

TIP Submittal Instructions

Sponsor Project Priority – This is the project priority of the request by the sponsor.

Year Requested – This is the federal fiscal year the project is seeking to be programmed and funded.

Project Title – A brief project title of the scope of work, i.e. Runway rehabilitation, Runway extension.

Project Description - A brief description of the project. Please try to be as clear and specific as possible. For example: Rehabilitate the entire length and width of Runway 18/36 (3,200 feet by 60 feet) with 0.1' of Porous Friction Course (PFC).

Elements Required:

Airport Layout Plan (ALP) – Is this project shown on your ALP?

Environmental Determination – What environmental action is required? An EA (Environmental Assessment)? A Cat-X (Categorical Excluded), or and EIS (Environmental Impact Study)?

Clear Approaches – Are your runway approaches clear of obstructions?

Additional Materials Required with TIP Submittal:

Sketch - Include a sketch or diagram showing the limits of the project area. Attach a sheet using a base map from the airport's approved Airport Layout Plan or a recent aerial photograph of the airport.

Cost Estimate Details - The estimate of total cost (engineering, administrative, legal, appraisal cost, ect.) including Federal, State and Local shares. *For Federal Fiscal Year (FFY) 2013 only* attach a detailed cost estimate showing unit cost. Separate cost for land acquisition and environmental actions.

Justification - This is an opportunity to justify your project. Please be as clear and specific as possible. See examples below:

Pavement Rehabilitation: - Pavement Condition Index of Runway 18 is 65 due to severe cracking of the pavement surface. Sealing the cracks and applying 0.1' of Porous Friction Course over the surface will bring the PCI to 100.

Apron Expansion Requests - If requesting Federal assistance for general aviation apron expansion, include calculations based on Appendix 5 of the Airport Design Advisory Circular 150/5300-13 showing justification for the size of apron needed, along with the TIP Data Sheet.

Revenue Producing Projects – Is the project requested revenue producing, i.e., hangars, fuel farms? If yes, please submit a completed and approved Revenue Generating Facility Eligibility Evaluation Form.

Snow Removal Equipment/Aircraft Rescue & Fire Fighting Equipment Requests – Include an inventory of existing airport equipment and calculations based on Chapters 4 & 5 of the Airport Winter Safety and Operations, Advisory Circular (AC)150/5200-30 and the Airport Snow and Ice Control Equipment, AC 150/5220-20 showing the minimum equipment needed along with the TIP Data Sheet.