Missouri Airport Owners

Airport Sponsors' Guide to Submitting Capital Improvement Program Requests (CIP) Online

Version 1.2
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1.0 INTRODUCTION

The MoDOT Aviation Section teamed up with GCR in late 2008 to develop a new system for the management of state aviation data and to streamline grant administration tasks. This successor application to the State AIMS software previously utilized by the MoDOT Aviation Section is known as AirportIQ System Manager (ASM). As a component of the new ASM system, airport sponsors will be able to submit and revise airport capital improvement program (ACIP) requests online, eliminating the current paper submittal process. This document is intended as a guide to aid airport sponsors in submitting their proposed project requests online.

2.0 PROGRAMMING AND FUNDING POLICY

To be considered for funding under the Missouri State Block Grant Program and the State Aviation Trust Fund, an ACIP is **required** to be on file with the MoDOT Aviation Section and updated as needed on an annual basis. Deadline for new submittals or revised projects/costs in accordance with the procedures outlined in this guidance is **December 31st of each year**.

For airports identified in the National Plan of Integrated Airports System (or NPIAS), the Airport Improvement Program (AIP) requires these airports to submit and update their ACIPs on an annual basis. NPIAS airports that are under the authority of the Missouri State Block Grant Program may be funded with federal apportionment, discretionary, and non-primary entitlement, as applicable. The current funding level established under federal legislation may provide up to 95% funding for a project, while the sponsor is responsible for a five percent (5%) local match. NPIAS airports may also participate in the State Aviation Trust Fund Program. This program provides up to 90% state funds and has a 10% local match.

For airports not identified in the NPIAS, these airports are ONLY able to participate in the State Aviation Trust Fund Program. This program provides up to 90% state funds and has a 10% local match.

The MoDOT Aviation Section will review projects from a sponsor's ACIP from January through March to determine which projects will be programmed into the Statewide Transportation Improvement Program (STIP). Projects compete for programming based on local and system priority by following FAA Order 5100.39. STIP approval by the Missouri Highways and Transportation Commission is generally conducted in July of each year. STIP approval of a project only authorizes the MoDOT Aviation Section to spend the funds. Appropriation of funds for a project is issued from the MoDOT Aviation Section in the form of a Tentative Allocation Letter.

3.0   OVERVIEW OF ASM APPLICATION AND MODULES

Through the use of browser-based technology, ASM will run on any computer running Microsoft Windows with a recent version of the **Microsoft Internet Explorer Browser**. (The ASM application DOES NOT operate using other browsers such as Netscape or Firefox.) The ASM application is accessed by pointing Internet Explorer to http://moasm.modot.mo.gov. Once you access the application via the internet, the application's login screen will load. You will be provided with a unique username and password by the MoDOT Aviation Section staff. This username will give you access to data related to your airport, while preventing access to other airports' data. Similarly, other airport sponsors will have access to their airport data, but will not be given access to your data.
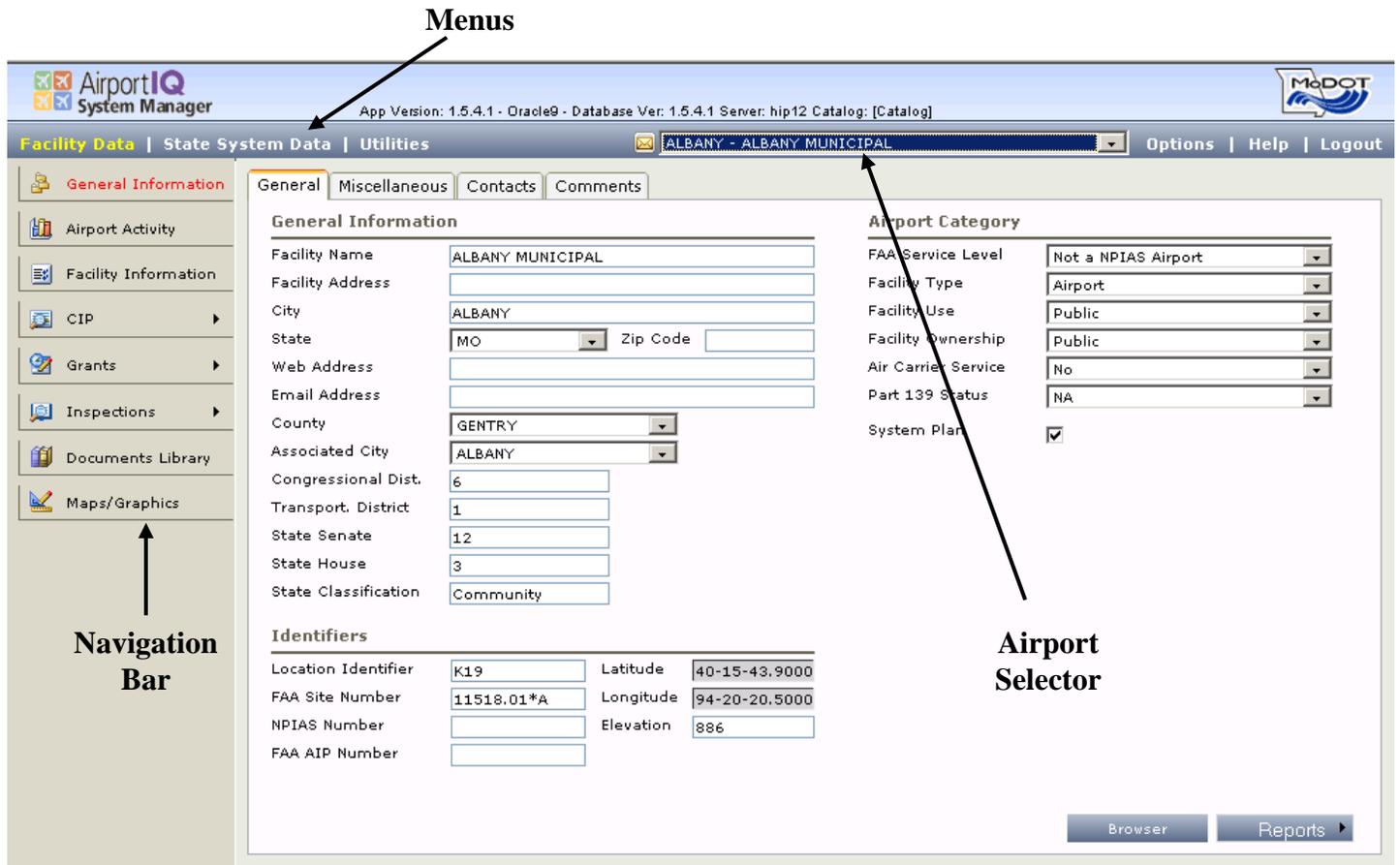
Airport sponsors will only be able to access data for their airport(s). Navigation to other areas of the ASM application and to other airports will display an "Access Denied" message.

Application Login Screen
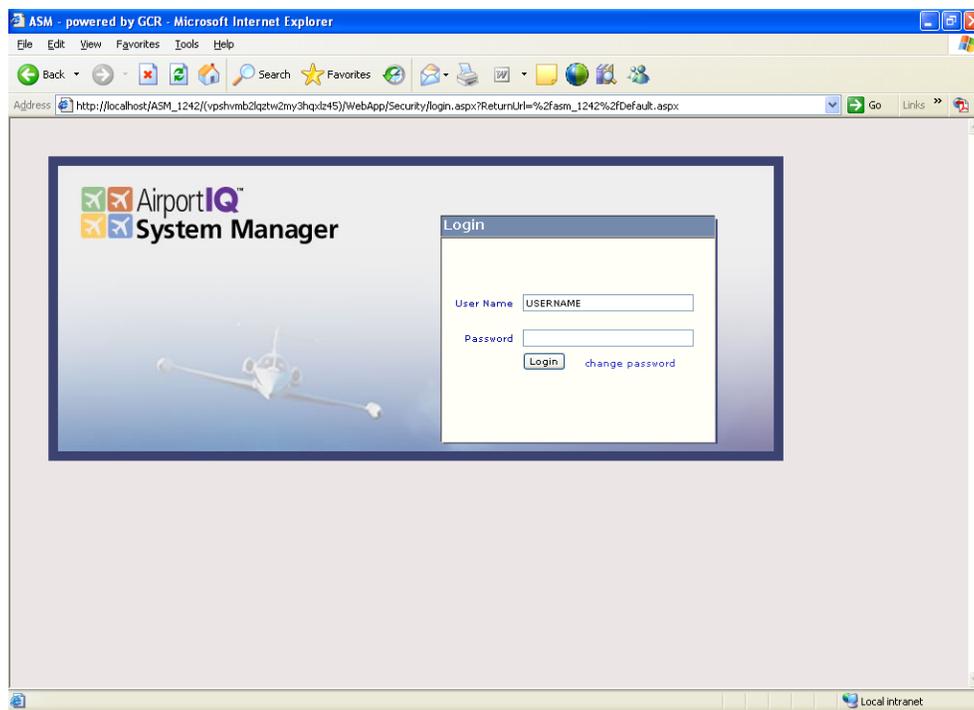
Several things are worth noting which are applicable throughout the application. First, at the top left are three **Menus**: Facility Data, State System Data, and Utilities. The Facility Data menu is displayed by default and is shown in the **Navigation Bar** on the left side of the browser window. Each of the modules that are facility-specific is shown here. At the top right of the screen is the **Airport Selector** dropdown box listing all of the public-use airports in the State of Missouri. By default, the first airport in the list is displayed. Whenever a different airport is selected, the data visible in the Facility Data menu's modules is specific to that airport.

Airport sponsors will only be able to access data for their airport(s). Navigation to other areas of the ASM application and to other airports will display an "Access Denied" message.

Menus

Navigation Bar

Airport Selector

General Screen Layout

The CIP module of ASM provides the ability for airport sponsors to enter and update proposed CIP projects for funding via the internet. This process has been customized to meet the unique needs of the State of Missouri. <u>Paper submittals of a sponsor's ACIP are no longer accepted.</u>

Once you have logged into the ASM application, you will be presented with the General Information Module displaying data for Albany Municipal. The General Information module loads because it is the first module in the list of menu options, just as Albany Municipal loads because it is the first airport in the list of airports. You may now proceed with following the steps below to access the CIP Module for your airport(s).

At the top of the screen to the right, you will see Albany Municipal displayed in a white box. Click on this box and a dropdown list of airports will be displayed. Select the airport for which you would like to modify CIP request data and the program will load the General Information Module for that airport <u>FIRST</u>. Next, select (hover mouse) on CIP Module on the list of menu

options on the left side of the screen. A "fly-out" menu will appear with two options. Select "CIP" from the two options and the CIP Module will load for the selected airport.
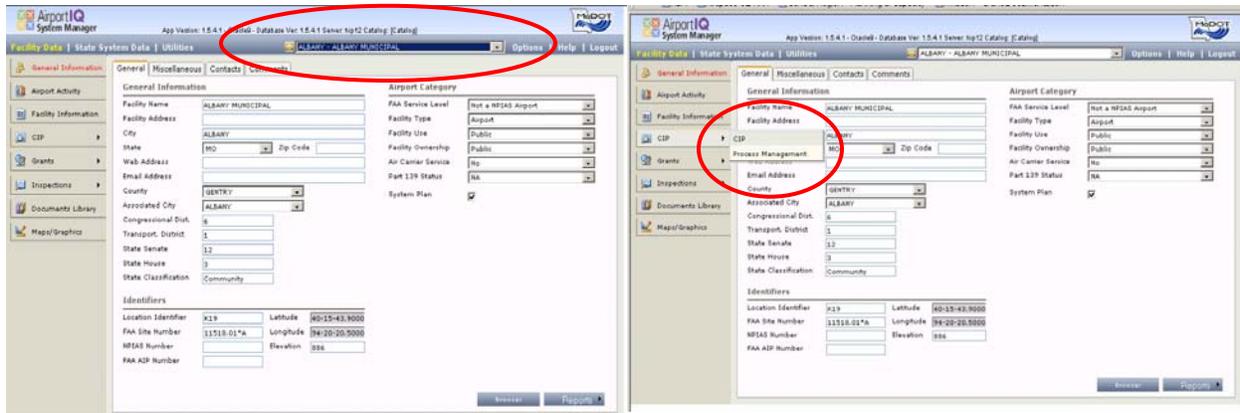

Dropdown List of Airports   **Grant Requests Fly-Out Menu**

Once you click on "CIP", the CIP Module will load. In the middle of the screen is a list of the current projects for the selected airport. If the page is blank, this means we have no CIP data on file for your airport. Included in the list are the following fields and definitions.

- **Program Year** – The year in which the project is requested by the sponsor. It then becomes the fiscal year the project is funded when the status changes to "Under Grant".

- **Project Name** – The name of the project.

- **Status** – The current status of the project:

    o *Sponsor CIP* – Initial request or identification of project.

    o *Scored* – Project has been reviewed and assessed a priority score. *NOTE: Project cannot be edited by the Sponsor beyond this status. Contact the MoDOT Aviation Section for changes beyond this status.*

    o *STIP* – Project has been programmed into MoDOT's Statewide Transportation Improvement Program, meaning the project is authorized for funding.

    o *TA* – Tentative Allocation or Project Implementation Letter has been sent to the Sponsor indicating our intent/appropriation to fund the project.

    o *Under Grant* – Project is under grant agreement between the Sponsor and MoDOT.

- **Type** – Displays the project funding type. Default is Federal upon entry by Sponsor and does not change until the status changes to *TA* or *Under Grant*.

- **FAA** – Displays the funding share associated with FAA funds.

- **State** – Displays the funding share associated with the State of Missouri.

- **Local** – Displays the funding share associated with the local government or airport.

- **Other** – This field will reflect the initial cost entered by the Sponsor and generally will not change until MoDOT Aviation Section staff changes the status to *TA* or *Under Grant.*

- **Total** – Displays the total funding needs of the project.
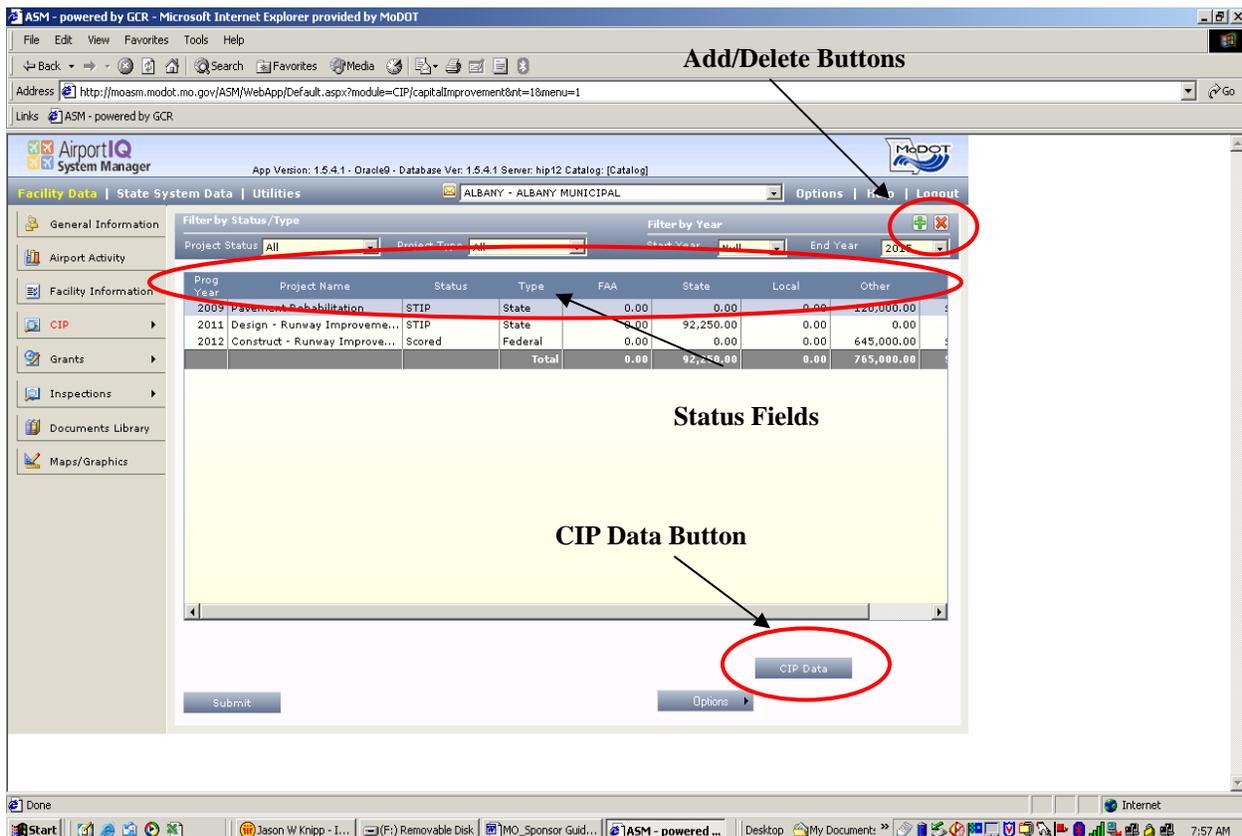
CIP Module

The details regarding how each of these fields is populated are described below. Above the list of projects are two drop-down filters: *Project Status* and *Project Type*. A filter is a selection that will decrease the number of projects shown in the list to what is chosen. To apply one or more filters, simply select the applicable drop-down menu and make a selection. The list of projects will be refreshed to include only those projects matching the filter criteria. In most cases, it is best to leave the filter to "ALL".

<u>Adding a Project</u> *(See Figure 1 below)*

The first step to populating the ASM program with one or more grant requests is to select the Add button. This button is a green plus button ![plus] found at the top right of the list of projects. (Reference illustration on previous page). Projects may be added or updated at any time, unless the project is in "STIP" status and beyond. To delete a project click on the project name to highlight the desired project, and then click the red X button ![X] found next to the add button.

1. When the Add button is clicked, a popup screen is displayed that will ask for the project name. Enter the project's name as you want it to appear and click the "x" button to close the window. The screen will refresh and the project will be added to the CIP.

2. Next, highlight the project to provide detailed information on and then click the button in the lower right of the screen labeled "CIP DATA". A pop-up window will display where you can enter the following details (reference illustration on following page):

    a. The **Funding Year** for which funding is being requested.

    b. **Project Description**: In the notes box, enter the full project description/narrative, indicating all descriptive elements. **<u>Be specific as possible</u>**. Although this box is of a fixed size, the text entered may be longer than the box provided. A scrollbar will appear when the text exceeds the space available in the box view. You may cut and paste text into this box directly from another program, just be sure to check the formatting before continuing.

    c. Enter the total **Project Cost (100%)** in the project cost field. *(NOTE: Do not enter commas, system automatically formats.)* These costs MUST be based on an engineer's cost estimate for design and construction projects and estimated planning costs for all other items. **Cost estimates are to be uploaded into ASM (discussed below).** Failure to provide accurate cost estimates will result in inaccurate programming and project delay. MoDOT Aviation Section will decide funding breakdown and type of funding at a later time.

    d. Close the window by clicking the upper right "x" button in the window. The screen will refresh and the data entered will be saved in the module.

    e. To **revise** information at any time (unless in STIP status), simply highlight the project and click the button labeled "CIP DATA" and follow the steps above. If a project cost needs to be revised and it is in STIP status, you must contact the MoDOT Aviation Section.
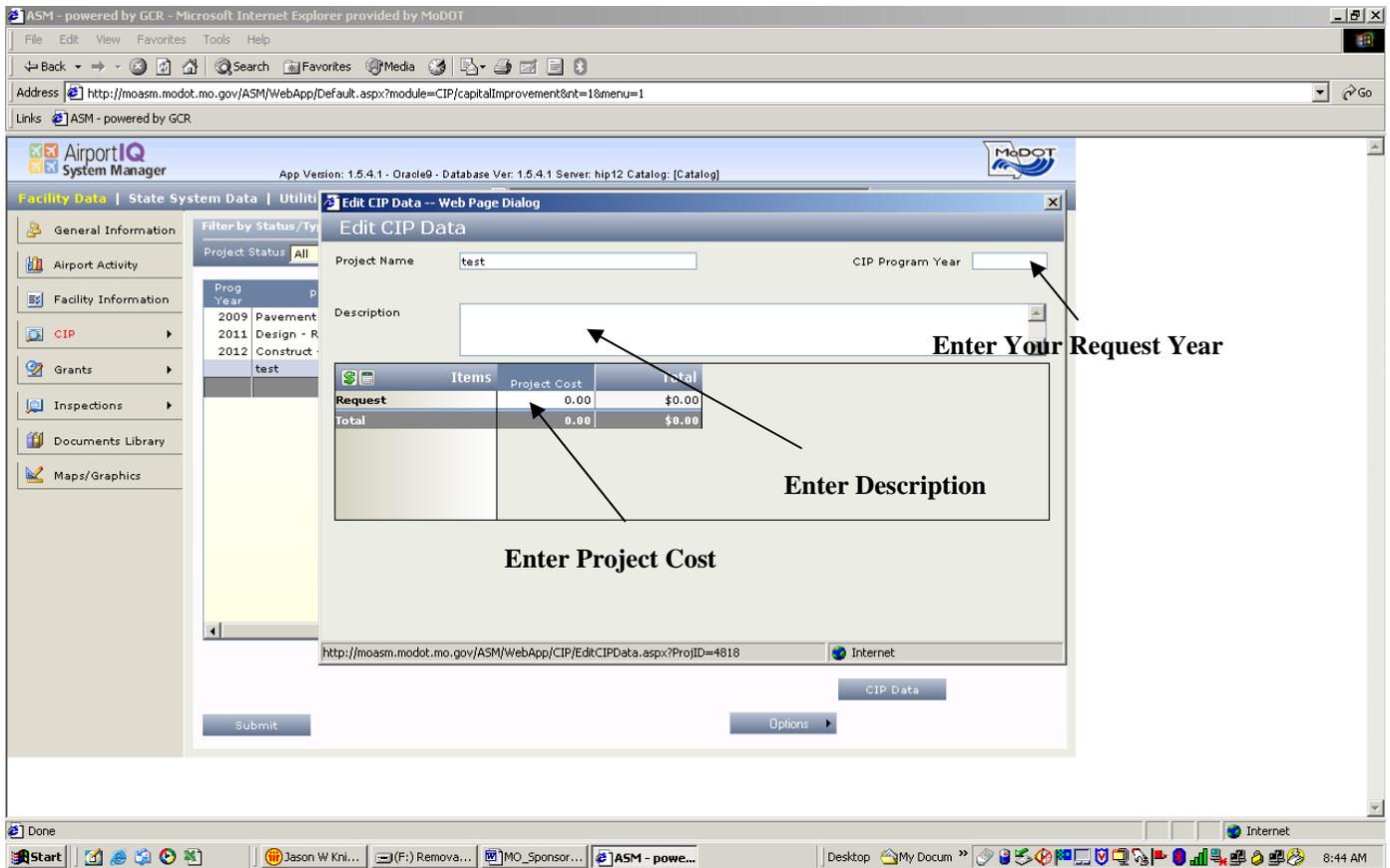
Figure 1

3. To upload documents into ASM, specifically engineer's cost estimates and supporting documentation, follow these steps **(see Figure 2)**:

   a. Continuing within the CIP module, hover your mouse over the CIP module on the left side of the screen and choose "Process Management". The screen will refresh and look like Figure 2.

   b. Highlight the project you wish to upload documentation on.

   c. Under the Documents tab (only tab shown), click on the add button for *Planning and Programming*. A separate small upload window will appear.

   d. Choose the Document type, Location, Input Date, then choose your file by browsing your computer, and then finally click the save button. File will upload. Do not choose anything from the Project Association box UNLESS you want to associate a cost estimate with another project in your CIP. (For example – a cost estimate that contains project estimates for other projects listed in the CIP).

   e. Repeat this process for additional uploads.

Figure 2

After you have completed your updates, you may proceed to logout of the system and exit Internet Explorer. Your CIP submittal and and/or updates are complete.

5.0   CONTACT INFORMATION

If you have questions regarding this process or questions regarding ASM, please contact the following MoDOT Aviation Section staff for assistance. Email is preferable.

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