



# **South Carolina Aeronautics Commission Airport Development Policies and Procedures Guide**

**June 2021**

## Record of Revisions

Revision Date	Revision Summary
05/20/2021	Revised Section 3.3.3.1 to clarify funding of terminal renovations.
08/17/2021	Revised Section 3.2.2.4 to add eligibility of LED light fixture replacement to maintenance program
08/17/2021	Reorganized Section 3.3 and added General Aviation Airport Grant Program, Commercial Service Airport Entitlement Program and Runway Rehabilitation Grant Programter

## GLOSSARY

ALP – Airport Layout Plan. A scaled, graphical presentation of the existing and future airport facilities, their location on the airport campus, and pertinent clearance and dimensional information

Airport – Any publicly available area of land or water used or intended for landing or takeoff of aircraft including appurtenant area used or intended for airport buildings, facilities, as well as rights of way together with the buildings and facilities.

AWOS – Automated Weather Observing System. A fully configurable airport weather system that provides continuous, real time information and reports on airport weather conditions.

CIP – Capital Improvement Plan. A short-range plan, usually five years, which identifies capital, planning, maintenance and land acquisition projects and equipment purchases. The plan typically provides a planning schedule and identifies options for financing the plan.

FAA – Federal Aviation Administration

NPIAS – National Plan of Integrated Airports System. The NPIAS identifies a system of approximately 3,400 airports that, together, make up the national airport transportation system. These airports are eligible to receive Federal grants under the Airport Improvement Program (AIP) which is the grant program administered by the Federal Aviation Administration (FAA).

PAPI – Precision Approach Path Indicator. A light array positioned beside the runway. It normally consists of two or four equi-spaced light units which provide a visual indication of an aircraft's position relative to the designated glideslope for the runway.

Public Use Airport – Any airport available for use by the general public for aeronautical purposes without a requirement for prior approval of the airport owner or operator. Public use airports may be owned by a governmental entity or an individual.

REIL – Runway End Identifier Light. A system providing positive identification of the end of the runway. The system consists of two synchronized, unidirectional flashing lights. The lights are positioned on each corner of the runway landing threshold, facing the runway approach area.

SCAC – South Carolina Aeronautics Commission

SCASP – South Carolina Airport System Plan. A comprehensive plan that studies the performance and interaction of the system of airports within the State of South Carolina to understand their interrelationship and impacts on the statewide transportation system.

SCADP – South Carolina Airport Development Program. The State of South Carolina Program that provides funding assistance to South Carolina airports for planning, capital, maintenance

Tertiary Runway – The third runway at an airport.

UAS – Unmanned Aerial System

## INTRODUCTION

This document is intended to serve as a guide to the sponsors of “publicly-owned open-to-the-public” airports in the State of South Carolina. The content of this guide identifies the policies and procedures associated with applying for and receiving state financial aid for an airport improvement or maintenance project. Part I applies to projects funded with only state financial assistance. Part II applies to projects providing federal and when eligible, state, financial assistance. Part III contains the appendices. Questions regarding any data contained in this document should be referred to the South Carolina Aeronautics Commission, Airport Development Program Manager, 2553 Airport Boulevard, West Columbia, SC 29170.

The South Carolina Aeronautics Commission is authorized by South Carolina Code of Laws, Title 55, Chapter 5, Section 70 to promulgate such rules as necessary regarding the establishment, development, and maintenance of airports and aviation facilities in the state.

**SOUTH CAROLINA AIRPORT DEVELOPMENT PROGRAM**  
**For**  
**STATE FUNDED PROJECTS**

**SECTION 1 – GENERAL REQUIREMENTS**

The South Carolina Airport Development Program (SCADP) is designed to provide state funding assistance for planning, capital improvements, maintenance, and approach aids to publicly-owned, public use airports.

For a requested project to be eligible for state funding assistance, the airport must:

- a. Be included in the South Carolina Statewide Aviation Systems Plan (SCASP).
- b. Be publicly owned and open to the public.
- c. Have all project work funded through state grants available for public use.
- d. Submit a state application requesting funding assistance.
- e. Have an up to date Airport Layout Plan and Five-Year Capital Improvement Plan (for airports that are in the National Plan of Integrated Airport Systems (NPIAS))
- f. Coordinate with SCADP Program Manager in advance of the grant request (for airports that are NPIAS Unclassified, or non-NPIAS).
- g. Be in compliance with State and Federal grant assurances or have a waiver on file with the Division.
- h. Not have any outstanding financial obligations to the SCAC unless there is an open grant that is currently underway.
- i. Perform project procurement in accordance with applicable Sponsor and/or State procurement regulations.

## **SECTION 2 – CAPITAL IMPROVEMENT PROGRAM**

The CIP is a five-year work program for each publicly-owned, public use airport in the State of South Carolina. Each airport sponsor develops a list of desired airport improvement projects for each of the next five state fiscal years. The list should contain all proposed improvement projects that require state, federal and/or local funds, and should include both capital and maintenance projects. In order to enhance the value of the CIP, the airport sponsor should make every effort possible to make the first two fiscal years of the CIP as accurate as possible. The remaining three fiscal years should include projects based on forecasts of airport needs. The CIP is updated each year by the airport sponsor and must be submitted to SCAC Airport Development Office no later than November 30<sup>th</sup>.

The SCAC CIP must be submitted using the SCAC online CIP Portal. The CIP Portal will open for CIP editing each year on the first Monday of August. Sponsors will receive an email notifying them when the CIP portal is open for CIP editing and submittal. The portal will remain open until December 31<sup>st</sup>, at which time portal will be closed for editing (read only still available). If the Airport sponsor finds that CIP edits are required after December 31<sup>st</sup>, the CIP Portal can be reopened upon request.

## **SECTION 3 – AIRPORT GRANT PROGRAM**

### **SECTION 3.1 AIRPORT REVENUE**

The Executive Budget Office is responsible for the development and oversight of South Carolina's annual state budget. South Carolina's fiscal year is July 1 through June 30.

Funding for the South Carolina Aeronautics Commission and South Carolina airport development projects comes from a variety of sources.

- 3.1.1 General Fund – Currently, the South Carolina General Fund provides \$500,000 in recurring funds for airport improvements.
- 3.1.2 Aviation Fuel Tax – This is a sales tax imposed on jet fuel and AvGas sold in South Carolina. The tax is \$0.06/dollar of aviation fuel sold.
- 3.1.3 Airline Property Tax - Airline Property Tax is assessed on airline companies that have regularly scheduled flights in South Carolina. The tax is based on the fair market value of the airline company's planes as well as the planes' ground time and mileage in South Carolina.

3.1.4 Special Allocations – These allocations are not regularly recurring and are typically used to fund special projects which may not be eligible for traditional funding sources or where traditional funding sources fall short of project budgets.

3.1.5 FAA Airport Improvement Program Grants

### SECTION 3.2 South Carolina Airport Development Program (SCADP)

The SCAC provides state funding assistance for eligible airport projects as described in the available programs below. Contractors performing work under these programs have been selected using South Carolina procurement guidelines and are under contract with the SCAC.

3.2.1 Automated Weather Observing System (AWOS) Maintenance/Monitoring Program

The South Carolina Aeronautics Commission owns and maintains 29 AWOS's throughout the state. The SCAC provides 100% funding for maintenance and monitoring of these systems. Airport sponsors are responsible for utility bills (telephone and electricity) associated with these systems.

3.2.2 Airfield Maintenance

Airport sponsors may request assistance for the airfield maintenance projects listed below. This program is administered on a first-come, first-served basis assuming availability of revenue to support the request. Except for the Chemical Program, SCAC provides 75% of the funding for pavement maintenance projects with the airport sponsor responsible for 25%.

3.2.2.1 Pavement Maintenance

- a. Crack sealing
- b. Pavement rejuvenation/sealing
- c. Pavement marking and cleaning

3.2.2.2 Vegetation Management

- a. Tree clearing
- b. Slope mowing
- c. Herbicide treatment

3.2.2.3 Stormwater facility maintenance

- a. Detention pond maintenance
- b. Culvert repair
- c. Catch basin repair
- d. Storm sewer repair



3.2.2.4 Airfield Electrical (quartz incandescent light bulb replacement and repairs due to neglect are not eligible for SCAC funding)

- a. Runway and taxiway edge light repairs
- b. Airport owned electrical equipment (e.g. PAPI's, REIL's)
- c. LED light fixtures which have malfunctioned are eligible for replacement unless they have malfunctioned due to lightning strike or neglect (e.g. struck by vehicle, fire and damage)

3.2.2.5 Chemical Program – SCAC provides herbicides and pesticides at no cost to airport sponsor. Airport sponsor must provide South Carolina licensed applicator who will properly apply the products at airport sponsor's cost.

### 3.2.3 Airport Safety Program

The following programs are provided by SCAC staff at no cost to airport sponsors.

3.2.3.1 Airport Safety Inspections. They are reported to the FAA through the FAA Form 5010, Airport Master Record.

3.2.3.2 Compatible Land Use Assistance – CLUE Tool administration

### 3.2.3.3 UAS Program

- a. Obstruction identification
- b. Aerial Imagery
- c. Construction support
- d. Emergency services support

## SECTION 3.3 SCAC GRANT PROGRAMS

SCAC provides grants for a variety of eligible airport capital improvement and maintenance projects that do not fall under the SCADP described in Section 3.2.

All SCAC grants are awarded, taking into consideration the State Legislative Guidelines, State Priority Ranking System, project eligibility and availability of funding. The State Priority Ranking System is defined in the current version of the South Carolina Aviation System Plan.

Grants will be awarded only after SCADP funding is encumbered. Grant priority will be based upon the considerations above and in the following precedence:

1. General Aviation Airport Grants
2. Commercial Service Airport Entitlement Grants
3. Runway Rehabilitation Grants

### 3.3.1 Airport Eligibility

Airports eligible to receive SCAC grants are all publicly owned, public use airports located in the state of South Carolina.

The commercial service airports (Charleston International (CHS), Columbia Metropolitan (CAE), Florence Regional (FLO), Greenville Spartanburg International (GSP), Hilton Head Island (HXD), and Myrtle Beach International (MYR),) are funded after all funding requests have been met or planned at general aviation airports.

### 3.3.2 Project Eligibility

#### 3.3.2.1 General Aviation Airport

Project eligibility generally follows FAA guidance for eligible projects except that revenue producing projects (e.g. fuel tanks, hangars, parking lot revenue systems, etc) are not eligible for SCAC participation.

Typical eligible projects include:

- a. Primary and secondary runways (tertiary runways excluded)
- b. Taxiways
- c. Aprons
- d. Airfield lighting
- e. Parking lots
- f. Entrance roads
- g. Airfield and landside pavement marking
- h. Terminals (public areas only)
- i. Planning (Master plan, terminal area, environmental)

Other Projects may be eligible with prior review and approval of SCAC

#### 3.3.2.2 Commercial Service Airports

Project eligibility follows the FAA's revenue use policy.

### 3.3.3 Types of Grants

#### 3.3.3.1 General Aviation Airport Grant Program

a. FAA Federal Grant Match - The Airport Improvement Program (AIP) administered by the FAA provides 90% funding for eligible projects leaving 10% to be funded by the airport sponsor. The SCAC offers 5% State Match grants to reduce this sponsor share to 5%.

#### b. State/Local grants

For projects that are either not eligible for FAA funding or where FAA funds have been expended, airport sponsors can apply for State/Local grants. All State/Local grant requests must be shown on the sponsors 5-year CIP and coordinated with SCAC prior to submitting the grant application.

State/Local grants are funded at the following participation levels.

- Capital project grants – 60% State/40% Local
- Maintenance – 75% SCAC/25% Local
- Terminal building – Eligible (public) portions of terminal buildings are funded 50% SCAC/50% Local up to maximum amount of \$500,000 SCAC funding. Renovations of the eligible (public) portions of terminal buildings will be funded as a capital projects grant as described above.
- Aviation Infrastructure Revitalization grant program – Airports not eligible for FAA funding are eligible for SCAC capital or maintenance grants funded at 80% State/20% Local, and prior coordination with SCAC is required prior to the submittal of the grant application.

#### 3.3.3.2 Commercial Service Airport Entitlement Program

- a. Commercial service airports (CHS, CAE, FLO, GSP, HSD, and MYR) may receive up to \$250,000 per year to use toward any eligible project or need that falls in-line with the FAA’s revenue use policy, and depending upon availability of funding.
- b. This Commercial Service Airport Entitlement may be carried over one year for a maximum grant of \$500,000.

#### 3.3.3.3 Runway Rehabilitation Grant Program

This program is for rehabilitation of primary and secondary runways in the State of South Carolina that are not eligible for FAA funding.

- a. Eligibility
  - Primary runways at public use, publicly owned non-NPIAS or NPIAS-unclassified airports
  - Secondary runways at general aviation, public use, publicly owned airports where the FAA has denied funding
- b. State Participation
  - Grants will be funded at 90% State/10% Local
- c. Priority
  - Projects will be prioritized based upon current PCI rating and after annual State Aviation Fund budget encumbrances, General Aviation Federal Grant matching needs, and Commercial Service Airport Entitlements
- d. Frequency of projects
  - One project per year is expected to be performed under this program, depending upon availability of funding.

3.3.4 Grant Request Process – The SCAC grant program is administered using the online tool known as CAIRS 2.0 (link to website on SCAC home page). This tool is used to update and submit the Airport Capital Improvement Plan, submit

project associated documents and correspondence (such as plans, specifications, reports, etc...), submittal of SCAC grant and grant reimbursement requests.

3.3.4.1 Airport Capital Improvement Plan (ACIP) – All airport sponsor funding requests, whether they be FAA grants, State/Local grants or projects funded through the SCADP start with the ACIP Airport owned equipment (e.g. PAPI's, REIL's). The ACIP is a five-year plan that must be updated each year. This plan details all anticipated projects (capital, maintenance, planning, etc...) for each airport sponsor along with estimated costs. In order for a project to be considered for SCAC funding, it must be shown on the ACIP. The ACIP must be submitted each year to the SCAC by the same date as the FAA deadline for ACIP submission.

3.3.4.2 Project Prioritization – Projects submitted on the ACIP will be prioritized using the SCAC project prioritization process as approved by the Commission with the latest South Carolina Aviation System Plan and ranked from highest to lowest.

3.3.4.3 Sponsor/SCAC ACIP Conference – Between August 1<sup>st</sup> and December 1<sup>st</sup>, SCAC will coordinate with each airport sponsor to schedule a meeting to discuss the upcoming year's project(s). The purpose of this meeting will be to discuss project scope, eligibility, priority and availability of funding.

3.3.4.4 Grant Application

- a. FAA Grant Match– For projects that are providing 5% grant match for associated FAA grants, the sponsor may apply for an SCAC grant when the FAA grant is approved.
- b. Other Grants – All other grant requests may be submitted to SCAC after the Sponsor/SCAC ACIP Conference. Grant requests must be submitted using the CAIRS 2.0 online grant management tool.

3.3.4.5 Grant Approval – Grant requests must be approved for funding by the South Carolina Aeronautics Commission. Requests will be approved based upon project eligibility, project priority and availability of funding.

3.3.4.6 Grant Offer – After grant approval by the Commission, SCAC will prepare the grant offer. Sponsor acceptance of the grant offer binds the sponsor to grant assurances for the usable life of the project (typically twenty years).

3.3.5 Grant Reimbursement – After SCAC grants have been approved and the grant offer accepted and returned to SCAC, the sponsor can apply for

reimbursement for associated project costs. Grant reimbursement requests are submitted to SCAC using the CAIRS 2.0 online grant management tool.

#### 3.3.5.1 Eligible Project costs

- a. Consultant fees (design, bidding services, construction administration, field investigations, planning, etc)
- b. Construction costs
- c. Permit fees
- d. Review fees
- e. Land acquisition
- f. Other eligible costs approved by SCAC

#### 3.3.5.2 Required Documentation – Documentation should be uploaded to SCAC along with the grant reimbursement request via CAIRS 2.0 with the forms listed below. These forms are located on the SCAC website.

- a. Request for Reimbursement cover sheet
- b. Tabulation
- c. Proof of project cost
  - Contractor pay applications
  - Consultant invoices
  - Permit fees
  - Title transfer
- d. Proof of payment
  - Cancelled checks
  - Electronic transfer statement
  - Credit card statements

#### 3.3.5.3 SCAC Review and Approval

- a. Requests for reimbursement will be reviewed for accuracy and approved or returned for correction within 30 days of receipt.