

## **Thank you for choosing our online application!**

This application was designed to make it easier for you to apply for an airport loan/grant. Before you begin, here are some helpful hints:

1. You can complete this application and submit it online, or you can complete the application, print and mail it to the address listed on the application.
2. Not all fields are required; however, completing all fields ensures your application can be processed.
3. If you plan to submit your application electronically, watch for the Submit button on the last page. Don't forget to click Submit when you're done and print the receipt page for your records.

Need help completing your application? Call us at 406.444.9547 or TTY 800.335.7592.

**MDT AERONAUTICS DIVISION LOAN AND GRANT PROGRAM  
STATE FISCAL YEAR 2013 - APPLICATION FOR ASSISTANCE**

*(Payable July 1<sup>st</sup> 2012 thru June 30<sup>th</sup>, 2013)*

NOTE: Applications due by 5:00 pm November 25<sup>th</sup>, 2011. This application may be completed online or printed & mailed directly to MDT Aero Division, attn: Jim Greil, PO Box 200507, Helena, MT 59620. **Late or out-of-date applications will not be accepted!**

**APPLICANT INFORMATION**

Closest City or Town \_\_\_\_\_

Airport Owner(s) \_\_\_\_\_

Airport Fed Tax I.D. # \_\_\_\_\_

Airport Contact Name \_\_\_\_\_

Airport Contact Address \_\_\_\_\_

Airport Contact Phone # \_\_\_\_\_

Name, Address and Phone Number of Airport Engineer (optional)

\_\_\_\_\_

**PROJECT AND FUNDING INFORMATION**

Will this project be fully or partially funded by the FAA? *(FAA AIP)*      **Yes**       **No**

*If "YES", has an FAA Grant already been issued?*      **Yes**       **No**

Has this project already been completed? *(Retroactive Application)*      **Yes**       **No**

Total Amount of Aeronautics **Grant** Requested\* \_\_\_\_\_

Total Amount of Aeronautics **Loan** Requested\* \_\_\_\_\_

**\*Note** – As per administrative rules, airports are eligible for a grant of up to 50% of the airport's cost for all FAA assisted projects, or for a grant of up to 100% of the airport's cost for non-FAA sponsored projects. Airports are also eligible for a loan of up to 100% of the airport's cost, regardless of FAA participation. Example... If the airports total share of an FAA sponsored project is \$10,000, the airport is eligible for a grant of up to \$5,000 or for a loan up to \$10,000. If the airport is funding a \$10,000 project without any FAA assistance, the airport is eligible for a grant of up to \$10,000 or for a loan up to \$10,000. For either project above, the airport is eligible for a combination grant / loan not exceeding the total share of the airport costs or policy stated above.

**Please Provide a Very Brief Description / Overview of Project Below:**

**Section 1. PROJECT COST ESTIMATES INFORMATION**

**TOTAL ESTIMATED PROJECT COST INFORMATION**

<b>Total Estimated Project Cost</b> <b>100% of Total</b>	<b>FAA Share of Cost</b> <b>95% of Total</b> (0% if non-FAA project)	<b>Airport Share of Cost</b> <b>5% of Total</b> (100% if non-FAA project)

**BREAKDOWN OF TOTAL COST ESTIMATE** (Please complete those sections that apply)

<b>Type of Costs</b>	<b>Total Costs</b> <b>100%</b>	<b>FAA Costs</b> <i>(If Applicable)</i> <b>95%</b> (0% if non-FAA project)	<b>Airport Costs</b> <b>5%</b> (100% if non-FAA project)
Administrative			
Land Acquisition			
Equipment			
Engineering			
General Construction			
Other Costs			
<b>Total Costs</b> <small>(Should be the same amounts as listed in section above)</small>			

***If your grant and/or loan request was denied, would the airport still have the financial means to complete the project?*** YES  NO

*If "NO", what would be the ABSOLUTE MINIMUM grant and/or loan amount required to complete the project, or an acceptable majority of it?*

**GRANT\*** \_\_\_\_\_

**LOAN** \_\_\_\_\_

***\*(IMPORTANT)*** This question is assuming that any grant amount mentioned above **COULD NOT** be offered to the airport as a loan because of the airport's inability to repay the loan)

When is the project scheduled to commence? \_\_\_\_\_

When is the project scheduled to conclude? \_\_\_\_\_

If your requests for grants and/or loans were awarded, would it be certain (except for force majeure, etc...) that your project would commence within the next fiscal year (no extension)?

YES

NO

**Section 2. AIRPORT FINANCIAL AND BUDGET INFORMATION**

\*\*Current Airport Fund Account Balance = \$ \_\_\_\_\_

**-- Please Note --**

\*\* Some airport owners/sponsors do not keep a dedicated fund specific for airport use, but rather utilize or request budget authority from other county/city/general/etc funds annually or as needed. If your airport does not have a dedicated or specific airport related fund, please write "OTHER" in the space above.

**Estimated Annual Airport Income**

<u>County Taxes</u> <i>(If applicable)</i>	<u>City Taxes</u> <i>(If applicable)</i>	Airport Revenues	Other	Total (Approximate)

**Estimated Annual Airport Expenses**

Personnel	Maintenance & Operations	Insurance & Fees	Other	Total (Approximate)

Approximate Total Annual Income Minus Total Annual Expense =

Is there a tax levy in place specifically for airport funding? YES  NO

If "YES", appx how much does it generate annually \_\_\_\_\_

Does the airport owner have other planned expenses, (other projects, loan repayments, etc), or other items that it is also saving up for? YES  NO

If "YES" please provide a short explanation in section 5 "Financial Information"

Does the airport currently have any unclaimed money awarded from a previous year Aeronautics Division grant or loan? YES  NO

Has the airport received any money from the Aeronautics Division grant or loan program within the past 5 years? YES  NO

If "YES" please list years, amounts and brief project descriptions below:

**Important!!** – It is **imperative** to provide a *clear and simple* understanding of how the airport is financed and what the financial need is for a loan or grant. Please include any further descriptions or attachments as needed to section 5, "Financial Information".

### **Section 3. SPONSOR ASSURANCES**

If successful in the application of a grant and/or loan, the Sponsor hereby covenants and agrees with the State of Montana and the Aeronautics Division as follows:

The Sponsor has met all of the requirements imposed by the Federal Aviation Administration to obtain an Airport improvement Program grant (*if applicable*), and will continue timely and adequate compliance as required by the express terms of all pertinent documents.

Any and all funds received by the Airport or facility Sponsor from the Montana Aeronautics Division will be used as funds to aid in the project as generally outlined in this application, and approved by the Montana Aeronautics Board. This assurance, however, is not meant to inhibit the funding of items reasonably similar as to those approved in this application if changes to such a project or project items occur after application has been approved by the Montana Aeronautics Division and the Montana Aeronautics Board.

If applicable, to operate the Airport or facility for the use and benefit of the public and to keep the Airport or facility, open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes, provided as may be necessary for the safe and efficient operation of the Airport or facility.

If applicable, the Sponsor promises to repay the Montana Aeronautics Division all monies loaned to the Airport Sponsor, together with interest, in such payment amounts and in accordance with the schedule of repayments as set forth in the LOAN RESOLUTION and LOAN REPAYMENT SCHEDULE, copies of which will be sent by the Division and returned by the Airport or facility Sponsor and by this reference incorporated herein as though fully set forth at this point.

The Montana Aeronautics Division, its agents or employees, the Legislative Auditor and the Legislative Fiscal Analyst shall have the right to audit the books of account and records relating to this Project, at all reasonable times during the term of the grant or loan, and for three years thereafter.

The term consultant, as used herein, also includes planners, contractors, engineers or any other appropriate representatives. Airport planning, design, project estimates and/or construction inspection is the direct responsibility of the Sponsor and may be accomplished by the Sponsor's staff, if reasonably qualified, without other representation.

The Sponsor, as an independent entity and not as an agent of Montana Department of Transportation, Aeronautics Division, may obtain the services required in order to fulfill the work outlined within this application. All contracts awarded to accomplish the Project described in this application may state the name and/or title of any representative authorized to act on behalf of the Sponsor with regards to this application

in order to ease facilitation and completion of the Project, the assurances or any changes to contract price and/or the project that might affect grant and/or loan amounts.

The Sponsor shall submit a letter to the Montana Aeronautics Division specifying that the project has been completed to their satisfaction and that the consultant and the contractor have completed their contractual responsibilities, if requested by the Montana Aeronautics Division.

To promote safe and efficient airport or facility operations by adhering to all regulations within Title 67 MCA, if applicable, and the Sponsor shall comply with all Federal, State and Local laws, rules, regulations, and ordinances, which are applicable to the performance hereunder.

Any litigation between the Sponsor and Montana Department of Transportation, Aeronautics Division over the terms and conditions of this agreement, venue shall be in the First Judicial District in and for the County of Lewis and Clark, Montana, and the agreement shall be interpreted according to the laws of Montana.

The Sponsor shall indemnify and hold harmless the Montana Department of Transportation, Aeronautics Division, any of their departments, agencies, officers and employees from any and all liability, loss or damage as a result of claims, demands, or costs or judgments of any character arising out of the performance or non-performance of the Sponsor or its independent contractors in carrying out any provisions of the agreement. In the event of any action, this indemnification shall include, but not be limited to, court costs, expenses of litigation and reasonable attorney's fees.

**Section 4. REPRESENTATIONS AND SIGNAUTRES**

The Sponsor hereby represents and certifies as follows:

• **LEGAL AUTHORITY**

The Sponsor has the legal power and authority to:

- (1) Do all things necessary in order to undertake and carry out the project in conformity with State and Federal Laws and Regulations
- (2) To accept, receive, and disburse grants or loans of funds from the Aeronautics Division in aid of the project, on the terms and conditions stated herein and
- (3) Carry out all of the provisions within this Airport Aid Application.

• **DEFAULTS**

The Airport Sponsor is not in default on any obligation to the State of Montana, or any agency of the State of Montana, relative to the development, operation, or maintenance of any airport, except as stated herein.

• **POSSIBLE DISABILITIES**

There are no facts or circumstances (including the existence of effective or proposed leases, use agreements, or other legal instruments) affecting use of the Airport or facility, or the existence of pending litigation or other legal proceedings which:

- (1) Are known or by due diligence might be known
- (2) In reasonable probability might make it impossible for the Sponsor to carry out the Provisions within the Airport Aid Application, either by limiting its legal or financial ability or otherwise
- (3) Have not been brought to the attention of the authorized representatives of the Montana Aeronautics Division.

• **APPROVAL OF OTHER AGENCIES**

This Project has been approved by all agencies whose approval is required as listed below (if applicable):

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**SIGNATURE(S)**

By my signature or **electronically typewritten** name below, I certify that all information on this application form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

## **Section 5. SUPPLEMENTAL INFORMATION**

*Please try to limit your responses to the spaces provided, however, if additional information has to be presented, please feel free to attach drawings, figures, pictures or anything that you need. Please type or print your responses clearly.*

**Please describe what area the airport serves and any special roles or functions it may also provide:**

**Please describe the need, urgency and support for this project:**

**Please describe in simple and general terms how the airport is financed, financial needs for this project and any other relevant information.**