

BC Air Access Program (BCAAP) Guidelines

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Ministry of Transportation and Infrastructure

2019/20 British Columbia Air Access Program (BCAAP)

Application Guidelines

INTRODUCTION

1.1 About the Program

Aviation is critical to the province's economy by supporting jobs and tourism, enabling investment and facilitating trade. B.C.'s aviation sector provides communities with travel opportunities, passenger and cargo services, medevac and wildfire suppression services, and general aviation.

The province has 300+ public airports, heliports and water aerodromes, which play a significant role in connecting communities and in supporting the economy. While B.C. is home to 13% of Canada's population, its airports handle 20% of Canada's airport traffic and account for nearly a quarter of all aircraft movements (takeoffs and landings).

The Province is making efforts to grow its international connectivity and to ensure that smaller communities are realizing their economic and social benefits from their local airports by partnering with the airport community to identify infrastructure needs, barriers and issues. **At the same time, there is room to improve environmental performance within the aviation sector.**

1.2 Purpose

The goal of BCAAP is to support communities across the province and enhance the long-term potential of B.C.'s aviation sector. BCAAP is a cost-sharing program to assist the aviation community with funding capital infrastructure projects, with applications assessed on economic, environmental and social parameters, including:

- Safe and reliable aviation facilities;
- Significant, incremental economic benefits; and
- Improved environmental performance of the facility.¹

1.3 Application Deadline

The deadline for the 2019/20 BCAAP application intake is **February 18, 2019 at 4:30 pm Pacific Standard Time.**

Applications are accepted from operators of public aviation facilities, including local governments and other operating authorities. All BCAAP applications must be fully completed and signed, and must provide the required supporting documentation.² **An incomplete application with missing information and/or supporting documentation will not be considered for capital funding.**

¹ Incorporate innovative environmental components into proposed project.

² Detailed Cost Estimates, Design Drawing, Letters of Supports, Aerodrome Development Plan (*if available*), Council Resolution/Equivalent, Environmental Assessment Report (*if applicable*)

1.4 Application Submission

Please submit your application and supporting documentation via email to BCAAP@gov.bc.ca. In the Subject field, please identify the applicant or facility by name.

Note that the receiving e-mail system **cannot accept zip files** and **cannot accept any e-mail that exceeds 10 MB** in total size (e-mail plus all attachments). If your application package exceeds 10 MB, please submit the application via multiple e-mails clearly marked in the subject line (e.g., "Facility name 1 of 2" and "Facility name 2 of 2").

If any single supporting document exceeds 10 MB in size, please contact the BCAAP administrative team.

If you cannot send your application by electronic means, please mail or courier it to the address below, allowing sufficient time to ensure that it arrives by the due date.

Ministry of Transportation and Infrastructure
Attn: BC Air Access Program
PO Box 9850 Stn. Prov. Govt.
Victoria, BC V8W 9T5
(Physical Location: 5D - 940 Blanshard St, Victoria, BC V8W 3E6)

There is no limit on the allowable number of application per facility; however, an applicant must submit an application for each proposed project.

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected will be used for reporting, tracking and evaluating purposes. Any questions about the collection, use or disclosure should be directed to the BCAAP administrative team via email at BCAAP@gov.bc.ca, or telephone at 778 974-5468.

1.5 Program Cost Sharing

BCAAP is a capital cost-sharing program administered by the BC Ministry of Transportation and Infrastructure. The program encourages funding partnerships with local, regional and federal agencies and private sector entities. The actual BCAAP contribution to a project will be based upon total eligible project costs, less any federal or other provincial funding.

- If a federal or another provincial agency is contributing to a project, that contribution will be deducted from the project's total eligible costs, with the BCAAP share calculated on the balance.
- Local trusts such as the *Northern Development Initiative Trust* are regarded as applicant funding, not provincial contributions.
- An aviation facility with a Federal Airports Capital Assistance (ACAP³) eligible project must utilise ACAP before accessing BCAAP, and must provide the Ministry with appropriate supporting documentation related to its ACAP application.

The applicant assumes responsibility for any associated increase in operating or maintenance costs resulting from the project. The proponent is responsible for any cost overruns in excess of the approved project funds.

³ For further inquiries, please visit <https://www.tc.gc.ca/en/programs-policies/programs/airports-capital-assistance-program.html>

BCAAP share of project costs are set at:

- 75% for airside (e.g. aircraft operating areas) and core aviation infrastructure (e.g. terrain marking beacons) projects,
- 60% for transitional projects (e.g., terminal building, fencing and gates) and
- 50% for groundside projects (e.g., vehicle parking areas, and other aspects of airport access).

APPLICANTS

2.1 Eligible Applicants

In order to maximize the resources available to BCAAP, applications will only be considered from

- Aviation facilities located in British Columbia,
- Small-medium sized facilities (including floatplane and water aerodrome) that annually serve fewer than 1 million scheduled passengers, and
- Aviation facilities that are open to public use (leisure and/or business).

The applicant must be able to complete the project within one fiscal year.

2.1 Ineligible Applicants

- Facilities that serve 1M+ passengers annually.
- Applicants with any outstanding BCAAP projects from the 2016/17 fiscal (or earlier) year intake are ineligible until those projects are complete.
- Private aviation facilities.

PROJECTS

3.1 BCAAP Focus Points

The key focus points of BCAAP are:

- Maintaining safe and reliable aviation facilities,
- Providing significant and incremental economic benefits, and/or
- Improving the environmental performance of the facility.

A project that is subject to an environmental assessment (see [EA Process](#)) must include the EA decision.

3.2 Eligible Proposal Projects

To be considered for capital funding, the application and supporting documentation must be credible, comprehensive and feasible, and show that the project:

- Meets one or more of the program's goals (*See Section 3.1*),
- Addresses/Resolves outstanding and ongoing issues,
- Can be completed within one fiscal year,
- Has identified and secured all required funding,

- Meets the best available environmental practices, which may include identifying environmental risks, benefits and innovations, and/or
- Complies with applicable federal, provincial and/or local government standards.

Please see Appendix A for examples of previously-approved BCAAP projects.

COSTS

4.1 Eligible Costs

Eligible costs include the following:

- Costs incurred between the project approval date and the project completion date that is established in the Conditional Grant Agreement, including:
 - Labour,
 - Materials,
 - Equipment for completing the project,
 - Directional, warning and project signage, and
 - Applicable taxes.
- In-kind contributions within the set of parameters and dollar values included in the application (please discuss with BCAAP staff prior to including in-kind contributions within an application).

4.2 Ineligible Costs

The following are deemed ineligible costs:

- Property acquisition
- Applicant's (municipal or other operating authority) administration such as overhead, staff, supervision expenses/salaries
- Volunteer contributions (e.g., labour)
- Studies, such as engineering reports or business case development
- Incremental costs associated with operations or maintenance
- Landscaping
- Design costs
- Cost incurred before the project approval date, or incurred after the project completion (if and when no extension has been granted)
- Costs related to developing a funding application and supporting documentation

EVALUATION CRITERIA

5.1 Application Process

All applications will go through an assessment process led by BCAAP staff and with the assistance of other B.C. government ministries. The review process will prioritize projects primarily on safety, need (e.g., medevac and wildfire suppression), and environmental consideration. Proposals are recommended using a priority ranking system to identify projects that best meet the program goals.

5.2 Evaluation Criteria ⁴

Applications will be assessed based on the following criteria:

- *Infrastructure proposed (derived from project information and description section),*
- *Cost effectiveness,*
- *Environmental benefits,*
- *Overall benefits of the project, and*
- *Impact of the project on the community.*

5.3 Funding

Based on scoring, an application will have one of the following outcomes:

- Recommended for funding,
- Deemed eligible but not recommended for capital support at this time, or
- Deemed ineligible for BCAAP funding.

GENERAL REQUIREMENTS

6.1 Required Information

Please ensure that your application addresses/covers the following information:

- Application must be submitted by an eligible applicant (*See Section 2.1*),
- Application must be for an eligible project (*See Section 3.2*),
- The application is completed in its entirety, with supporting documentation appended,
- The application is certified/authorized by the appropriate official within the applicant organization,
- Project is in alignment with BCAAP's focus points (*See Section 3.1*), and
- Project is consistent with provincial, federal and municipal standards.

6.2 Project Conditions

All successful applicants must adhere to the following conditions:

- Enter into a Conditional Grant Agreement (CGA) with the Ministry,
- Submit quarterly reports on the project status including a percentage estimate of project completion and a follow-up report within one year of project completion (*as stated in the CGA*),
- Provide a Detailed Summary of Expenditures along with supporting receipts for claims processing (*as highlighted in the CGA*),
- Following project completion, present to the Ministry a statement of all work done and project expenditures during the project term,
- Carry out the project within the terms of Conditional Grant Agreement, and
- Communicate with the Ministry staff on public announcements, significant milestones and opening ceremonies upon project's completion.

⁴ Appendix B – Narrative Evaluative Report

APPENDIX A – EXAMPLE BCAAP PROJECTS

The following example projects have been selected based on:

- Geographic diversity;
- Type of project (e.g., airside, ancillary, transitional); and
- Dollar value granted (BCAAP contribution, as stated in the Conditional Grant Agreement).

- ***Airside/Core Aviation Infrastructure:***

- 2017/18 Obstacle clearance (tree and berm removal), Bella Coola Airport
- 2017/18 Main Terminal Helipad, Pitt Meadows Airport
- 2018/19 Apron and Taxilane Expansion at Abbotsford International Airport
- 2018/19 Fuel System Reconfiguration, Anahim Lake Airport
- 2018/19 Rehabilitation of Float Plane Dock, Kamloops Airport
- 2018/19 Relocate / Upgrade Taxiway, Shuswap Regional Airport

- ***Transitional projects:***

- 2015/16-17/18 Terminal Building Expansion, Northwest Regional Airport (Terrace-Kitimat)
- 2016/17-17/18 Terminal Building Construction, Trail Regional Airport

- ***Groundside/Ancillary Works:***

- 2016/17 Terminal Façade and Groundside Rehabilitation Works, Dawson Creek Airport
- 2017/18 Elevator-Barrier Free Access, Prince George Airport

Environmental Improvement Projects – all of which represent airside/core aviation infrastructure

- a) Grand Forks Airport – Replace remote solar beacons with LED lighting
- b) Fairmont Hot Springs Airport – Replace solar panels and add wind generation equipment as a backup for remote hazard beacons
- c) Quesnel Airport – New GPS instrument approach procedures

Section 7: Funding and Project Cost
Estimate Information

BCAAP is a cost-sharing program that encourages partnerships with various entities.

This section of the application examines the applicant's resourcefulness in terms of securing other funding or in-kind contributions, and applicant's capacity to complete the proposed project.

Scoring for this category ranges from non-existent/weak to strong capacity to fund and complete the proposed project.