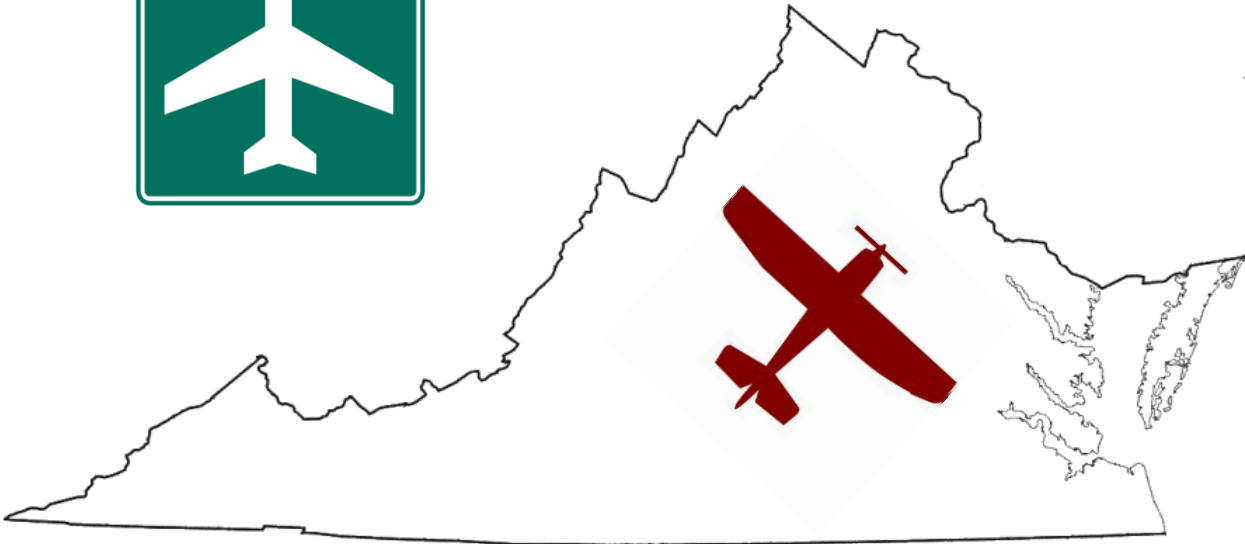


# Airport Access Program Guide

Administered by the  
Local Assistance Division  
Virginia Department of Transportation



For additional information, contact:

VDOT Manager

(Residency Administrator or other local VDOT designee)

Virginia Department of Transportation

or

Local Assistance Division

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## Acronyms used in this Guide

CTB.....	Commonwealth Transportation Board
VDOT .....	Virginia Department of Transportation
LAD .....	VDOT Local Assistance Division
DOAV .....	Virginia Department of Aviation
SERP.....	State Environmental Review Process
AASHTO .....	American Association of State Highway and Transportation Officials
LPA.....	Local Public Agency

## **I. PURPOSE**

The Airport Access Program is a state-funded incentive designed to assist Virginia localities in improving access to an existing public-use airport or establishing adequate access to a new public-use airport licensed by the Virginia Department of Aviation (DOAV). Program funds are allocated by the Commonwealth Transportation Board (CTB) in accordance with its policy of March 14, 2012 ([Appendix B](#)). The funds may be used for financing the construction of or improvement to secondary or local system roads within all counties and cities, and certain towns that are part of the Urban System, hereinafter referred to as eligible localities. Ancillary improvements, such as turn lanes or intersection modifications may also be warranted as part of the access project, but are not to be considered as the primary objective of the project. The program is administered by the Virginia Department of Transportation (VDOT), Local Assistance Division. This guide describes the requirements, limitations and procedures of obtaining and utilizing Airport Access Program funds.

## **II. DEFINITIONS**

### **A. Adequate Access**

“Adequate Access” means a publicly maintained road from the primary entrance of the airport site to the nearest adequate publicly maintained road. Airport Access Program funds cannot be used to construct or improve roads on the airport property. Adequate access may require the construction of a new roadway, or the improvement of an existing road, or a combination of the two. When a new roadway is requested, funding is based on the most economical access to serve the site. Standards for a new or improved roadway will vary according to the type and amount of traffic it is projected to accommodate. (Please refer to VDOT’s Road Design Manual for guidance on these standards.)

### **B. Project Cost**

“Project Cost” means the allowable costs for which Airport Access Program funds may be utilized. This includes the reasonable costs of preliminary engineering and surveying associated specifically with the project design and actual construction cost of a roadway built to VDOT standards (or developed in accordance with American Association of State Highway and Transportation Officials (AASHTO) standards for locality maintained roads) for accommodating

the projected traffic. Any pedestrian or bicycle facility deemed necessary for the project is eligible for funding. Excluded are items such as environmental studies and permits, obtaining right of way and relocation of utilities. Optional roadway features other than those determined to be required to meet the appropriate design standards, such as roadway lighting or landscaping, may be included in a project, provided the costs of these features are borne by others. Costs incurred (e.g., paid items or those for which a contract or purchase order has been executed) prior to allocation by the CTB are not reimbursable.

### **III. TIME FRAME FOR APPLICATION PROCESS**

Planning ahead for an access road project is critical to its success. While VDOT may not necessarily need to be involved in some of the initial discussions about planning for a new or expanding airport, early involvement as soon as the road access plans are identified can help avoid delays. An initial request from a local governing body for Airport Access Program funding typically takes four to six months to attain approval by the CTB. Meeting the contingencies of the CTB allocation approval often requires another two or more months. Steps in preparing and approving the local-state agreement, conducting environmental and historical reviews, advertising for bids, awarding a contract, and constructing the road, and each entails variable periods of time. Initiating the SERP, if applicable, and coordinating with regulatory agencies may take at least 60 days; however, the time necessary to complete environmental studies that may be required by federal and state laws and obtaining necessary permits can be varied and extensive depending on the outcome of initial review.

### **IV. ROLES AND RESPONSIBILITIES**

This section outlines the necessary roles and responsibilities of each party to develop a proposed access road project from concept to completion. A flowchart of the process is in Section V. E. of this guide. [Appendix E](#) is a checklist of the necessary steps in developing, executing, and completing an Airport Access Program project.

## A. The Local Government

The local government is responsible for coordinating the planning of the access road project with DOAV, the airport sponsor, if applicable, and VDOT. A local government representative interacts with the VDOT Manager, as defined in Section IV. B., through the life of the project.

The following information, submitted by the locality to the VDOT Manager, is necessary for advancing the project through the required steps to approval. It is recommended that a copy of this information is forwarded to the DOAV if the locality has not already coordinated with the DOAV.

- Airport Facility Information
  - Virginia Air Transportation System Plan service role
  - Brief description of airport facilities/services/number of jobs
  - Number of takeoffs/landings (airport operations) (most recent year)
  - Number of based aircraft
  - Airport property size: \_\_\_ acres
  - Plan/plat of airport property, existing facilities and proposed improvements as reflected on current, approved airport layout plan
  - Runway length: \_\_\_ feet; Runway extension (if applicable): \_\_\_ feet
- Road Project Information
  - Termini: From and To
  - Length: \_\_. \_\_ mile(s)
  - Pavement Width: \_\_ feet
  - Right of Way Width: \_\_ feet
  - Estimated Project Cost: \$
  - Proposed Airport Access Program Allocation: \$
  - Current Traffic Count and Year: vehicles per day
  - Future Traffic Count and Year: vehicles per day
- Facility and Road Project Map

The locality may officially request an Airport Access Program allocation through a resolution of its governing body. [Appendix C](#) contains sample resolution language. A certified copy of the approved resolution is provided to the VDOT Manager.

In addition, the identification of the entity (the locality or VDOT) responsible for project administration should be determined as early as possible in the process in order for the responsible party to coordinate project development.

The approved CTB allocation of airport access funds typically contains contingencies, for which the locality is responsible for satisfying. These requirements generally include the execution of an agreement with VDOT; right of way acquisition and utility relocation at no cost to the program; satisfaction of applicable environmental commitments; and, funding ineligible costs associated with the project.

If a project is estimated to cost more than \$500,000, the State Environmental Review Process (SERP) must be completed prior to advertisement or land disturbance activities in order to satisfy the requirements of §10.1-1188 of the *Code of Virginia*. Additionally, the local government is responsible for compliance with federal and state laws, as well as obtaining all necessary environmental permits for the project. Environmental requirements, including SERP, are described in greater detail in Section V, Project Implementation, of this guide.

#### B. The VDOT Manager

The VDOT Manager, as referenced in this guide, is the department employee responsible for administration of the Airport Access Program for that locality. This person is usually the Residency Administrator, but may be a designee of the District Administrator. The VDOT Manager supports the locality in reviewing the local governing body's resolution, sketches and cost estimates for requested road improvements, in initiating SERP (if required), and in compiling the information necessary for review by other VDOT offices and other state agencies. The VDOT Manager will review the complete assembly of information, as referenced in Section IV. A., and provide a recommendation to the District Administrator.

C. The VDOT District Administrator

Upon review of the information package, the District Administrator forwards the package with a recommendation to the Director of the Local Assistance Division.

D. The Director of Local Assistance Division

The Local Assistance Division Director coordinates review of the application between the appropriate VDOT offices and DOAV. After all prerequisites have been met for a viable project, the Local Assistance Division Director may recommend approval to the CTB.

E. The Virginia Department of Aviation

The Virginia Department of Aviation reviews the airport facility information and access road project. A recommendation is provided by the Director of the DOAV to the Director of Local Assistance Division indicating whether the facility qualifies for, or the proposed project constitutes an appropriate use of, Airport Access Program funds.

F. The Commonwealth Transportation Board

The CTB, upon consideration of the project information, may allocate funds for the access project with certain contingencies, which must be satisfied by the locality. This allocation is for the exclusive purpose of financing eligible costs incurred in constructing the access project. The date of the CTB allocation is the date on which the CTB approves the project and funding amount by adopted resolution.

The CTB typically meets the third Wednesday of each month. All project information must be received by the VDOT Manager with sufficient time for review. The complete assembly of information and documentation for the project request, with the recommendation of the District Administrator should be submitted to the Local Assistance Division no less than thirty (30) days prior to the CTB meeting.



## V. PROJECT IMPLEMENTATION

### A. The State Environmental Review Process (SERP)

Created pursuant to §10.1-1188(b) of the *Code of Virginia*, a Memorandum of Agreement has been executed by the Secretary of Natural Resources and the Secretary of Transportation. It requires that the state natural and historic resource agencies be provided an opportunity to comment on state funded road projects, estimated to cost more than \$500,000, at the earliest stage of development. SERP ensures that state resource agency views and interests are considered in the project development process from concept through construction.

SERP, conducted by VDOT's Environmental Division, may take at least 60 days to coordinate with the several regulatory agencies for preliminary comment. The time necessary for implementing SERP and addressing any environmental commitments or regulatory clearances required by law must be anticipated in the project's development schedule, possibly prior to the CTB's approval of, and allocation to, an Airport Access Program project. For this reason, the locality and VDOT Manager must work together in determining the viability of the Airport Access Program project with respect to the development schedule proposed for the project. The VDOT Manager may initiate SERP once the locality provides the location information and requests SERP initiation. Other funding arrangements must be made for this review if it is conducted prior to CTB approval of the project and authorization of the Airport Access funds. The locality is notified of comments resulting from SERP and informed of any environmental commitments or regulatory clearances necessary.

With all projects, irrespective of where project administration responsibilities lie, the locality is solely responsible for obtaining any necessary federal and state permits, as well as complying with other applicable federal and state environmental laws.

For projects to be administered by a locality, details regarding SERP are in Chapter 15, Environmental Requirements, Section 3, of the Locally Administered Projects (LAP) Manual. In addition, additional information regarding environmental requirements for state-funded projects can be found at this VDOT website:

[http://www.virginiadot.org/business/environmental\\_requirements\\_for\\_state\\_funded\\_projects.asp](http://www.virginiadot.org/business/environmental_requirements_for_state_funded_projects.asp)

## B. Compliance with Federal and State Laws

In all cases, the locality is responsible for obtaining water quality and any other applicable permits, as well as compliance to all federal and state regulations and laws. Compliance is documented on the Certification Form for State Funded Projects ([Appendix D](#)).

## C. Locally Administered Projects

1. Projects to be administered by the locality are subject to the same requirements as other state funded, locally administered projects, as described in the LAP Manual. It is recommended the locality representatives become familiar with the Manual, particularly Chapter 5; State Funded and Special Program Projects. The manual is available on the VDOT Local Assistance Division website at:  
[http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)
2. At the point when funding for a project is approved by the CTB, the project is deemed viable. No additional action is required by the CTB prior to advertisement, award or construction.
3. The Local Assistance Division prepares a local-state agreement between VDOT and the locality. The agreement identifies the terms for a locality to administer the project to include responsibilities of the locality and VDOT, funding sources, VDOT oversight charges, reimbursement amounts, and general project estimates by phase. The agreement must be fully executed prior to project advertisement. Furthermore, it authorizes the locality to perform any work that can be reimbursed from VDOT funds and it requires that the locality adhere to the Virginia Public Procurement Act in the administration of the project's advertisement and award. VDOT strongly recommends its standard project administration agreement for state funded projects be used for projects administered by a locality. If a custom agreement is used, then such agreement is subject to review and concurrence by the Office of the Attorney General prior to its execution by a locality representative authorized to do so and the Commissioner of Highways. The locality signatory for the agreement must provide evidence of their authority to execute the agreement. Any cost incurred or contract

executed by a local governing body or its agent, before an agreement is fully executed, is the responsibility of the local governing body, unless otherwise agreed to by the Director of Local Assistance.

4. The locality provides the project scope information to the VDOT Manager for a determination of SERP applicability based on the \$500,000 threshold. Other funding arrangements must be made for this review if it is conducted prior to CTB approval of the project and authorization of the Airport Access funds. The locality is responsible for obtaining any necessary state/federal permits as well as complying with other applicable state/federal environmental laws.
5. The locality representative completes the VDOT Certification Form for State Funded Projects ([Appendix D](#)) as the locality moves through project development and provides this form to the VDOT Manager prior to project award. The certification form provides a streamlined process with significantly less VDOT oversight and is used to certify adherence to all applicable laws and regulations pertaining to locally administered state funded projects. VDOT may perform project audits to verify compliance with this certification.
6. The locality provides documentation of dedicated right of way for the project to the VDOT Manager who, in turn, forwards the documentation to the District Right of Way Manager. The District forwards this information and its recommendation to VDOT's State Right of Way Director, who certifies that right of way and utility adjustments for the project have been obtained at no cost to the Airport Access Program fund. The provision of unencumbered right of way by the locality includes completion of any extensive environmental studies and required mitigation of existing environmental conditions.
7. The expenditure of Airport Access funds for the project may be approved by VDOT only after all contingencies of the CTB's resolution have been met. A locally administered project must be authorized, with funding approved for expenditure,

before VDOT reimburses a locality for eligible costs attributed to the construction of the project. Appropriate documentation of costs and billing information, such as contractor's payment application and verification of payment, must be provided by the locality.

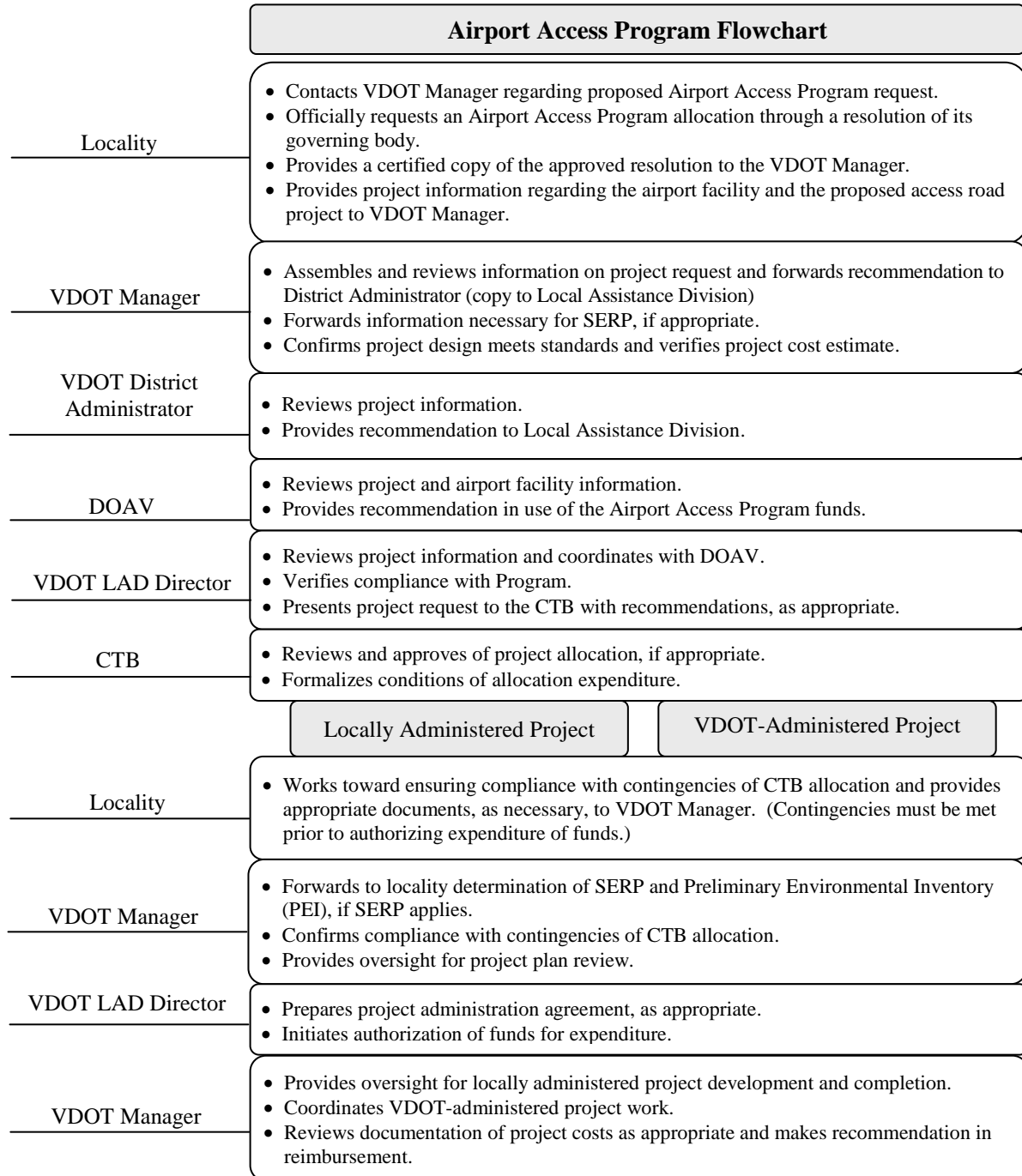
8. The VDOT Manager or designee monitors the construction of locally administered projects, notifies the Local Assistance Division when the construction is started and completed, and provides recommendations to the Local Assistance Division regarding requests for reimbursement. Please note that each locally administered project will have a Project Coordinator assigned for project development once the project is approved and that person may be different from the VDOT Manager.

D. VDOT-Administered Projects

1. When funding for an Airport Access Program project is approved by the CTB, the project is deemed viable. However, it is subject to the same applicable project development requirements as other state funded projects administered by VDOT.
2. The Local Assistance Division prepares a local-state agreement between VDOT and the locality. It identifies the specific responsibilities of the locality and VDOT, funding sources, and general project estimates by phase. The agreement is subject to review and concurrence by the Office of the Attorney General prior to its execution by a locality representative authorized to do so and the Commissioner of Highways. The locality signatory for the agreement must provide evidence of their authority to execute the agreement.
3. The locality provides the project scope information to the VDOT Manager for a determination of SERP applicability based on the \$500,000 threshold. Other funding arrangements must be made for this review if it is conducted prior to CTB approval of the project and authorization of the Airport Access funds. The locality is responsible for obtaining any necessary federal and state permits, as well as complying with other applicable federal and state environmental laws.

4. The locality provides documentation of dedicated right of way for the project to the VDOT Manager who, in turn, forwards the documentation to the District Right of Way Manager. The District forwards this information and its recommendation to VDOT's State Right of Way Director, who certifies that right of way and utility adjustments for the project have been obtained at no cost to the Airport Access Program fund. The provision of unencumbered right of way by the locality includes completion of any extensive environmental studies and required mitigation of existing environmental conditions.
5. The locality provides payment to the VDOT Manager for any required matching funds, ineligible project costs, or eligible project expenses in excess of the Airport Access Program allocation, prior to the project being authorized for construction. A VDOT-administered project must have all required funding in place before the project may be advertised or constructed.
6. The expenditure of funds for the project may be approved by VDOT only after all contingencies of the CTB's resolution have been met.
7. After a project is authorized, the VDOT Manager coordinates all aspects of the construction of VDOT-administered projects. Please note that each VDOT-administered project will have a Project Manager assigned for project development once the project is approved and that person may be different from the VDOT Manager.

E. Airport Access Program Flowchart



## **VI. LIMITATIONS**

### **A. Maximum Allocation**

Subject to available funding, not more than \$650,000 (\$500,000 unmatched and \$150,000 matched dollar for dollar) of the Economic Development, Airport, and Rail Access Fund may be used in any fiscal year to provide access for any one individual airport. Local matching funds shall be provided from funds other than those administered by the CTB.

### **B. Funds Not to be Anticipated**

It is the intent of the Airport Access Program that funds are requested as reasonably needed by the locality, but that these funds are not anticipated from year to year. Unused eligibility from a preceding year cannot be carried forward to an ensuing fiscal year.

### **C. Time Limits for Projects**

To ensure the most effective use of the limited funds available for the Airport Access Program, allocations made for projects are expected to be committed by contract or under construction within two years from the date of CTB approval. Allocations for projects that are not actively under way within two years of project approval by the CTB may be deallocated unless the Director of Local Assistance grants an exception due to unusual circumstances. If an extension of time is needed, then at the end of 22 months following CTB approval, if the proposed road improvements have not been initiated, then the locality shall submit a written explanation of the status of the project and reason for delay. Nothing precludes the locality from reapplying for an allocation in the future.

### **D. Improvements to Existing Roads**

Where an existing road constitutes a portion of the secondary system of state highways or is part of the road system of the locality in which it is located, Airport Access Program funds may be used to improve the existing road only to the extent required to meet the needs of traffic generated by the facility. Such improvement, may involve strengthening or widening to accommodate the additional, or type of, traffic generated by the airport facility. Additionally, where access to a qualified airport site is via an existing road that can be determined inadequate for providing safe and efficient movement of the type of traffic generated by the airport facility

or that the traffic conflicts with the surrounding road network to the extent that it poses a safety hazard to the general public, consideration may be given to funding additional improvements. Such projects must be requested by resolution of the local governing body and are evaluated on case-by-case basis. The VDOT Regional Traffic Engineer is consulted to provide a recommendation on such requests. However, intersection improvements, traffic signal installation, or construction of turn lanes, as stand-alone projects, typically are not eligible for Airport Access Program funds.

#### E. Eligible Expenses

Airport Access Program funds may be utilized for the reasonable costs of preliminary engineering and surveying associated specifically with the project design and actual construction cost of a road built to VDOT standards (or developed in accordance with AASHTO standards for locality maintained roads) for accommodating the projected traffic. Excluded are items such as environmental studies and permits, obtaining right of way and relocation of utilities, and traffic impact studies. Optional roadway features beyond those covered by the program may be constructed as part of an access project, provided the cost of these features is borne by others. Expenses incurred (e.g., paid items or those for which a contract or purchase order has been executed) prior to the CTB allocation are not reimbursable.

### **VII. ACCEPTANCE INTO SYSTEM**

New roads, upon completion, are open to public use and are to be accepted into the appropriate system for maintenance. If the airport intends to close or gate a road into the facility for security or other reasons, the Airport Access Program is not an appropriate source of funding. For all counties, except Arlington and Henrico, and for towns not maintaining their own road systems, these roads are added to the secondary system of state highways. For cities and towns receiving maintenance payments, and for the counties of Arlington and Henrico, these roads are to be taken into the road system of the locality. The Secondary Street Acceptance Requirements regulations do not apply to new roads constructed utilizing these funds.



## **Appendix A**

### **Statutory Authority**

Statutory Authority  
*Code of Virginia*

**§ 33.2-1509. (Effective October 1, 2014) Funds for access roads to economic development sites and airports; construction, maintenance, etc., of such roads.**

A. Notwithstanding any other provision of law, there shall be appropriated to the Board funds derived from taxes on motor fuels, fees and charges on motor vehicle registrations, road taxes or any other state revenue allocated for highway purposes, which shall be used by the Board for the purposes hereinafter specified, after deducting the costs of administration before any of such funds are distributed and allocated for any road or street purposes.

Such funds shall be expended by the Board for constructing, reconstructing, maintaining or improving access roads within localities to economic development sites on which manufacturing, processing, research and development facilities, distribution centers, regional service centers, corporate headquarters, or other establishments that also meet basic employer criteria as determined by the Virginia Economic Development Partnership in consultation with the Virginia Department of Small Business and Supplier Diversity will be built under firm contract or are already constructed and to licensed, public-use airports; in the event there is no such establishment or airport already constructed or for which the construction is under firm contract, a locality may guarantee to the Board by bond or other acceptable device that such will occur and, should no establishment or airport acceptable to the Board be constructed or under firm contract within the time limits of the bond, such bond shall be forfeited. The time limits of the bond shall be based on regular review and consideration by the Board. Towns that receive highway maintenance payments under § 33.2-319 shall be considered separately from the counties in which they are located when receiving allocations of funds for access roads.

B. In deciding whether or not to construct or improve any such access road, and in determining the nature of the road to be constructed, the Board shall base its considerations on the cost thereof in relation to the volume and nature of the traffic to be generated as a result of developing the airport or the economic development site. Within any economic development site or airport, the total volume of traffic to be generated shall be taken into consideration in regard to the overall cost thereof. No such access road shall be constructed or improved on a privately owned economic development site.

C. Any access road constructed or improved under this section shall constitute a part of the secondary state highway system or the road system of the locality in which it is located and shall thereafter be constructed, reconstructed, maintained, and improved as other roads or highways in such system.

Code 1950, § 33-136.1; 1956, c. 161; 1962, c. 550; 1964, c. 254; 1970, c. 322, § 33.1-221; 1978, c. 299; 1980, c. 38; 1989, c. 336; 1996, cc. 85, 128; 1997, c. 89; 2006, cc. 147, 473; 2013, c. 482; 2014, c. 805.

## **Appendix B**

### **Commonwealth Transportation Board Policy (Revised)**



# COMMONWEALTH of VIRGINIA

## *Commonwealth Transportation Board*

Sean T. Connaughton  
Chairman

1401 East Broad Street  
Richmond, Virginia 23219

(804) 786-2701  
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*Agenda item # 1*

### RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD

March 14, 2012

#### MOTION

Made By: Mr. Miller, Seconded By: Mr. Martin

Action: Motion Carried, Unanimously

Title: Airport Access Fund Policy (Revision)<sup>1</sup>

WHEREAS, the General Assembly has, from time to time, amended Section 33.1-221 (Section 33.2-1509, effective October 1, 2014) of the *Code of Virginia* (1950), relating to the funds for the construction or improvement of access roads to economic development sites and public-use airports within the counties, cities, and towns of the Commonwealth; and

WHEREAS, the Department of Transportation has developed the VDOT Business Plan in coordination with the Governor's Multimodal Strategic Plan implemented in December 2010; and

WHEREAS, the VDOT Business Plan includes an action item to improve access to multimodal facilities and major employment/industrial centers; and

WHEREAS, the existing policy governing the use of these funds in providing access to airports was adopted some years ago and it is the sense of this Board that certain revisions and restatements of this policy to reflect current trends and goals is warranted.

NOW, THEREFORE, BE IT RESOLVED that the Commonwealth Transportation Board hereby rescinds the Airport Access Policy adopted April 18, 1996, and adopts the

<sup>1</sup> Statutory references are updated pursuant to [CTB resolution](#) approved May 14, 2014, directing VDOT to update all websites, regulations, guidelines, manuals, policies and other similar documents of, and/or previously approved by the CTB to reflect changes rendered necessary by recodification of Title 33.1 and other portions of the *Code of Virginia* pursuant to [Chapter 805](#) of the 2014 Acts of Assembly.

following policy to govern the use of funds available for access to airports pursuant to Section 33.1-221(Section 33.2-1509, effective October 1, 2014) of the *Code of Virginia* (1950), as amended:

1. The program for implementation of this policy and the funding available for this program shall be designated respectively as the Airport Access Roads Program and Airport Access Funds.
2. The use of airport access funds shall be limited to assisting in the financing of adequate access to a licensed, public use airport. Termination of access to a licensed, public use airport shall be at the property line of the airport.
3. No cost incurred prior to this Board's approval of the allocation of airport access funds may be reimbursed by such funds. Airport access funds shall be authorized only upon confirmation that the licensed airport facility is already constructed or will be built under firm contract, or upon provision of acceptable surety in accordance with paragraph (a) of Section 33.1-221 (Section 33.2-1509, effective October 1, 2014) of the *Code of Virginia* (1950), as amended.
4. Airport Access Funds shall be used only for the design and construction of the roadway, including preliminary environmental review and standard drainage and storm water facilities required solely by construction of the road. Airport access funds shall not be used for the acquisition of rights of way, the adjustment of utilities, or the attainment of necessary environmental permits.
5. Eligible items in the design and construction of an airport access road shall be limited to those essential for providing an adequate roadway facility to serve the anticipated traffic generated by the airport's operations with adherence to all appropriate CTB and state policies and standards. However, additional pavement width or other features may be eligible where necessary to qualify the road facility in a city or town for maintenance payments under Section 33.1-41-1 (Section 33.2-319, effective October 1, 2014), of the *Code of Virginia* (1950), as amended.
6. The governing body of a city, county, or town in which the proposed airport access road is located shall serve as the applicant and submit a formal resolution to request airport access funds from this Board. A town

whose streets are maintained under either Sections 33.1-79 (Section 33.2-339, effective October 1, 2014) or 33.1-82 (Section 33.2-340, effective October 1, 2014), *Code of Virginia*, shall file the application through the governing body of the county in which it is located. The resolution of request shall include

commitments to provide for the rights of way, adjustment of utilities, and necessary environmental permits for the project from funds other than airport access funds allocated by this Board.

7. Not more than \$650,000 (\$500,000 unmatched and \$150,000 matched dollar for dollar) of the airport access funds may be used in any fiscal year to provide access to any one airport. Local matching funds shall be provided from funds other than those administered by this Board.
8. It is the intent of this Board that airport access funds not be anticipated from year to year. Unused eligibility cannot be allowed to accumulate and be carried forward from one fiscal year to another.
9. Prior to the formal request for the use of airport access funds, the location for the new access road shall be submitted for approval by the Virginia Department of Transportation.
10. The Board will consult with and may rely on the recommendations of the Virginia Department of Aviation in determining the use of these airport access funds for a requested project.
11. Airport Access funds may be authorized only after all contingencies of this Board's allocation of funding to the project have been met for airport access.
12. The Commissioner of Highways is directed to establish administrative procedures to assure adherence to and compliance with the provisions of this policy and legislative directives.

####

## **Appendix C**

### **Sample Locality Resolution**

At a regularly scheduled meeting of the [name of locality] [select (City/Town Council or County Board of Supervisors)] held on [month and day], 20[##], on a motion by [BOS or Council member name], seconded by [BOS or Council member name], the following resolution was adopted by a vote of [#] to [#]:

WHEREAS, the [name of locality] operates [insert full legal name of airport] located off of [name of road] ([Route #]) in the [City/Town/County] of [name of City/Town/County], Virginia; and

\*\*\*\*\* *choose one from the next two paragraphs that applies* \*\*\*\*\*

WHEREAS, the airport has no access to a public street or highway and requires the construction of a new road to connect with [road name] (Route [###]); and

WHEREAS, the existing public road network does not provide for adequate access to the airport and it is deemed necessary that improvements be made to [road name] (Route [###]); and

WHEREAS, the [City/Town/County] of [name of City/Town/County] hereby guarantees that the necessary environmental analysis, mitigation, fee simple right of way and utility relocations or adjustments, if necessary, for this project, will be provided at no cost to the Economic Development, Airport and Rail Access Fund; and

WHEREAS, the [City/Town/County] of [name of City/Town/County] acknowledges that no land disturbance activities may occur within the limits of the proposed access project prior to appropriate notification from the Department of Transportation; and

WHEREAS, the [City/Town/County] of [name of City/Town/County] hereby guarantees that all ineligible project costs will be provided from sources other than those administered by the Virginia Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED THAT: The [name of City/Town/County] [select (City/Town Council or County Board of Supervisors)] hereby requests that the Commonwealth Transportation Board provide Airport Access Program funding to provide an adequate road to this airport facility; and

BE IT FURTHER RESOLVED THAT: The [select City/Town Manager, or County Administrator] and/or his designee(s) be authorized to act on behalf of the [select City/Town Council or County Board of Supervisors] to execute any and all documents necessary to secure the funding sought through the Airport Access Program.

\*\*\*\*\* *use the following paragraph if project is for a new road* \*\*\*\*\*

BE IT FURTHER RESOLVED THAT: The [name of locality] [select (City/Town Council or County Board of Supervisors)] hereby agrees that the new road so constructed will be added to and become a part of the [select either (City/Town of [locality name] road system) or (secondary system of state highways)].

(SEAL) A COPY TESTE:

---

Chairperson/Mayor



## **Appendix D**

### **Certification Form for State Funded Projects**

## Certification Form for State Funded Projects

Project Number: \_\_\_\_\_ UPC: \_\_\_\_\_

This certification form is to be used to certify adherence to all applicable laws and regulations pertaining to locally administered state funded projects. This certification form will not be used for projects utilizing any federal funds. The signature at the bottom will certify that **>INSERT LOCAL GOVERNMENT NAME<** has met the following requirements for state funded projects. VDOT may perform project audits to verify compliance with this certification. False or inaccurate statements identified by VDOT or other state regulatory agencies may result in the requirement to return state aid and/or other penalties as allowed by State law.

Initials	Certification Statement
	<p>Check applicable statement: <b>(Check only one box)</b></p> <p><input type="checkbox"/> For highways maintained by the LPA, project plans have been designed in accordance with AASHTO standards and signed and sealed by a Virginia registered P.E. in accordance with DPOR;</p> <p><b>OR</b></p> <p><input type="checkbox"/> For highways which will be operated and maintained by VDOT, project plans have been designed in accordance with VDOT Standards and that VDOT has reviewed the plans in accordance with the agreed upon schedule and all necessary design variances/waivers have been attained and the plans have been signed and sealed by a Virginia registered P.E. in accordance with DPOR.</p>
	All required regulatory agency coordination has been made and applicable permits or approvals have been acquired.
	Where VDOT will operate and maintain the highway, that the LPA has performed appropriate due diligence to identify environmental hazards on new right of way and to the best of our knowledge, any existing environmental hazards have been identified and mitigated or a plan for mitigation during construction has been made.
	Project was developed in accordance with State laws and regulations governing public involvement so that adequate and appropriate public notice and opportunity for public comment was provided.
	All right of way has been obtained and that the LPA has legal right of entry onto each and every parcel for the advertisement and construction of the referenced Project.
	The LPA has complied with the Code of Virginia requirements pertaining to relocations and the acquisition of real property.
	All affected utilities have been relocated or companies authorized to relocate their facilities. If not, they are included as in-plan work to be performed by the road contractor.
	The project was advertised in accordance with the Virginia Public Procurement Act and that the advertisement package included all appropriate EEO provisions.
	All environmental regulations as are applicable to local government capital improvement projects and as required by State or federal laws applicable to non federal-aid projects have been met or provisions to meet continuing requirements during construction have been made.

The **>insert locality name<** acknowledges that failure to fulfill its legal obligations associated with those requirements identified in this certification may result in project delays and/or delays or forfeiture of State reimbursements. **>insert locality name<** further acknowledges that obligations associated with those requirements identified in this certification may be subject to audit by VDOT or State oversight agencies.

\_\_\_\_\_  
 Local Government Manager (City Manager, County Administrator, City Engineer or County Director of Public Works or designated authority to sign)

\_\_\_\_\_  
 Date

cc: Project file  
 [VDOT Project Coordinator]  
 [VDOT Local Assistance Director]

## **Appendix E**

### **Airport Access Program Checklist**

**AIRPORT ACCESS PROGRAM  
REQUEST AND PROJECT INFORMATION SUBMITTAL  
CHECKLIST**

- The Locality
  - Contacts the VDOT Manager with the proposed development plans
  - Requests funds by resolution of the local government
  - Provides appropriate project information
  - Complies with applicable state/federal environmental laws, regulations, etc.
  - Provides Project Certification form (for projects administered by locality)
  
- The VDOT Manager
  - Assembles project request information
  - Forwards information necessary for SERP
  - Reviews project information
  - Recommends project design and provides project costs estimate
  
- The VDOT District Administrator
  - Reviews project information
  - Provides recommendation to Local Assistance Division
  
- The Director of the Virginia Department of Aviation
  - Reviews project and information pertaining to operation of the establishment
  - Provides recommendation in use of the Airport Access Fund
  
- The Local Assistance Division Director
  - Reviews project information
  - Assembles information and recommends proposed project to CTB for consideration.
  
- The Commonwealth Transportation Board
  - Reviews and approves the project allocation, if appropriate
  - Formalizes conditions of fund expenditure
  
- Virginia Department of Transportation
  - Makes determination of SERP applicability. Provides Preliminary Environmental Inventory (PEI), if SERP applies.
  - Verifies contingencies of allocations are met prior to expenditure
  - Provides oversight for project plan review and construction
  - Authorizes expenditures of Program funds

## **Appendix F**

### **Cities and Towns Maintaining Own Streets**

Cities and Towns Maintaining Own Streets under the Urban System

<u>City</u>	<u>Town</u>	<u>Town</u>
Alexandria	Abingdon	Leesburg
Bedford	Altavista	Luray
Bristol	Ashland	Marion
Buena Vista	Berryville	Narrows
Charlottesville	Big Stone Gap	Orange
Chesapeake	Blacksburg	Pearisburg
Colonial Heights	Blackstone	Pulaski
Covington	Bluefield	Purcellville
Danville	Bridgewater	Richlands
Emporia	Broadway	Rocky Mount
Fairfax	Chase City	Saltville
Falls Church	Chincoteague	Smithfield
Franklin	Christiansburg	South Boston
Fredericksburg	Clifton Forge	South Hill
Galax	Colonial Beach	Strasburg
Hampton	Culpeper	Tazewell
Harrisonburg	Dumfries	Vienna
Hopewell	Elkton	Vinton
Lexington	Farmville	Warrenton
Lynchburg	Front Royal	Wise
Manassas	Grottoes	Woodstock
Manassas Park	Herndon	Wytheville
Martinsville	Lebanon	
Newport News		
Norfolk		
Norton		
Petersburg		
Poquoson		
Portsmouth		
Radford		
Richmond		
Roanoke		
Salem		
Staunton		
Suffolk		
Virginia Beach		
Waynesboro		
Williamsburg		
Winchester		