



**Saskatchewan  
Ministry of  
Highways and  
Infrastructure**

# **COMMUNITY AIRPORT PARTNERSHIP (CAP)**



## **Program and Application Guidelines**

**2008 – 2009**

## **Introduction**

The Saskatchewan Ministry of Highways and Infrastructure recognizes the important role played by community regional airports in supporting economic and social development, such as their vital role in helping deliver ambulance and medivac services. Community regional airports in southern Saskatchewan are considered a vital component of the province's comprehensive transportation strategy.

## **Purpose**

The goal of the Community Airport Partnership (CAP) is for the ministry to provide capital contributions to airport infrastructure. This infrastructure program is intended to rehabilitate and upgrade the network of strategic regional community airports in southern Saskatchewan. Maintaining and protecting the existing network of publicly licensed community airports will support:

- Safe airport operations
- General aviation operations and commercial air charters
- Air ambulance and medivac operations
- Local and regional economic development

The objective of the CAP program is to provide eligible airports with stable, long-term financial assistance for the rehabilitation, construction and capital improvements of infrastructure.

## **Time frame**

CAP is an ongoing program subject to the availability of funding on an ongoing basis. Funding for this year's program will be subject to the approval of the ministry's 2008/09 budget that starts in April 2008.

## **Eligible applicants**

Eligible applicants include regionally-focused municipal or community-owned airports that are not eligible for airport assistance under the federal government's Airport Capital Assistance Program (ACAP). Applicants must be willing to fund the proposed project on an equal, cost-shared basis (50/50).

Each applicant will need to demonstrate that the project will contribute to the economic and social development of the region the airport serves.

## **Eligible airports**

Eligible airports are those that support:

- Economic development
- General access to surrounding communities
- Communities
- Air ambulance and medivac operations
- Commercial operations
- Aviation safety

## **Project eligibility**

Program requirements may evolve over time. The current priority will be given to safety-related airside capital improvement projects, such as the rehabilitation of runways, taxiways, aprons, along with existing lighting and navigational aid systems. Typical projects would be pavement rehabilitation, slurry seals and overlays.

Consideration will also be given to runway extensions where benefits can be documented for regional economic and social development. Secondary runways and secondary taxiways may also be considered but will not be given a high priority.

Eligible projects could also include engineering services to complete a site survey, plan detailed drawings and core testing cost estimates.

Projects must meet acceptable engineering standards and may require environmental approval from appropriate agencies.

## **Exclusions**

The following items are NOT ELIGIBLE for funding:

- All buildings, including terminals and storage areas/sheds
- Development areas and access roads
- New water and sewer, power and utility installation or upgrading of existing utilities
- Operating and normal routine maintenance
- Land acquisition, with the possible exemption of land required for runway extension
- Equipment purchase and lease
- Retroactive airport renovations or any other capital expenditures prior to project approval
- Municipal administration and supervision expenses
- Volunteer contributions, such as labour, materials, etc.

## **Funding**

For approved projects, 50 per cent of the eligible cost is available for funding from the ministry. The maximum contribution from the ministry for an approved project will be \$200,000 for the 2008-2009 fiscal year. The applicants are required to solicit competitive bids for the work.

## **Procedures**

A municipality seeking assistance under this program should submit a request for assistance to the **Senior Policy Advisor, Northern Access, Air and Safety Branch, Policy Division**, prior to **March 15, 2008**.

As a minimum, the request should contain the following items:

- Condition assessment of the infrastructure
- Economic and social benefits, including potential regional impacts, of the project
- Description of the work
- Estimate of costs and timing of project

The ministry will review the engineering requirements internally to determine if the proposed project meets acceptable engineering and environmental standards. The municipality must notify the ministry of any changes to the project cost or scope as soon as possible. The community is responsible for any cost overruns in excess of the approved project funds.

### **Review process**

The ministry will arrange for the evaluation and ranking of projects by an independent review panel consisting representatives from the Saskatchewan Aviation Council (SAC) and the operations specialists from the Regina Airport Authority (RAA) and Saskatoon Airport Authority (SAA).

The ministry will chair the committee and provide administrative support for the review panel. The panel will prioritize projects through an objective consensual process.

**The selected projects will then be forwarded to the Deputy Minister for approval in April 2008.**

Once a project has been approved, the municipality/airport authority will be expected to enter into a Contribution Agreement with the ministry.

### **APPLICATION GUIDE**

Applications must be made by the municipality/airport authority to:

**Alan Hill**

**Senior Policy Advisor**

**Northern Access, Air and Safety Branch**

**Ministry of Highways and Infrastructure**

**900 - 1855 Victoria Ave.**

**Regina, Sask. S4P 3T2**

Applicants should ensure their application contains sufficient information to permit the ministry to determine the eligibility of the proposed project and to accurately evaluate the project's merits and its safety, along with social and economic benefits. Only one project per fiscal year will be allowed by the applicant.

The ministry will review the application to determine if it meets acceptable engineering standards and if required, the approval of the Ministry of Environment with respect to environmental impacts and standards.

The following outline is provided as a guide for information that should be included in an application.

#### **Airport name location**

Please provide:

- Airport name
- Contact name and title
- Phone
- Fax
- E-mail

## **Airport characteristics**

Please describe airport characteristics including:

- Certified or registered status runway dimension (feet)
- Surface type
- Surface condition Navigation aids
- Lighting
- Type of aircraft accommodated.

## **Airport users and frequency**

Please indicate estimated users and frequency. Users could include business charter recreation, air ambulance, police, crop sprayers, etc.

## **Project proposal**

Please provide:

- Economic, social and other benefits to the community and the region the airport serves
- Summary description of project and attach plan(s) details separately
- Environment statement, if required
- Overall need and justification for the project

## **Project funding**

Please include:

- Total estimated project cost and cash requirements
- Letter indicating your commitment to fund 50 per cent of the cost, including partnerships with neighbouring municipalities and local business and the amounts they will contribute, which would be covered more concretely and consistently in the subsequent contribution agreement
- Letter(s) of support from the community
- Amount of money required from the program
- Willingness to provide any documentation that the ministry may request regarding the project

## **Contact**

If the applicant has any questions regarding the project application, the approval process or the overall program, please contact:

**Alan Hill**

**Senior Policy Advisor**

**Ministry of Highways and Infrastructure**

**Phone: 306-787-2251**

**Fax: 306-787-3963**

[ahill@highways.gov.sk.ca](mailto:ahill@highways.gov.sk.ca)