

Dear Airport Board Chairs, Airport Managers, and Engineering Consultants,

As shared at recent KAA meetings, KDA is rolling out a new process of gathering data for potential future airport projects and future funding needs. We have eliminated the Pre-App process and have moved to a state version of the FAA's ACIP process. Our new ACIP type form for submitting your future state-only airport projects is now called the KDA Project Needs Requests form or KY-PNR. The new form number is TC 56-67 (see the link below and forms attached). Link to the KDA Forms page: [Forms Library \(TC 56\) | KYTC](#)

Why We Changed The Process

The Pre-App process was great in theory, but we found that a majority of the projects we received applications for, had not used the Pre-App process. That made accurately projecting future project funding requirements difficult and inconsistent. We also found during ACIP reviews with the Memphis ADO that there were many projects with sizable KDA shares indicated on future projects on the ACIP but not communicated to KDA.

Over the past few years, on behalf of the airports and the KDA, the KAA has lobbied the legislature for more money to meet the project needs of the airports. In response, the legislature has increasingly been asking for more information on our future needs. Specifically what projects, the costs, and at which airports. In the 2022 session there was a Bill proposed to legislate a Six-Year Airport Plan that was modeled after the Highway Six-Year Plan and it would require KDA to commit to projects six years out. That process would not sync well with the FAA's two-year planning process nor is the current planning process for airport projects refined to such a level that it would be accurate.

In response to those requests for a more transparent planning process we have developed an annual planning process that is modeled after the FAA's ACIP. This new process, for airports desiring state funding, will require the submission of the KYPNR form to KDA by September 15th of each year. This new methodology will be consistent, predictable, and allow for us to follow up each September with any airports that didn't submit their annual KY-PNR. We believe this new annual process will eventually predict future project and funding needs on a more accurate and consistent basis.

To allow for the KDA to plan for the state share of future federal projects, a copy of each airport's FAA ACIP submission is required to be submitted to KDA concurrently with each year's submission to the Memphis ADO. That will assist us in capturing all the requested projects and future KDA funding requirements. Once the FAA project is approved and is rolling out, an application for the state's share of funding will be submitted to KDA on the same TC 56-62 form that the airports currently utilize.

FAQ

1. Are copies of the KY-PNR and the FAA ACIP mandatory submissions to the KDA?
 - a. Yes. Both the KY-PNR and the ACIP copies are required annually if your airport is, or will be, requesting funds from KDA on a state-only project, a federal/state mix funding project, or the regular state share on a federal project (5% or 2.5% as applicable).
2. Are federal projects that have a state-share required to be listed on the Airport's KY-PNR submission?
 - a. Sometimes. The KY-PNR is intended for state-only projects or projects that have a mix of state and federal funds. Federal projects with a regular local share (5% or 2.5% as applicable) will be communicated when KDA receives your airport's copy of the annual ACIP submission.
3. Are pavement projects related to maintaining existing pavements included in the KY-PNR?
 - a. Yes, but only for this initial rollout year. Airports can submit their pavement maintenance projects that they foresee will be needed (FY2027 – 2031). Starting next year (FY2028 – 2032), KDA will be utilizing PCI data-driven cost models for determining and estimating future pavement projects. Those pavement projects will be communicated to the airports.
4. What happens if the project estimate entered in the KY-PNR is low?
 - a. Accurate and inflation adjusted numbers are important for estimating future project costs and KDA funding needs. An exceptionally low estimate could result in a project being moved out until accurate estimates are provided.
5. If the KY-PNR is not submitted to KDA by the designated due date of September 15th, will projects still be considered for the next fiscal year?
 - a. Possibly not. Timely submission of the KY-PNR is needed to allow for proper vetting, project prioritization, and funding consideration.
6. How will an airport know if their project(s) has been selected for the next FY?
 - a. KDA's Engineering Branch will contact the Airport Chair and inform them of their project's inclusion in the budget.
7. Is a Project Application (Form TC 56-58) still required when submitting a State-only project for KDA funding?
 - a. Yes, but only for those projects previously submitted on a KY-PNR that have been selected for funding (see Question # 6). The exception would be for emergencies like sinks holes, large pavement cracks, or items/events not typically covered by insurance. Those emergency projects are determined on a case by case basis.