State Grant Agreements for Kentucky Public Use Airports

The following State Grant Agreements represent obligations and commitments of Kentucky's Public-use airports to remain in good standing with the department and be eligible for state funded grants from the Kentucky Department of Aviation (KDA). This list is not all inclusive but at a minimum, represents the core requirements of the airports and airport boards.

1. Establish and maintain an Airport Board as specified in (KRS 183.132).

2. Upon request, the airport board shall make available to KDA, minutes of board meetings and financial & operating records (ref. KRS 183.132(18)) .

3. General Aviation airports will accommodate requests for access to the airport for the annual KDA inspections as required by (KRS 183.090). Any unsatisfactory items shall require an associated corrective action plan to be submitted to KDA. The airport must be in good standing with KDA and maintain a current Landing Area Designation certificate (LAD) indicating approval for continued service.

   Commercial Service airports, upon completion of their annual Part 139 federal inspection from the FAA, will address any unsatisfactory items as required to maintain their Part 139 certification.

4. Maintain an ongoing subscription to the current KDA contracted flight operation data collection application (ex; ADS-B) or acceptable data collection equivalent. All operational data collected will be made available to KDA upon request or as specified in the current application.

5. To be eligible for expense reimbursement on state projects, and federal projects with a state share, the Engineering Office is required to receive the following documents prior to receiving a grant or reimbursements from KDA:
   a. Annual submission of the airport's project needs (KY-PNR) each September. Reference KYTC Form(s) TC 56-67. KDA can issue exemptions for this requirement when short notice circumstances are applicable (such as emergencies and natural disasters). Forms are available at Forms Library (TC 56) | KYTC
   b. Annual ACIP forms and updates submitted to the FAA will be simultaneously provided to KDA. Any state matches or state projects indicated on the ACIP will be coordinated and/or communicated with KDA when submitting to the FAA.
   c. Upon notification of candidate projects from the KY-PNR, airports will submit a project application (KYTC Forms TC 56-58 or TC 56-62 as applicable).

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d. A fee review must be completed and approved by the Engineering Branch before submitting the project application KYTC Form(s)TC 56-58 or 62 as applicable.
e. Plans and specifications of the project are to be sent to the Engineering Branch before, during, and after the project as specified below:
    i. 50% Plans – full size hard copy (No specifications). Only required on complex projects.
    ii. 90% Plans and specifications - full size hard copy and electronic
    iii. Bid Plans and specifications –half size hard copy and electronic
    iv. Issued for Construction Plans and specifications - electronic
    v. As-Built Post Construction Plans – electronic

6. Any airport financial, operational, or economic impact data requested or collected through surveys by KDA, or contracted on KDA's behalf, will be provided as requested or in a reasonable time period. Data collected will be used to quantify or further understand operations of individual airports for the purpose of improving the operational and financial health of Kentucky airports, aviation communities, and to better facilitate the quality of support KDA provides.

7. Airports will charge rates and fees for properties and services in such a manner as to be fiscally responsible and operationally self-sustainable.

8. To be eligible for state funding of hangars, hangar rental/lease rates along with waiting lists with detail (names, tail numbers, or 'Intent to Buy' information) will be annually validated, updated, and provided to KDA upon request.

9. The Based Aircraft database (National Based Aircraft Inventory - Login) will be updated and maintained to be accurate by each airport's sponsor as changes occur to their based aircraft census. If no changes occur, the database will be updated by the sponsor annually, no later than November 30th each year to 'Confirm Aircraft Data'. This will indicate that a current review of the based aircraft has occurred and the census is accurate. Discrepancies (for aircraft based at multiple airports) shall be reconciled to assist in the overall state census accuracy. Intra-state discrepancies that cannot be reconciled, will be brought to the attention of KDA to facilitate agreement.

10. All airports requesting state funding from KDA will annually verify and maintain their good standing status with the Department of Local Governments (DLG) in regard to compliance with the Special Purpose Government Entities (SPGE) requirements, as applicable.

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