

I Want To... Request a Project

Aviation Division

Overview

Requesting a project through TxDOT Aviation (AVN) is one of the first steps taken in order to get work done at an airport in the Texas airport system. While there is currently no formal project request submittal process, AVN is actively updating its airport data system and anticipates that airports will be able to input projects of interest into this system from their end. AVN will then be able to consider those project requests against others statewide and work them into the Airport Capital Improvement Plan (ACIP) schedule based on funding, feasibility, eligibility, and justification.

As mentioned above, while there is no formal request process, per the Texas Administrative Code (TAC) certain information must be included when any request is submitted. Information on what needs to be included, as well as how to reach out to AVN regarding a project, can be found below in this brief informational document.

PROJECT REQUEST

Getting Started

Requesting a project is as easy as reaching out to your designated AVN planner. However, prior to contacting TxDOT, gather the following information:

- Any airport data that pertains to the project you want to request, such as based aircraft, critical aircraft, number of runways and their designations, runway strength, applicable environmental information, land issues, etc.
- Date(s) this type of work was last performed at your airport, if applicable
- Supporting documentation such as land or environmental concerns, drainage issues, pilot concerns, any local business issues, citizen issues and/or complaints, etc. Has anyone reached out to your airport with a letter, email, or any other communication? Consider providing that to TxDOT as it can be very helpful in the justification process.

To help facilitate TxDOT consideration for a project and to move the request through AVN's project selection process more quickly, take a few things into account prior to contacting AVN:

- Are your attorney certificate and property map documents up to date?
- Have you checked to see if the desired project meets justification standards? Check FAA Order 5100, chapter 3, if you are unsure of the criteria
- Are you able to provide the local match and if so, when can that reasonably be available (fiscal year)?

Once you have gathered any information and supporting data related to your desired project, reach out to your designated AVN planner to discuss. You can contact them via email, text, or a phone call. If, for any reason you are unable to contact your planner, feel free to reach out to the TxDOT AVN main line at 512-416-4500.

Contacts

Your Designated Airport Planner

TxDOT Aviation Main Line

512-416-4500

or

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



Is My Project Justified?

Per FAA Order 5100, there are three basic tests to determine justification:

- The project advances an AIP policy
- There is an actual need
- The project scope is appropriate

Examples of projects that do not meet the basic justification tests:

- An extension will attract new clientele, but adequate capacity already exists and will continue to exist *without* an extension (does not advance an AIP policy, does not meet a need)
- The extension need is speculative and not based on documented future need (actual need does not exist)
- There are other airports within 30 miles that have a runway longer than yours (actual need does not exist)

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Texas Administrative Code Requirements

Rule 30.207 of the TAC outlines information that must be included by the sponsor when submitting a letter of intent to request a project.

A letter of intent must:

- Describe the project for which the assistance is being requested
- Include the estimated cost of the project, if available
- Be accompanied by a duly executed resolution(s) of the governing body or bodies of the sponsor indicating the sponsor's interest in the project
- Include the sponsor's intent to provide local funds to match state and/or federal assistance as required
- Include the name and position of the individual authorized to execute agreements and applications on behalf of the sponsor.

Per Rule 30.207, "the submission of a letter of intent neither ensures inclusion of the proposed project in the program nor obligates the sponsor to perform any service or to expend any funds". In other words, a letter of intent does not guarantee that the project will be considered and/or funded.

Additionally, per Rule 30.207, a letter of intent may remain current for one state fiscal year (September 1st – August 31st) after the state fiscal year in which the letter was originally submitted.

Until further notice, submit your letter of intent to your designated AVN planner, or to the director of AVN Planning and Programming. As previously mentioned, once AVN completes the conversion to a new airport data system, a letter of intent and supporting documentation can be uploaded directly into the system. Stay tuned for more information on the exciting updates to our data system!

What Happens Next

Once AVN receives a letter of interest from a sponsor for an airport project, it then goes through an evaluation, prioritization, and selection process. This involves an initial evaluation followed by a project ranking.

- **Eligibility** The FAA's AIP Handbook provides guidance for project eligibility
- **Justification** Different projects have different justification requirements, so each project is reviewed individually
- **Feasibility** Factors include finance, construction, environment, and land
- **Scoring** Projects from across the state are ranked against other projects for that year

More detailed information on AVN's Project Selection process can be found in our "Project Selection" document.

Helpful Links

TxDOT Aviation Division: <https://www.txdot.gov/about/divisions/aviation-division.html>

FAA Order 5100.38D, Airport Improvement Program Handbook: https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1025767

TxDOT Aviation Policies and Standards: https://ftp.txdot.gov/pub/txdot-info/avn/policies_standards.pdf

Texas Administrative Code 30.207: [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=43&pt=1&ch=30&rl=207](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=43&pt=1&ch=30&rl=207)

At A Glance

Land Acquisition

Will your project involve acquiring more land? The FAA AC 150/5190-4B on land use compatibility is a great resource for information. TxDOT AVN also has land acquisition checklists available. For more information on acquiring land, see our how to document titled "I Want To... Acquire Land".

Funding

If the project is eligible, justifiable, and feasible, funding is available up to 90%. More information on funding can be found in our "Funding" how to document that gives an overview of different funding sources.

Environmental Impacts

What you do at your airport matters, so be sure to consider environmental impacts and regulations, and reach out to TxDOT for support if needed.

Scheduling/Programming

TxDOT Aviation will work with you to program your project into the CIP and finalize a reimbursable amount, if we determine that it is feasible.

Project Selection Priority

Last but definitely not least, AVN has a project selection priority in line with the AIP handbook, placing safety, preservation, and standards above all other projects. After that, AVN will consider projects involving upgrades, capacity, new access, and new capacity.