Airport Access Program Checklist

Please note: *The State Environmental Review Process (SERP) must be conducted and completed prior to initiating work on all state-funded projects estimated over $500,000.*

Funding

- Available to counties, cities, certain towns for public-use airports
- Maximum allocation within the fiscal year: $500,000 unmatched and up to $150,000 in matching state funds to any one airport

Project information submittal and request

- Information provided must include a description of proposed or expanding airport
    - Facilities
    - Target dates for completion/operation
- Property description (e.g., plat and location map)
- Project description
- Project cost estimate
- Project administration responsibilities
- Local government resolution
- Recommendation by Department of Aviation

Local Assistance's review and recommendation

- The Commonwealth Transportation Board (CTB) meeting agenda is finalized three weeks prior to its meeting

CTB's review

- The CTB meeting is usually held the third Wednesday of each month

Project approval

- Project administration agreement with VDOT
- Funds authorized - CTB-approved project allocation will be authorized upon completion of contingencies in the CTB's resolution

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