

**Request for State Assistance
Kentucky Department of Aviation
Engineering Branch**

DEPARTMENT OF AVIATION PROJECT NEEDS REQUEST FORM (KY-PNR)

The Kentucky Department of Aviation (KDA) Project Needs Request form (TC 56-67) is to be submitted yearly to communicate to KDA the project needs of public-use airports for the coming five fiscal years. The annual due date for submission of the form to KDA is September 15.

Example: For a form being submitted on September 15, 2025, the form would cover the following five Fiscal Years of 2027 – 2031 and the upcoming Legislative Session of 2026.

Include the name and FAA Identifier/LOCID of the airport; the name, email, and phone number of the airport contact person familiar with the project; the contact information of the consultant/engineering firm facilitating the project on behalf of the airport; a description of the project; and the project type selected from the drop-down box.

PROJECT DESCRIPTION – The description should be brief and describe the scope of the project, as well as the airport/community benefit expected from the project. The input field is limited to two lines of visual/printed text but all the text input within the cell will be visible to KDA for review.

Additional/supplemental information can also be submitted if needed to assist in project justification.

COST ALLOCATIONS – The cost allocations by funding source are required for each project submitted for consideration. If different phases of the project are in different years (environmental, design, construction, etc.), each of the phases should be broken out by year of the funding request on a separate row. Each project component should include all the costs requested. Example: construction/land, engineering, sponsor administrative, legal, and appraisal costs, etc.

KDA Participation: Reflects only those funds expected from KDA. Line-item budget items requested or anticipated from the Legislature (state or federal) will be reflected under the Airport Participation.

Airport Participation: Reflects any local participation from the airport, the city, the county, other state funding, or other grant/funding sources, etc.

FAA Participation: Reflects any FAA ADO participation in partial, or as part of a jointly funded project. The state share of federal projects is not to be included in this field. The state share of federal projects is communicated by providing KDA with a copy of the annual ACIP that the airports submit to the FAA. Cost estimates will not include an amount for contingencies. Future year costs will reflect a 2.5% annual inflation rate unless otherwise noted.

Satisfying environmental requirements and a current FAA-approved Airport Layout Plan (ALP) and FAA ACIP are prerequisites for work reflected in the current year and next year program.

NOTE – This form is not a guarantee of project funding. Project funding is subject to department funding availability and project prioritization in relation to airport system needs. Please order the projects requested in order of importance to the airport.