



## NORTH DAKOTA AERONAUTICS COMMISSION

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**POLICY #:** GR-1

**POLICY:** Airport Grant Request Procedures

**PURPOSE:** To advise grant applicants of the timeline and procedures for the airport grant process.

1. The staff (**Staff**) of the Aeronautics Commission (**Commission**) shall review annually all Air Service and General Aviation Grant Requests (**Grant Requests**) received by the Commission for funding of Airport Capital Improvement Projects (**Projects**). Airport representatives who are requesting funding for airport projects (**Grant Applicants**) shall submit their Grant Requests for their airport. In accordance with the Commission's "Priority Rating of Airport Projects" policy and any other facts of which the Staff may be aware, the Staff shall make recommendations to the Commission. The Commission will review the recommendations, make modifications, if any, and approve funding.
2. After the Commission approval and at least seven days prior to the scheduled annual Commission grant meeting (**Grant Meeting**), a composite list of all Grant Requests and the amounts approved will be made available, by any means including regular mail, fax, email or posting on the Commission's web site, to the grant applicants.
3. The following options exist for Grant Applicants:
  - a. Any Grant Applicant wishing to request a modification of the Commission's approved funding shall direct such requests to the Staff and not to individual members of the Commission.
  - b. If the Grant Applicant is satisfied with the funding approval, no further action is required by the Applicant, nor is it necessary for the Applicant to attend the Grant Meeting. The funding approval will be considered a commitment by the Commission unless there has been a material change in the information upon which the grant was originally approved.
  - c. If a Grant Applicant has requested a modification to the Grant Request and wishes to present at the Grant Meeting, please contact the staff prior to the Grant Meeting to schedule a presentation time.
4. After Grant Applicants requesting modifications have had an opportunity to be heard, the Commission will decide whether or not to modify their funding approval.
5. Grant Applicants are always welcome to attend the Grant Meeting and provide input to the Commission, regardless of whether or not a time slot has been reserved.

**Adopted:** September 7<sup>th</sup>, 2006

**Reviewed and approved:** June 1<sup>st</sup>, 2023

**Next Review Date:** 2026