



Routine Airport Maintenance Program (RAMP)

Sponsor Guide

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Overview

The Texas Department of Transportation (TxDOT) Aviation (AVN) Division administers the Routine Airport Maintenance Program (RAMP) program, which is a cost-share program that provides grants to eligible airports in Texas, for maintenance to eligible airside and landside airport asset/infrastructure needs. RAMP funds come out of the state's fund for capital construction. Funds are available per fiscal year, with Texas Transportation Commission approval. TxDOT's fiscal year begins on September 1st and ends on August 31st of the following year. The grant amount is determined on an annual basis, based on available funding. In addition, the cost-share percentage is determined annually, as well.

Local Match Requirement and Grant Assurances

There is always a cost share for the local government, which is stated in the associated fiscal year RAMP grant. The RAMP grant also contains grant assurances, which must be adhered to, to ensure reimbursement opportunities for eligible items. The grants are executed through the AVN eGrants online portal.

Program Focus and Legal Framework

The primary focus of RAMP funds is on safety, along with preserving the capital assets. Eligibility is determined by TxDOT AVN.

While there is no specific "RAMP statute," the program exists within the broader framework of state laws and regulations governing transportation and aviation in Texas, such as Texas Transportation Code and local ordinances, which provide the legal authority for airport operations and maintenance.

Grant Issuance and Execution

RAMP Grants are forwarded to each airport, prior to the end of the current fiscal year, or as soon as possible, thereafter. Airports are encouraged to take steps to partially execute the grant, based on the needs of the airport. A RAMP grant is specific to one airport. Grant funds cannot be co-mingled between multiple airports.

Once partially executed, the grant should be uploaded into TxDOT's eGrants system for review and full execution. Work or purchases for the new fiscal year may not begin until the RAMP grant has been fully executed. A grant is considered fully executed only when all required signatures—both the sponsor's and TxDOT AVN's—have been completed.

Grant funds expire at the end of each state fiscal year. A reminder will be sent out by the AVN RAMP Coordinator in May (approximately), to remind everyone about the upcoming RAMP grant expiration in August and determine if any Grants may be closed or if the airport is expecting additional expenses to incur between June – August. This helps the AVN Division manage the RAMP Grant budget.

Reimbursement Requirements

Once the RAMP grant has been fully executed, requests for reimbursement (RFR) may be submitted through the eGrants portal for any eligible and paid expense incurred after the RAMP grant execution date. Each RFR must include a completed detailed Summary of Expenses form, and all required supporting documentation, such as invoices and proof of payment. To avoid delays or returned requests, please ensure that all invoices reflect eligible goods or services that were purchased or performed after the grant execution date and prior to the grant fiscal year end. TxDOT AVN may request additional documentation or photographs for review before

approving payment. If you have exhibits or photographs that would help in the review process, you may include these items with your reimbursement request submission.

Small Capital Improvement Projects

RAMP commonly covers lower cost airside and landside maintenance activities; however, certain small capital improvement projects, such as airport entrance roads or rotating beacon replacements, may be eligible for reimbursement with TxDOT AVN prior written approval. Since small capital improvement projects may go beyond routine maintenance and can involve new or expanded work, these projects require TxDOT AVN's review, approval, and guidance before any work begins. As a general rule, if your small capital improvement project is something that TxDOT AVN would include and pay for in a regular CIP Grant Funding Project, it may be considered eligible for reimbursement. Additionally, the Sponsor will certify that the airport's airside needs have been met. The Small Capital Improvement Project Approval Request Form must be completed and submitted to TxDOT AVN for review, discussion, and approval consideration. As a reminder, work performed prior to TxDOT AVN's review and approval may be considered ineligible for reimbursement.

Sponsor Contracts/Working with TxDOT District Offices

Sponsors may issue their own contracts for services included in the RAMP grant. If the Sponsor elects to perform the work using airport/sponsor staff, only the cost of materials is eligible for reimbursement—labor performed by Sponsor's personnel is not reimbursable. Sponsors may also contract their local TxDOT district to perform certain services—such as fog or pavement sealing and herbicide application, if the local district conducts the type of work being requested and the district agrees to complete the work. The

district can provide a cost estimate for the requested work. The RAMP grant must be amended to include the added work, and the Sponsor's local match of the estimated cost is required before any work can begin. For assistance, contact your TxDOT AVN RAMP Coordinator. TxDOT will not participate in contracts for any ineligible items—such as mowing—or for costs that are unreasonable for the type of service.

Work Completion Requirements

Work outlined in the Grant's Scope of Services must be completed within the state fiscal year (September 1–August 31). Work performed or costs incurred before the RAMP grant execution date are not eligible for reimbursement.

Eligible Items and Services

Item and service eligibility can be broken down into four categories:

- Eligible Airside Maintenance Needs
- Eligible After Airside Maintenance Needs are Met
- Eligible Small Capital Improvement Projects
- Ineligible

The following offers guidance on eligibility within these categories. The items listed below are eligible for RAMP Grant reimbursement. Please work to address your airside maintenance needs first, followed by non-airside items and small capital improvement project consideration. Please feel free to reach out if you have any questions or concerns.

Eligible Item overview

Eligible RAMP reimbursement items are items that focus on safety and the preservation of capital assets. RAMP does not include any beautification or operational considerations.

Airside Maintenance Needs

- Pavement crack sealing/Pavement Slurry Seal/Fog Seal/Rejuvenator
- Pavement markings
- Drainage maintenance
- Airfield FOD Sweeping
- Tree trimming and obstacle clearing for safety issues only, such as runway obstruction.
- Herbicide on airside pavement and perimeter fencing
- Pesticide around airside electrical only
- Replacement bulbs/lamps for airside lighting fixtures and approach aids
- Repair and maintenance for beacon, lighting, approach, and navigational aids.
- Eligible air traffic and operations equipment, installation, and associated subscription costs for airport or commercially operated flight tracking system data (in accordance with requirements established in FAA AC 150/5000-17 Critical Aircraft and Regular Use Determination)
- Parts replacement for Automated Weather Observation System (AWOS) not covered under warranty.

After Airside Maintenance Needs Are Met

- Seal coats/chip seal/crack seal for non-airside pavement.
- Sponsor owned hangar/terminal building painting and repairs.
- Security camera systems excluding monitoring fees.
- Game proof or security fencing and gates, electric gate openers.
- Game proof and security fencing must be of a reasonable height to protect airport perimeter and discourage trespassers (typically eight feet or higher).
- Access roads for AWOS installations/AWOS NADIN interface monthly charge.
- Airport entrance signs.
- Repairs/maintenance to airport owned fuel systems/fuel farms, including replacement of tanks of same size and in same footprint. Software and software upgrades are not eligible for reimbursement unless required for the operation of the fuel system, which would fall under “repair of fuel system.”
- Professional Services for preparation of Storm Water Pollution Prevention, Spill Prevention Control & Countermeasure Plans, and maintenance/update of these plans.
- Airfield FOD sweeper.
- HVAC repairs in terminal building and/or control tower only.
- QT Pod/AWOS agreement renewals.

Small Capital Improvement Projects Overview

The project must begin and be completed in the same grant FY, unless a prior written exception has been granted by the AVN Division.

- Stand-alone Drainage Study: A copy of the completed drainage study must be provided to TxDOT Aviation prior to reimbursement.
- Design and construct new concrete/asphalt public auto parking areas.
- Design and construct, along with repairs to the Hangar Access Taxiway (HAT).
- Design and construct new entrance roads and hangar access roads.
- Design and construction of aircraft wash racks as indicated by SWPPP.
- Design and construct expansion of apron areas or new apron areas.
- Design and construct runway lighting system extensions.
- Design and construct drainage improvements.
- Pilot lounge/small general aviation terminal buildings.
- Beacon/tower replacements in the same footprint.
- Preparation of FAA form 7460-1 "Notice of Proposed Construction or Alteration" for RAMP projects.

Guidance and Pre-Approval from TxDOT Aviation is required prior to work/purchases related to Small Capital Improvement Projects. The sponsor will certify that the airport's airside needs have been met. Submit the Small Capital Improvement Project Approval Request Form to your planner to start the review and approval process. The Planner may require the project to be included in the ALP, may require confirmation that environmental was completed, may require confirmation that a Flight Check will be performed, if applicable, prior to reimbursement.

Ineligible Item Overview

Any item not listed above may be considered ineligible. Please be sure to review the eligibility list before procuring goods or services, to avoid ineligible reimbursement requests. The following items represent examples of ineligible costs, please note, this **is not** a comprehensive list:

- Purchase of a courtesy vehicle and/or maintenance/repairs to any vehicle or equipment including (but not limited to):
 - Tractors
 - Mowers
 - Airport Rescue Fire Fighting vehicles (ARFF)
- Purchase of capital equipment/capital expenditures including (but not limited to):
 - Aircraft dolly
 - Lawn mower
 - Sound canons
 - Golf carts
 - Snow/ice removal equipment
 - Furniture
 - Striping machines
 - Window AC units
 - Mobile generators
 - Power washers
- Routine operating expenditures including (but not limited to):
 - Carpet cleaning
 - Monthly utility bills
 - Tree trimming and landscaping services for beautification
 - Mowing
 - Trash collection and recycling services
 - Wheeled fire extinguishers

- Pest control and pesticides, unless around airside electrical components
- Bidding and advertising
- Oil storage tanks
- Furniture purchases
- Tools
- Office equipment and electronics (computers, monitors, etc.)
- Storage buildings – construct, repair, or purchase.
- Part 139, and other airport regulatory software implementation and subscription costs
- Airport Layout Plan (ALP)
- Force Account work by Sponsor
- In-Vehicle aviation radio
- FAA Flight Checks
- Any work related to damage that is part of an insurance claim process.
- Consumables including (but not limited to):
 - Batteries (except for AWOS)
 - Air and water filters
 - Tools
 - Interior light bulbs
 - Cleaning supplies
- Replacement monitors/computer equipment for office operations
- Professional Services for any project which was not approved in writing by TxDOT under the RAMP Grant program.
- Design or professional services associated with a CIP project.
- Construction projects or design work exceeding the FY grant duration.
- Architectural services
- Any project which is not 100% for public use.
- Work performed or purchases made prior to the grant being fully executed. (A grant is considered fully executed when signed by all

parties. The date of the last signature is considered the execution date.)

- Any invoice which has goods/services completed outside of the executed RAMP Grant year

Reminders

We are here to help; our goal is to assist municipalities in maintaining and preserving their airfield and airport facilities. Airside Safety and Airside maintenance and improvements should always take precedence before seeking assistance with landside maintenance and improvements. The RAMP Grant Summary of Expenditures should be detailed enough to minimize follow-up questions. Remember the items and services mentioned above are not exhaustive so if you have any questions about item eligibility, please feel free to reach out and contact your TxDOT RAMP Coordinator or regional Planner. The focus should be on safety and preserving capital assets.

For more information contact the TxDOT Aviation Division at:

Phone: 1-800-687-4568 (68-PILOT)

Email: AVN_TxDOT_Aviation_Grants@txdot.gov