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AERONAUTICS DIVISION

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April 8, 2019

Subject: Airport Multimodal Transportation Improvement Program

Mississippi Airport Sponsors:

The Mississippi Department of Transportation (MDOT) included \$10,000,000 for Multimodal Transportation Improvement Program (MMTIP) projects in its proposed budget for FY2019. The airport share of this amount will be approximately 34% of the available funds.

The application and supporting document templates are available on the Office of Intermodal Planning webpage at www.gomdot.com. All documents are separated by mode. The "Instructions" link within the Aeronautics quadrant contains the *MMTIP Goal and Guidelines for Airport Projects* that provides details about the program and the eligibility and submittal requirements. Please refer to this before completing an application.

If you wish to submit an application, **eight (8) originals of the application packages must be RECEIVED in the Aeronautics Division, MDOT office no later than 4:00pm on May 3, 2019.**

Please call us at (601) 359-7850 if you have any questions or need additional information.

Sincerely,

Thomas M. Booth, Jr., P.E.
Chairman, Airport Multimodal Fund Committee

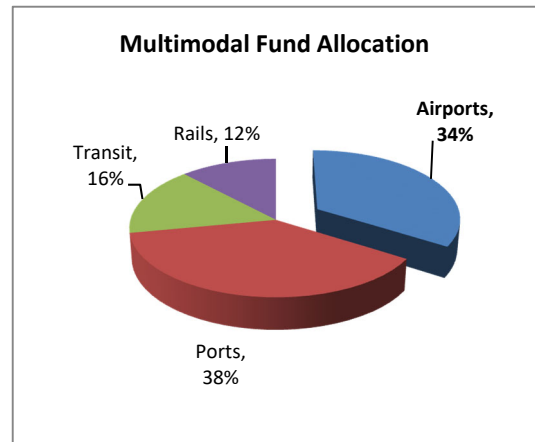
Multimodal Transportation Improvement Fund Goals and Guidelines for Airport Multimodal Grants

(Revised March 2019)

MULTIMODAL TRANSPORTATION IMPROVEMENT PROGRAM

The Multimodal Transportation Improvement Program was established by the 2002 Legislature and is contained in Sections 65-1-701 through 65-1-709 of the Mississippi Code of 1972 (the "Mississippi Code"). It establishes a special fund, the Multimodal Transportation Improvement Fund (the "Multimodal Fund"), into which State funds may be deposited to be expended by the Mississippi Department of Transportation ("MDOT") for the improvement of public ports, airports, public railroads and public transit systems in the state.

Although the Legislature could appropriate money from the State's General Fund into the Multimodal Fund, the only contributions to the Multimodal Fund since its inception have been voluntary contributions from MDOT, accomplished by resolution adopted by the MDOT Transportation Commission.



AIRPORT MULTIMODAL FUND COMMITTEE

Section 65-1-705(2) of the Mississippi Code creates the Airport Multimodal Fund Committee (the "Airport Committee"), which is charged with awarding grants to airports from the Multimodal Fund ("Multimodal Grants"). The Airport Committee is comprised of the Executive Director of the Mississippi Development Authority or his designee; the Executive Director of MDOT or his designee; and five directors of airports appointed by the President of the Mississippi Airports Association. Three of the airport directors must be directors of airports with commercial service. Two of the airport directors must be directors of general aviation airports. The three directors of commercial airports are appointed for staggered three-year terms, and no commercial airport director can be reappointed to serve on the Airport Committee until all other commercial airport directors in the state have been offered an opportunity to serve on the Airport Committee. The two general aviation airport directors serve two-year staggered terms, and are not eligible to be reappointed to the Airport Committee for four (4) years after their term ends.

For its director to be eligible for appointment to the Airport Committee, an airport must be a public airport located in Mississippi and an active member of the Mississippi Airports Association.

At the Mississippi Airports Association Annual Conference each year, the Aeronautics Division and the Airport Committee shall meet to discuss the purpose of the Multimodal Fund, eligibility of airports and expenditures, application process, and selection criteria and process, all for the purpose of preparing the Airport Committee to perform its duties and responsibilities in a manner consistent with these Guidelines and the statutory requirements for Multimodal Grants to airports.

GOAL OF THE AIRPORT COMMITTEE

The goal of the Airport Committee is to maximize the impact of Multimodal Grants by funding projects that will improve the service and safety of public airports within Mississippi and provide economic benefits to the Mississippi communities in which such airports are located.

AIRPORT ELIGIBILITY FOR MULTIMODAL GRANTS

To receive a Multimodal Grant, an airport must be owned by a public entity and in the FAA National Plan of Integrated Airport Systems (NPIAS).

ELIGIBLE USES OF MULTIMODAL GRANT FUNDS

For an airport to receive a Multimodal Grant, the proposed use of such funds must be:

- a) Directly related to capital improvements or the rebuilding or rehabilitation of basic infrastructure and not for routine maintenance, administrative or operational expenses;
- b) For a project or use directly related to the operation of the airport in its modal role; and
- c) For a purpose outside the normal operating budget of the airport.

Assuming that the proposed use meets the above requirements, some examples of eligible uses of Multimodal Grant funds follow:

- a) Local share required to match a federal grant
- b) Pre-construction studies, planning and design;
- c) Acquisition of personal property;
- d) Acquisition of real property;
- e) Reclamation and related relocation costs;
- f) Professional services; and
- g) Construction.
- h) Important: As stated above, any expenditure for these uses must also be (i) directly related to capital improvements or the rebuilding or rehabilitation of basic infrastructure and not for routine maintenance, administrative or operational expenses; (ii) for a project or use directly related to the operation of the airport in its modal role; and (iii) for a purpose outside the normal operating budget of the airport.**

OTHER REQUIREMENTS FOR RECEIPT OF MULTIMODAL GRANT FUNDS

All contracts and purchases relating to the expenditure of Multimodal Funds must be made in accordance with state bid and procurement laws.

An airport must pledge on its application to fund a minimum of 1% of the total cost of the project for which Multimodal Grant funds are to be used, unless the following applies:

- **For revenue producing projects (i.e. fuel farms, hangars or terminal buildings)**, all airside needs as identified by the FAA must be met before requesting any of these projects. The airport must have clear 20:1 approaches, and runway surfaces and markings must be in good condition. If the airside needs have not been met, the application will be returned to the airport sponsor.
- **For hangar projects only**, the maximum amount that will be funded is 50% of the total project cost. This includes the building foundation, hangar structure and any utilities (electrical, water, etc.).

INELIGIBLE USES OF MULTIMODAL GRANT FUNDS

- a) Some examples of ineligible uses of Multimodal Grant funds are:
- b) Routine maintenance equipment (tractors, sweepers, etc.);
- c) General business, marketing and air service studies;
- d) Airport promotional information;

- e) Fences;
- f) ARFF vehicles; and
- g) Conceptual planning studies that do not relate directly to capital improvements of air transportation facilities.

APPLICATION PROCESS

Eligible airports may submit an application for only one project each fiscal year.

The application form and sample supporting documents are separated by mode. To complete the package, click on each file in the Aeronautics quadrant and save a copy to your computer. Open the saved copies and complete them accordingly. Once the forms have been completed and re-saved, press the "Upload Files to MDOT" selection in the Aeronautics quadrant. Fill in the airport name and contact email address and attach ALL files related to the application package (application form with milestones page, project justification document, cost estimate, and a project sketch). When finished, press the "Upload to MDOT" button. **Note: Do not press the upload button until the forms are completed and the information is ready to be submitted.**

Afterwards, compile eight (8) copies of the application form (for signature) and project milestones, along with the backup documentation (layouts, current cost estimates, project justification, etc.).

Applications must be signed by an authorized representative of the airport (i.e. a city or county official or an airport board member or director). This does not include city or county engineers. Applications with signatures from an unauthorized representative will be returned.

In order to be considered for selection, eight (8) originals, stapled, of the application package must be RECEIVED in the Aeronautics Division of MDOT (the "Aeronautics Division") office, no later than 4:00 pm on May 3, 2019. Any packages received after that time will not be considered for funding and will be returned to the applicant.

The Aeronautics Division will review each application to determine (i) whether the application is complete; (ii) whether the airport is eligible to receive a Multimodal Grant; and (iii) whether the proposed use of the Multimodal Grant is an eligible use.

Incomplete applications, applications from ineligible airports, and applications for ineligible uses will be returned to the applicants by the Aeronautics Division with an explanation as to why the application was rejected.

SELECTION PROCESS

Copies of all accepted applications will be sent by the Aeronautics Division to each member of the Airport Committee. Each member of the Airport Committee will then review each application and prepare an initial scoring of each application, using the criteria and point system shown in Table 1 on the following page. Such initial scoring shall not be shared with other members of the Airport Committee and shall be for each member's personal use only. **If an application is received from an airport whose director currently serves on the Airport Committee, such airport director shall not score his/her airport's application.**

The Airport Committee will then meet to discuss each accepted application separately, specifically including the relative scoring of the criteria for each application. **As above, any applicant airport director currently serving on the Airport Committee must recuse himself/herself and not participate in any discussion of his/her airport's application.**

After all applications have been discussed, each member of the Airport Committee shall have the opportunity to rescore each application using the scoring criteria and point system. Each member of the Airport Committee will then submit his/her scores for each application to the Aeronautics Division.

The Aeronautics Division will then rank each application for each member of the Airport Committee. The rankings (not points) awarded by all members of the Airport Committee will then be averaged to determine the average ranking awarded each application. All applications shall then be ranked by the Aeronautics Division according to each application's average ranking (not points).

The Aeronautics Division shall then submit the application rankings (based on the average ranking by members of the Airport Committee) to the MDOT Transportation Commission, which will award Multimodal Grants to the highest ranking applications in descending order until available Multimodal Grant funds are exhausted for that fiscal year.

After the Multimodal Grants have been awarded by the MDOT Transportation Commission, the Aeronautics Division will provide all airports whose applications were accepted with a copy of the ranking of all applications based on the average ranking by members of the Airport Committee. Copies of the separate ranking and scoring for each member of the Airport Committee will be provided upon request, subject to redaction of the name of the individual member of the Airport Committee.

An airport whose application was not ranked sufficiently high to be awarded a Multimodal Grant may contact the Aeronautics Division for additional information and explanation.

Applications not selected for a Multimodal Grant are not automatically considered for selection the following year. To be considered for a Multimodal Grant the following or subsequent years, an application must be updated and resubmitted in its entirety. Any such application will be scored and ranked in the following and subsequent years as set out above as if it had not been filed, scored or ranked previously.

TABLE 1 – SCORING CRITERIA

Criteria	Maximum Score
<u>Operational Impact on Airport</u> <ul style="list-style-type: none"> Will the project improve operational safety or security of the Airport? Will the project enhance aviation service to the public? 	25 pts
<u>Economic Impact of the Project</u> <ul style="list-style-type: none"> Will the project produce revenue or result in cost savings for the Airport? Will the project benefit the economy of the surrounding community? Does the application include a cost-benefit analysis of the project evidencing the net value of the project to the Airport and surrounding community? (Not required, but helpful.) Will the project create new jobs or support existing jobs, directly or indirectly, at the Airport or in the local community? 	25 pts
<u>Airport Activity Support</u> <ul style="list-style-type: none"> Does the Project support current operations or new operations at the Airport? 	20 pts
<u>Funding</u> <ul style="list-style-type: none"> Are Multimodal Grant funds necessary for the project to be completed? (Multimodal Funds are intended to provide funds where other funds are not available or unlikely to be sufficient to complete a project.) Will Multimodal Grant funds be leveraged by matching federal Airport Improvement Program funds or other funds? Are budgeted project costs reasonable? 	15 pts
<u>Airport Layout</u> <ul style="list-style-type: none"> Does the project meet current FAA design standards and allow for further airport development consistent with the Airport's Layout Master Plan? 	15 pts
	100 points maximum

GRANT AGREEMENTS

After the Multimodal Grants have been awarded by the MDOT Transportation Commission, the Aeronautics Division will prepare and submit a Multimodal Airport Grant Agreement (the "Grant Agreement") to each recipient of a Multimodal Grant during that fiscal year cycle.

Without limitation, the Grant Agreement will:

- Confirm that Multimodal Grant funds will be disbursed (i) only for eligible expenditures within the scope of the approved application; (ii) in accordance with the terms and conditions contained in the Grant Agreement; and (iii) only upon receipt of an "Application for Payment of State Aid (Multimodal Projects)" form provided by the Aeronautics Division, accompanied by invoices supporting the claimed costs – in other words, Multimodal Grant funds will be disbursed on a reimbursement basis;

- Confirm that project costs exceeding the amount of the Multimodal Grant are the responsibility of the Multimodal Grant recipient, and that the Multimodal Grant recipient is expected to provide or obtain additional funds sufficient to complete the project;
- Confirm that all Multimodal Grant funds must be disbursed **within two (2) years of grant execution by MDOT**; otherwise, any remaining funds in the Multimodal Grant will be forfeited at that time;
- Confirm that the scope of work approved by the Airport Multimodal Committee cannot be changed at any time, nor can the scope of work be modified to add additional work should the project be completed under budget;
- Require that plans and specifications for the project to be funded in whole or in part by a Multimodal Grant be submitted to the Aeronautics Division for review and approval prior to any expenditures for the project; and
- Require that Quarterly Reports be submitted over the timespan of the Multimodal Grant.

AUDIT

Upon receipt of the final reimbursement request, ALL multimodal projects will go through an internal review by the MDOT Audit Division. Please note that this review process could add one month to the normal reimbursement timeline.

WAIVER

These Guidelines may be amended by MDOT at any time. MDOT, in its discretion, may temporarily waive any requirement of these Guidelines to the extent that the result of such waiver shall be to promote the public purpose of the Multimodal Transportation Improvement Fund statutes and is not prohibited by law.

ADDITIONAL INFORMATION REGARDING MULTIMODAL FUND GRANTS

Additional inquiries regarding any matter discussed in these Guidelines should be directed to:

Aeronautics Division, MDOT
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