



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region

P.O. Box 92007
Worldway Postal Center
Los Angeles, CA 90009

NOV 26 1990

Mr. Brian S. Mickelsen
Community Development Director
City of Cottonwood
827 North Main Street
Cottonwood, Arizona 85635

Dear Mr. Mickelsen:

**Cottonwood Municipal Airport, AZ
Airport Layout Plan**

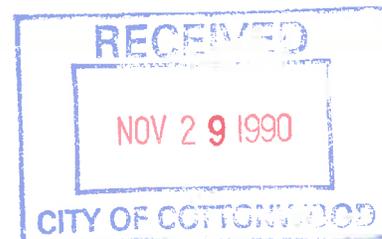
The enclosed Airport Layout Plan (ALP) for the subject airport,
previously approved on March 27, 1987, is hereby revalidated.

This approval does not commit this agency to participate in the cost for any
development not currently programmed, nor does it negate notification and
review requirements imposed by Part 77 and Part 157 of the Federal Aviation
Regulations as it pertains to all proposed structures shown on this plan.
Further, the FAA cannot prevent erection of any structures in the vicinity
of airports. Airport environs can only be adequately protected through such
means as local ordinances.

Sincerely,

Robert C. Bloom
Supervisor, Standards Section

Enclosure





ARIZONA DEPARTMENT OF TRANSPORTATION

AERONAUTICS DIVISION
2612 South 46th Street, Phoenix, Arizona 85034
(602) 255-7691

ROSE MÖFFORD
Governor

~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~

James Creedon
Acting Director

GARY ADAMS
Division Director

October 31, 1990

Mr. Brian Mickelsen
Community Dev. Dir.
City of Cottonwood
827 N. Main St.
Cottonwood, Arizona 86326

Dear Brian:

The Arizona Department of Transportation is in the process of updating the Five-Year Airport Development Program. This year, in addition to the Grant Program, we are also requesting information for the newly approved Airport Loan Program. Details on the Programs follow:

Five-Year Airport Grant Program

The procedure we are using this year is similar to the one we have utilized in the past. For your review and update is a copy of your current Airport Grant Program and forms for requesting changes. Attached are:

1. A blank Airport Project Request Form to be used for listing any new grant projects or for requesting changes to your current program. These requests will be prioritized as a part of the FY '92-'96 Five-Year Airport Facilities Construction Program.
2. Directions for completing the Airport Project Request Form and a sample completed form.
3. An Airport Layout Sketch. Please review it, correct any discrepancies, and illustrate the new projects which you have requested. Feel free to draw on the enclosed sketch, color coding each project differently if possible. This will assist us in developing and sequencing new projects into the program.



Airport Loan Program

To maximize the utilization of available State Aviation funds the State Transportation Board has approved the establishment of the Arizona Airport Loan Program. Our intent at this point is to try and gauge the demand for projects eligible for a loan . When the details of the program have been approved by the Board, then applications will be distributed to all airports. For your review is information and a request form.

Attached are:

1. A copy of the Arizona Airport Loan Program policy as approved by the State Transportation Board.
2. A Draft of the proposed Standards and Guidelines.
3. A blank Arizona Airport Loan Request form to be used for listing any projects to be considered under the loan program and a completed sample form.

Your prompt attention is greatly appreciated. To be assured of having your request considered, please return your response to this office by Friday, December 15, 1990. Please call Bill Harvey or John Pein at 602-255-7691 if you have any questions or need assistance in filling out the forms.

Fax 285-7037

Sincerely,



Allan F. Samuels, P. E.
Program Administrator
Airport Development

AFS/bh
Attachments



AIRPORT PROJECT REQUEST FORM-CHANGES OR ADDITIONS ONLY

A	B	C	D	E	F	G	H	
1								
2								
3	AIRPORT NAME:	Sample Municipal		Main Runway or Taxiway, Enter "Main"				
4				- or -				
5	SUBMITTED BY:	John Smith		New Airport Aid, Enter "New"				
6				- or -				
7	POSITION/TITLE:	Airport Director		Changing a Project Enter "Change"				
8								
9	PHONE:	255-7691						
10	(Enter Fiscal Year)	DATE:	12/1/90					
11								
12								
13	Fiscal Year	Project Location	Specific Improvement	Briefly Describe Requested Project	Main/New/Change	Total Project Amount (Enter the Dollar Amt)	Federal Funding Questions (Enter Yes or No)	How much Federal Assistance is required? (Enter the Uninflated Dollar Amt)
14								
15	91-92	• Runways	Pavement Preservation Runway	Rwy 04/22 3800' x 75'	Main	\$185,100	No	
16			Pavement Preservation Runway					
17			Grade, Drain & Surface Runway					
18			Grade, Drain & Surface Runway					
19			Structural Upgrade Runway					
20								
21		• Taxiways	Pavement Preservation Taxiway					
22			Pavement Preservation Taxiway					
23			Grade, Drain & Surface Taxiway					
24			Grade, Drain & Surface Taxiway					
25			Structural Upgrade Taxiway					
26								
27		• Aprons	Pavement Preservation Apron					
28			Pavement Preservation Apron					
29			Pavement Preservation Apron					
30			Pavement Preservation Apron					
31			Grade, Drain & Surface Apron					
32			Grade, Drain & Surface Apron					
33			Structural Upgrade Apron					
34								
35	92-93	• Airport Aid	Medium Intensity Runway Light	Rwy 04/22 3600' x 75'	New	\$85,000	Yes	\$77,401
36	92-93		VGIS (PAPI, VASI, etc.)	PAPI Rwy 04/22	Change*	\$37,500	Yes	\$34,148
37			NAVAIDS					
38			ODALS/DELS					
39			Medium Intensity Taxiway Lights					
40								
41		• Obstruction	Obstruction Removal					
42			Obstruction Removal					
43			Obstruction Removal					
44			Obstruction Removal					
45			Obstruction Removal					
46								
47		• Land	Land Acquisition					
48			Land Acquisition					
49			Land Acquisition					
50			Land Acquisition					
51			Land Acquisition					
52			Fire Protection					
53			Fencing					
54			Utilities					
55			Security Lighting					
56								
57		• Arpt Access	Access Road					
58			Access Road					
59			Auto Parking					
60								
61	95-96	• Other	Runway Exyension	Rwy 04/22 750' x 75' *	Main	\$271,360	Yes	\$247,101
62								
63								
64								
65	* Additional Comments/Information:							
66								
67	(Row 36) Requesting a change scope from the previously programmed VASI system due to FAA funding. Previously							
68	a 91-92 project.							
69								
70	(Row 61) Including MIRL, Markings & Turnaround							
71								
72								
73								
74								
75								
76								
77								
78								

REQUEST FORM DIRECTIONS

THE ATTACHED FORM IS FOR NEW PROJECTS OR CHANGES TO THE EXISTING PROGRAM.

Column A Enter the fiscal year in which you wish the project to begin.

Column B General project descriptions/locations.

Column C Categorize projects on the appropriate lines. Additional rows allow for entering multiple projects with the same description for more than one year, or for more than one location. If you are unsure of where to place your project; describe it completely in the comments section at the bottom of the page, or attach a separate sheet if needed.

Column D Briefly describe the requested project's location and size (Square Yards, Acres, etc.) so that a reasonably accurate cost estimate is possible.

Column E If the project is a main runway or taxiway, enter "Main." If a new airport aid enter "New." If this is a program change, enter "Change *" and make a note in the section below, outlining the change. If none of the above, leave blank.

Column F Enter the Dollar (\$) amount, using current dollars. PLEASE DO NOT INFLATE. Try to be as accurate as possible, as large under or over estimates may seriously affect a project's fundability.

Column G Will Federal funds be requested for this project? Yes or No?

Column H How many dollars will be needed (current uninflated dollars)?

Line 65 Other--use this area for project descriptions that do not fit into the general project descriptions above.

Sample: How to Use the Project Request Form

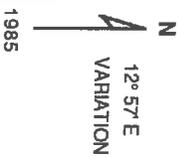
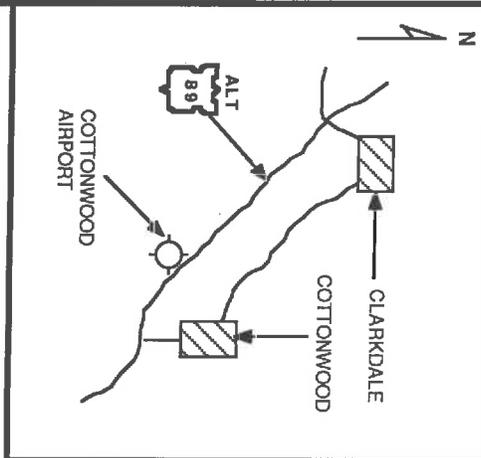
In the attached example, the sample airport's manager has submitted four projects that are either new or are changes to the existing Five-Year Program. For next year, he is requesting a sealcoat. He has entered the upcoming Fiscal Year in Column A; the runway's identification and dimensions to be sealcoated; indicated that it is the main runway (this is very important for the priority rating value); an estimate of the cost of the project; and a "no" in column G, which indicates that he is planning for only State/Local funding. For the FY 92-93 program, he is requesting State participation with the FAA in a two-part lighting project, adding a new MIRL system to Rwy 04/22, and changing a previous request for a VASI system to a PAPI system. The changes have been explained in a footnote, at the bottom of the page. Finally, he is requesting a new project in the fifth year (FY 95-96) for a 750' extension, for which he will be seeking federal assistance at the appropriate time.

COTTONWOOD, ARIZONA

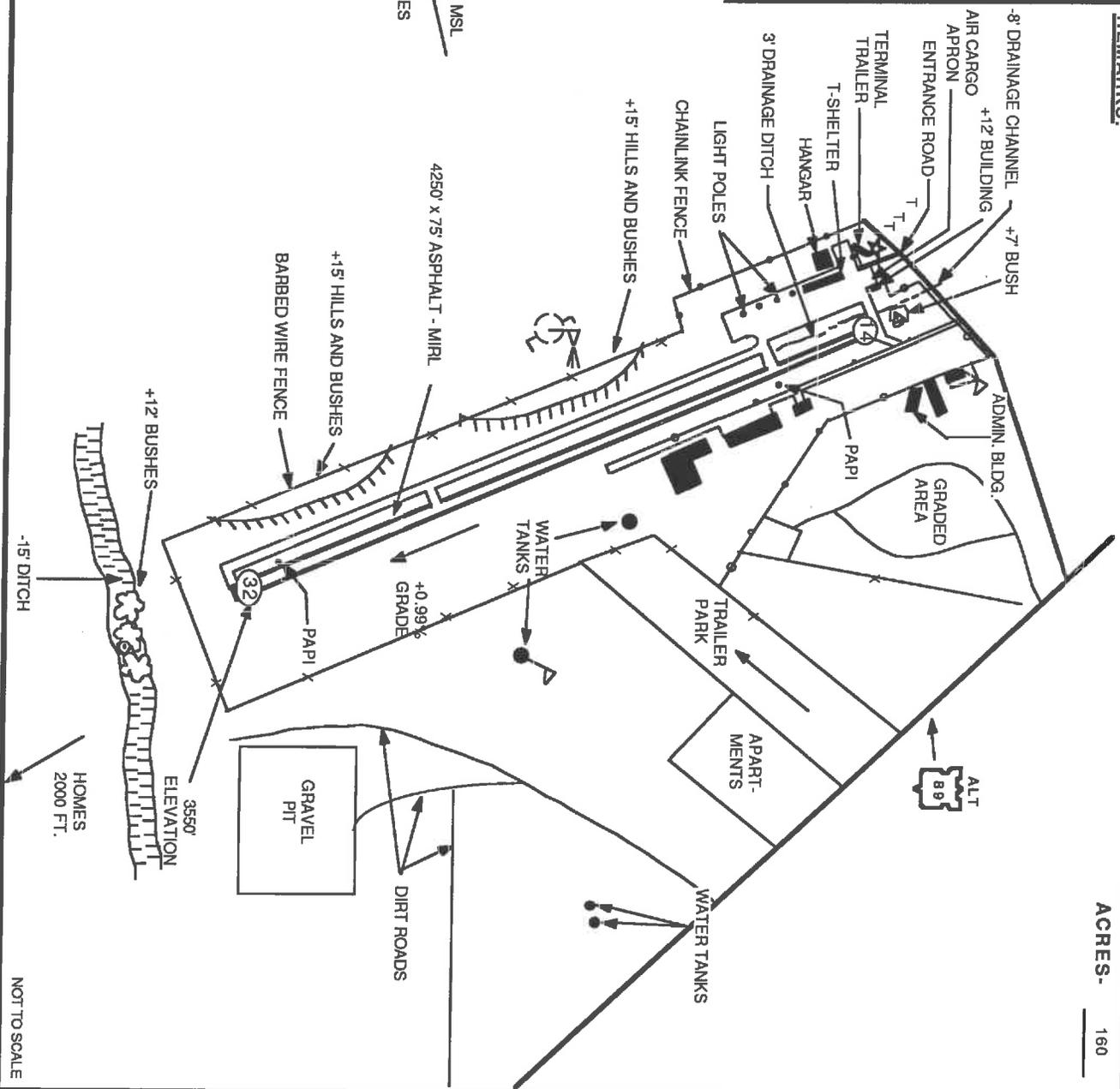
COTTONWOOD AIRPORT (P52)

SITE NO. 665.A
ACRES- 160

REMARKS:



1-4-90



NOT TO SCALE



Transportation Board Issues

Topic: AVIATION POLICIES
Issue: ARIZONA AIRPORT LOAN PROGRAM

Date: OCTOBER 10, 1990
Purpose: PPC REVIEW &
APPROVAL
Disposition: APPROVED 10/19/90

BACKGROUND

Each Five-Year Airport Development Program is developed so as to be consonant with Board Policy on priority of investment. The program identifies projects in term of preservation of service, safety, upgrading of service and airport service related projects. Because of the rapid growth of aviation in Arizona, the local airports have been unable to completely finance necessary improvements. The 1990 five year need for airports improvements is \$197 Million over and above all current existing levels of revenues. In order to maximize the utilization of available State funds, the Board established an Arizona Airport Loan Program. This policy is necessary to establish standards and guidelines for the airport loan program.

DECLARATION OF PURPOSE

A.R.S. § 28-106 and A.R.S § 28-1766 authorize aviation funds to be utilized for the construction, development and improvement of publicly owned and operated airports. However, these statues make no declaration concerning the form of the distribution of these monies. It is the opinion of the Board that making a portion of aviation funds monies available to eligible public agencies through a loan program will enhance the use of the funds by accelerating the construction, development and improvement of public airports, expanding the number of projects which can ultimately be financed with aviation funds, and providing a beneficial system of joint financing of public airports between the Board and the public agencies involved.

ADVANTAGES

Establishment of an Arizona Airport Loan Program will improve the effectiveness of the Transportation Board and the Department in ". . . . encouraging and advancing the safe and orderly development of aviation in this state," by funding the ". . . . acquisition, construction, enlargement, maintenance, equipment or operation of airports and other air navigation facilities and sites therefore or for any other purpose authorized pursuant to the provisions of this section" (ARS 28-1722). The loan program will accomplish the following:

A. Expedite Construction.

Construction can be accomplished immediately on critically needed airport construction, removing constraints on system growth. Non-revenue generating projects can be advanced in the program, and revenue generating projects funded.

B. Provide Additional Facilities.

Essential revenue generating airport facilities can be constructed under a loan program. Sponsors cannot presently fund many airport facilities which are revenue generating, because private funding is not available for construction. Grant programs do not generally cover the work, because the revenue generated will ultimately provide for repaying the cost.

C. Enhance Service and Capacity.

System service and capacity improvements can be constructed, including non-revenue generating items presently funded by grants, and revenue generating items such as the commercial portions of terminals, aircraft storage and maintenance facilities, utility service to airports, and fueling facilities. The quality of service provided by the State Airport System will be upgraded, and capacity "bottlenecks" removed.

D. Foster Airport Self-Sufficiency.

Projects which can be funded under a loan program which will allow airports to offer more comprehensive service, making them more viable in generating revenues, and ultimately reducing requirements for additional taxes.

E. Maximize Usage of Funds.

Loans will be made from cash reserves, allowing use of the cash between the obligation of construction projects in the 5 - year program, and reimbursement to sponsors for work completed. There will not be any reduction to the present 5-year program while the ability to loan funds increases the working capital available for airports without increasing taxes or user fees.

TRANSPORTATION BOARD POLICY

The purpose of this policy is to provide financial assistance to public entities, in the form of loans, available under the general provisions of ARS 28-106 and 28-1766. Loans under this program will be made only to applicants who meet all requirements of eligibility and who make application on appropriate forms furnished by the Department of Transportation, Division of Aeronautics. The Division will

analyze all applications as to the completeness of the application and the feasibility of the proposed project. The Arizona Board of Transportation, at its discretion, after a public hearing is held, may award loans for the purposes applied for, within the limitations imposed by budgetary restraints. Successful applicants will enter into contract with the Department of Transportation, Division of Aeronautics and all loan repayments will be made to the State Aviation Fund.

Conditions of Eligibility. In order to receive assistance under the Arizona Airport Loan Program, a public entity must meet certain conditions of eligibility. The four basic conditions of eligibility are: eligible agency; eligible project; statewide interest; financial need:

A. Eligible Agencies

Any city, county, district, or other political subdivision of the state, which owns and operates an airport(s), open to the public on a nondiscriminatory basis, is eligible for assistance under these policies.

B. Eligible Projects

Projects not eligible for funding under other programs and are designed to improve airport self-sufficiency will be considered. Loans may be made for airport related construction projects such as runways, taxiways, aircraft parking ramps, aircraft storage facilities (hangars), general aviation terminal buildings or pilots' lounges, utility services (power, water, sewer, etc.) to the airport, runway and/or taxiway lighting, approach aids (electronic or visual), ramp lighting, airport fencing, airport drainage, land acquisitions, and under certain conditions, the preparation of plans and specifications for airport construction projects.

C. Statewide Interest

The Arizona Airport Loan Program is designed to provide financial assistance to public agencies for the construction, development and improvement of publicly owned and operated airport facilities to meet local requirements in which there is statewide interest. In determining whether the project has statewide interest, such factors as protecting airport facilities from damage, enhancing air safety, protecting natural resources from loss or waste, improving air service, maintaining the state-wide airport system, etc., will be considered.

D. Financial Need

One of the primary purposes of this loan program is to provide financial assistance to agencies that cannot proceed with a project because of financial constraints. Therefore, an agency applying for airport assistance loan must demonstrate that it has attempted to obtain funds on reasonable terms from other sources.

PROJECT FEASIBILITY REQUIREMENTS

In order to be eligible for an airport loan, the applicant must demonstrate that the proposed project meets certain conditions of engineering feasibility, economic justification, and financial feasibility. These conditions are in addition to the basic conditions of eligibility described in a previous section. A project feasibility report must accompany the application for a loan and must contain sufficient information to justify the project.

A. Engineering Feasibility

A proposed project is engineeringly feasible when it can be designed, constructed, and operated to accomplish the purposes for which it is planned, and when it is planned in accordance with accepted engineering principles and concepts.

B. Economic Justification

A project is economically justified when the total primary benefits exceed the total costs. In the case of a revenue producing project, such as the construction of a hangar, the amortization period should not exceed twenty years and the entity must project its proposed rental rates accordingly.

C. Financial Feasibility

The project is financially feasible when sufficient funds can be made available to complete the project. In addition, the entity must provide assurance that it has the ability to repay the loan.

LOAN APPLICATION PROCESS

The Aeronautics Division will establish procedures for processing, evaluating and recommending projects for approval. The Priority Planning Committee shall review and recommend approval to the Transportation Board. The Board may request a public hearing held to receive public comment before approving the project.

DRAFT

BACKGROUND

In an attempt to maximize the utilization of available State funds, the Board has established an Arizona Airport Loan Program. This issue paper is necessary to establish standards and guidelines for the airport loan program.

DEFINITION

1. Under the Arizona Aviation Loan Program, three types of loans are available to any eligible Sponsor, and are defined as follows:

- A. Grant Advance Loan

These loans are provided when a Sponsor demonstrates a need for the project and the inability to finance the project from other sources.

This loan is only available to airport sponsors with construction projects currently included in their Airport Master Plan and the State 5-Year Airport Development Program.

- B. Matching Fund Loans

These loans are provided to meet local matching fund requirement for securing Federal airport improvement grants or other federal or state grants to enhance the airport.

- C. Revenue Generating Loans

These loans are provided for airport related construction projects which are not eligible for funding under other programs and which are designed to improve airport self-sufficiency.

2. Eligible Projects: May include the following:

Airport related construction projects such as runways, taxiways, aircraft parking ramps, aircraft storage facilities (hangars), fueling facilities, general aviation terminal buildings or pilot lounges, utility services (power, water, sewer, etc.) to the airport, runway and/or taxiway lighting, approach aids (electronic or visual), ramp lighting, airport fencing, airport drainage, land acquisitions, and under certain conditions, the preparation of plans and specifications for airport construction projects. Projects not eligible for funding under other programs and are designed to improve airport self-sufficiency will be considered.

3. Eligible Sponsor

The State, any city, county, district, or other political subdivision of the State, which owns and operates an airport(s), open to the public on a nondiscriminatory basis, is eligible for assistance under these policies.

4. Statewide Interest

The Arizona Airport Loan Program is designed to provide financial assistance to public agencies for the construction, development and improvement of publicly owned and operated airport facilities to meet local requirements in which there is statewide interest. In determining whether the project has statewide interest, such factors as maintaining the state-wide airport system, protecting airport facilities from damage, enhancing air safety, protecting natural resources from loss or waste, improving air service, etc., will be considered.

RESOURCE ALLOCATION

It is contemplated that the initial Loan Program will be funded with approximately \$4 million. The following allocation will be utilized:

- a) Revenue Generating-50%
- b) Matching Funds-10%
- c) Grant Advance-40%

As loans are repaid the Division will process new applications on an annual basis in conjunction with the development of the 5-Year Development Program. The Board, at its discretion may reallocate the funding categories.

APPLICATION PROCESS

Loans, available under the general provisions of ARS 28-106 and 28-1766 will be made only to applicants who meet all requirements of eligibility and who make application on appropriate forms furnished by the Department of Transportation, Division of Aeronautics. The Division will analyze all applications as to the completeness of the application and the feasibility of the proposed project.

In addition to completing the ADOT application, the public entity will include the following documentation:

- A. Local Government Approval
(Resolution or Minute Order)
- B. Documentation Consisting of:
 - 1) Environmental Data (exempt or provide report)
 - 2) Project Feasibility
 - a) Engineering Feasibility
 - b) Economic Justification
 - c) Financial Feasibility
- C. Statement of Financial Need
- D. Statement of Statewide Interest

REVIEW PROCESS

1. The Division staff will analyze all applications as to the completeness of the application and the feasibility of the proposed project. Completed applications will be forwarded to the Loan Committee who will review and prioritize applications. Applications will be reviewed by the Priority Planning Committee (PPC) and their recommendation will be forwarded to the Arizona Board of Transportation, who at their discretion may award loans for the purposes applied for, within the limitations imposed by budgetary restraints. Successful applicants will enter into contract with ADOT, Division of Aeronautics and all loan repayments will be made to the State Aviation Fund.

2. Loan Priority: Loans will be given priority as follows:
- 1) Grant Advance (Loan amount not to exceed three future years advancement of current state 5-Year Airport Development Program).
 - 2) Matching Funds
 - 3) Revenue Generating Projects

Grant Advance and Matching Funds Loans will utilize the Priority Rating System established for the 5-Year Airport Development Program. Within each category of loan, priority will be given to that project with the greatest state-wide public benefit.

3. Servicing the Loan

The purpose of this loan program is to assist public entities in the development of airport facilities by making available, on a temporary basis, State funds. All funds expended under this program must be repaid to the State Aviation Fund, together with any interest due, and the Transportation Board reserves the right to impound or withhold, all other State Aviation funds due the borrowing agency to satisfy this requirement.

A. Repayment

1) Each loan that is made pursuant to these policies, shall be repayable over a period not to exceed ten (10) years. Payments shall be made on an annual basis commencing one (1) year from the date of the loan. Annual repayments will consist of a minimum of one-tenth (1/10th) of the total loan principal amount, together with all interest due as of the date of the payment. Interest will be computed on a daily basis.

2) Nothing in these policies shall be construed as prohibiting the borrowing agency from making repayment, whether in full or in part, in advance of any due date, provided that when any such advance payment is made, the interest due as of the date of such payment shall be included.

B. Interest Rate

The interest rate for the Loan Program is variable, depending on the type of loan and the amount of risk associated with the loan. The maximum interest rate shall be one percent greater than the 3-Month Treasury Bill rate or the last tax exempt rate on municipal or county bond issues, whichever is higher.

AIRPORT LOAN SURVEY/REQUEST

AIRPORT NAME: _____ SUBMITTED BY: _____ POSITION/TITLE: _____ PHONE: _____ DATE: _____						Loan Funding Requested How much State assistance is required for this Project?
Fiscal Years	Length of Loan (Years)	Loan Type	Project Description	Other Funding Sources	Enter Dollar Amount	Project Total

AIRPORT LOAN SURVEY/REQUEST

AIRPORT NAME: <u>Sample Municipal</u>					Loan Funding Requested How much State assistance is required for this Project?	
SUBMITTED BY: <u>John Smith</u>						
POSITION/TITLE: <u>Airport Director</u>						
PHONE: <u>255-7691</u>						
DATE: <u>12/1/91</u>						
Fiscal Years	Length of Loan (Years)	Loan Type	Project Description	Other Funding Sources	Enter Dollar Amount	Project Total
91-98	7 Years	Rev. Prod.	Relocate Fuel Farm	City-\$50,000 / FBO-\$50,000	\$100,000	\$200,000

DIARY AND WORK RECORD

REF.	NAME OR PROJECT	DETAILS OF MEETINGS • AGREEMENTS • DECISIONS	TIME	
			HRS.	1/10
1	DOUG SMITH DE: PW BUILD.	<ul style="list-style-type: none"> • ANTENNA DESIGN G.I.K. HE WILL FORWARD PAPER WORK • WE NEED TO STILL TO DESIGN TO GROUND ANTENNA IN CASE OF LIGHTNING STRIKE • HE WILL REQUEST PRICE FROM HUGGENS TO DO WATER LINE. WE SUPPLY MATERIAL THEY SUPPLY LABOR. 		
2				
3				
4				
5				
6	PAUL HAYWOOD	<ul style="list-style-type: none"> • LOOKING @ POTENTIAL SINGLE FAMILY DEVELOPMENT OF AREA NORTH OF 5-STAR SUBDIVISION. • TOLD THE CITY WOULD PROBABLY BE INTERESTED IN INCREASING THE DENSITY AND DOING A CLUSTER DEVELOPMENT. • DISCUSSED THE STREET SYSTEM OF THE AREA 		
7				
8				
9				
10				
11	MARTY ROBERTS JACK SELTZ	<ul style="list-style-type: none"> • ALP PLAN UP-DATE - MOVE (10) BEHIND (6) - GDD AIRPARK ROAD - (8) SHOWS DOUBLE - SHOW A J ONE ONLY - SHOW LAGOON, F.T. CENTER, DECK POUND, COMPACTOR, W.W.T.P., PW. BUILD., • SEND COPY TO MARTY OF THE ABOVE ADDITION • CURRENT REQUESTS <ul style="list-style-type: none"> - FILE REQUEST FOR PAVEMENT PRESERVATION (ADOT) - LAND ACQUISITION (FPA, ADOT) - MASTER PLAN (FPA, ADOT) • OTHER POTENTIAL NEEDS <ul style="list-style-type: none"> - DRAINAGE IMPROVEMENTS - REMOVE ACCESS TO FUEL STORAGE - TAXI-WAY PRESERVATION 		
12				
13				
14				
15				
16				
17				
18				
19				
20				
21	CHUCK / BOB / JOHN	<ul style="list-style-type: none"> • DEVELOPED PLAN OF ACTION 		
22				
23				
24				
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