action, to the extent reasonable, to restrict the use of land adjacent to, in the immediate vicinity of, or on the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft.
2. **On-Airport Hazard Removal and Mitigation.** The airport will take appropriate action to protect aircraft operations to/from the airport and ensure paths are adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.
3. **Safe, Efficient Use, and Preservation of Navigable Airspace.** The airport shall comply with 14 CFR Part 77 for all future airport development and anytime an existing airport development is altered.
4. **Operation and Maintenance.** In regards to Projects that receive Division funding, the airport sponsor certifies that it has the financial or other resources that may be necessary for the preventive maintenance, maintenance, repair and operation of such projects during their Useful Life.

The airport and all facilities which are necessary to serve the aeronautical users of the airport shall be operated at all times in a safe and serviceable condition. The airport will also have in effect arrangements for:

- a. Operating the airport's aeronautical facilities whenever required;
 - b. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - c. Promptly notifying airmen of any condition affecting aeronautical use of the airport.
5. **Airport Revenues.** All revenues generated by the airport will be expended by it for the capital or operating costs of the airport, the local airport system, or other local facilities owned or operated by the owner or operator of the airport for aviation purposes.
 6. **Airport Layout Plan (ALP).** Once accomplished and as otherwise may be required to develop, it will keep up-to-date a minimum of an ALP of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; and (3) the location of all existing improvements thereon.

7. **Use for Aviation Purposes.** The Airport Sponsor shall not use runways, taxiways, aprons, seeded areas or any other appurtenance or facility constructed, repaired, renovated or maintained under the terms of this Agreement for activities other than aviation purposes unless otherwise exempted by the Division.

TABLE 1

Project Type	Useful Life
a. All construction projects (unless listed separately below)	20 years
b. All equipment and vehicles	10 years
c. Pavement rehabilitation (not reconstruction, which is 20 years)	10 years
d. Asphalt seal coat, slurry seal, and joint sealing	3 years
e. Concrete joint replacement	7 years
f. Airfield lighting and signage	10 years
g. Navigational Aids	15 years
h. Buildings	40 years
i. Land	Unlimited