



Twin Falls City Council Agenda

Tuesday, May 28, 2019, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Shawn Barigar, Suzanne Hawkins, Nikki Boyd, Chris Talkington, Gregory Lanting, Christopher Reid, Ruth Pierce

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) PLEDGE OF ALLEGIANCE
- 3) PROCLAMATIONS: None
- 4) GENERAL PUBLIC INPUT
- 5) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve the May 20, 2019, City Council Minutes.
By: Amy Luna, Finance Administrative Assistant
 - b) **ACTION ITEM:** Request to approve the Accounts Payable for May 16 thru 22, 2019.
By: Amy Luna, Finance Administrative Assistant
 - c) **ACTION ITEM:** Request to approve Findings of Fact and Conclusions of Law for a Zoning District Change & Zoning Map Amendment for Dr. David Kemp c/o EHM Engineers (PZ18-0097)
By: Jonathan Spendlove, Planning & Zoning Director
- 6) ITEMS OF CONSIDERATION
 - a) **ACTION ITEM:** Request to re-appoint Gabe Ostyn and appoint Amanda Nussbaum and Kirk Melton to the Parks and Recreation Commission.
By: Shawn Barigar, Mayor
 - b) **ACTION ITEM:** Daniel E. Mooney, Partner with Mooney Wieland Attorneys, will make a presentation regarding cities and counties that are pursuing a national lawsuit against opioid manufacturers and distributors.
By: Daniel E. Mooney, Partner – Mooney Wieland Attorneys
 - c) **ACTION ITEM:** Request to accept grant funding from the Idaho Office of Emergency Management to help purchase a new hazardous materials detection device.
By: Mitchell Brooks , Fire Department , Ryan Howe, Police Department

- d) **ACTION ITEM:** Request to award a bid and contract to Idaho Materials and Construction to construct an FAA funded hangar taxi lane Phase I extension at Magic Valley Regional Airport for \$621,473.00.

By: William Carberry, Airport Manager

- e) **ACTION ITEM:** Request to utilize Airport reserve funds for a \$7,500 contract with Sixel Consulting to develop a U.S. DOT Small Community Air Service Grant Proposal.

By: William Carberry, Airport Manager

7) GENERAL INPUT/ADVISORY BOARD REPORT/ANNOUNCEMENTS

8) PUBLIC HEARINGS

9) ADJOURNMENT

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - Wait to be recognized by the Mayor or Chairman
 - Approach the microphone/podium
 - State their name, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
2. The Mayor or Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls City Council Minutes

Monday, May 20, 2019, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Present: Mayor Shawn Barigar, Vice Mayor Nikki Boyd, Council Member Suzanne Hawkins, Chris Talkington, Christopher Reid & Ruth Pierce.

Absent: Council Member Greg Lanting.

Staff Present: City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Brian Pike, City Attorney Shayne Nope, Sergeant Justin Dimond, Public Works Director Jon Caton, Police Chief Kingsbury, Fire Chief Kenworthy, Planning & Zoning Director Jonathan Spendlove, Desktop Support Analyst Jeremiah Parent, Finance Administrative Assistant Amy Luna.

Mayor Barigar called the meeting to order at 5:00 PM. A quorum was present.

2) PLEDGE OF ALLEGIANCE

Mayor Barigar invited all present, who wished, to recite the Pledge of Allegiance to the Flag.

3) PROCLAMATIONS: None

4) GENERAL PUBLIC INPUT

Citizens Terry Edwards thanked the City for covering up the graffiti on the water tank on Falls Avenue, and stated his concerns for our water system security.

Council Member Hawkins mentioned the graffiti on the Canyon Rim Trail.

John Kapilaris spoke on the recycling program.

5) CONSENT CALENDAR

MOTION: Council Member Reid moved to approve the Consent Calendar as presented. **Council Member Pierce** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

- a) **ACTION ITEM:** Request to approve the May 13, 2019, City Council Minutes.
- b) **ACTION ITEM:** Request to approve the Accounts Payable for May 9-15, 2019.
- c) **ACTION ITEM:** Request to accept the Improvement Agreement for the purpose of developing Golden Eagle Subdivision No. 1.
- d) **ACTION ITEM:** Request to approve the 2019 Downtown Farmer's Market.
- e) **ACTION ITEM:** Request to approve the Crazy Dayz event to be held on June 1, 2019.
- f) **ACTION ITEM:** Request to approve the new Alcohol License Application for Twin Falls Holiday Inn.

6) ITEMS OF CONSIDERATION

- a) **ACTION ITEM:** Justin Heider requesting a change to City Code 9-6-8: Parking Trucks, Trailers, Unused and Inoperative Vehicles.

Deputy City Manager Pike presented a request by Justin Heider to change City Code 9-6-8: Parking Trucks, Trailers, Unused and Inoperative Vehicles.

Justin Heider conveyed his concerns regarding the parking of trucks and trailers on city streets for small business owners who cannot afford off site.

Discussion ensued on the following:

Council Member Talkington: Verified that Mr. Heider new the Code as it stands now. Verified that Mr. Heider would like to leave his vehicle parked over the weekend.

Council Member Pierce: Asked if it is allowed for the business owner to park their vehicle in their driveway.

Code Enforcement Director Standley: Presented information on the complaints related to this code.

Violation statistics: 2017-295, 2018-601, 2019-255 to date.

Council Member Talkington: Asked how other Communities in the area handle this problem.

Vice Mayor Boyd: Asked about a 14' trailer fitting on a standard driveway or is it to long.

Council Member Hawkins: Asked for clarification of the ticketing process and how long a Truck/trailer can be parked on the road.

Vice Mayor Boyd: Asked if Mr. Heider has sidewalks in his neighborhood.

Council Member Reid: Asked for clarification of what is being requested. Is in favor of looking into/discussing this matter more.

Council Member Talkington: Agreed with Council Member Reid.

Mayor Barigar: Spoke about "home occupation business" and the possibility of a special use permit.

P&Z Director Spendlove: Explained the code for the special use permit.

Deputy City Manager Pike: Discussed the benefits of going thru the special use permit process.

Mayor Barigar: Is in favor of going thru the special use permit process.

Council Member Pierce: Spoke in favor of the special use permit idea.

Council Member Reid: Spoke in favor of the special use permit idea.

Vice Mayor Boyd: Spoke about an alternative for the weekends. Is also in favor of addressing the special use permit idea.

City Attorney Nope: Explained the Title 10 regulations.

Code Enforcement Director Standley: Discussed the consistency of the Code within the City of Twin Falls.

Council Member Hawkins: Spoke against making changes to this code at this time.

Mayor Barigar: Stated that he is not in favor of changes to this code.

Council Member Talkington: Would like to hear what the citizens of Twin Falls have to say about this item.

Deputy city Manager Pike: Spoke about the possible changes to this code that could be discussed with the public.

Consensus: Would like to schedule a public input session on this subject. Needs to be specific as to what changes are in question.

- b) **ACTION ITEM:** Request to approve the Fleet Management Consulting Services to Mercury Associates, Inc.

Public Works Director Caton made a request to approve the Fleet Management Consulting Services to Mercury Associates, Inc.

Discussion ensued on the following:

Council Member Talkington: Do you have any expectations for the expense of this request? How many vehicles does the City have? (471 Vehicle)

Public Works Director Caton: Explained the reason why they picked this vendor.

Council Member Pierce: What was the quote from the other vendor?

Public Works Director Caton: Explained that the process was not a bidding process.

Council Member Reid: What type of things could they recommend?

Mayor Barigar: What would the "Shop" see as a gain by doing this?

Shop Supervisor Hatke: Explained what the "Shop" would gain.

Vice Mayor Boyd: Talked about the great information that would be gained by going with this program.

MOTION: **Vice Mayor Boyd** moved to approve the Fleet Management Consulting Services to Mercury Associates, Inc. in the amount of \$80,233.00. **Council Member Hawkins** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

7) GENERAL INPUT/ADVISORY BOARD REPORT/ANNOUNCEMENTS

Council Member Hawkins gave a report on the Youth Council's Color run. Had 274 participants. Youth Council was awarded the "*Health Hero*" Award from South Central Health Department.

Mayor Barigar congratulated the Twin Falls City graduates!! Reminded the City of the Municipal Election and the poles are open from 8 am to 8 pm, Tuesday May 21, 2019.

Police Chief Kingsbury asked everyone to step outside and look at the newest police vehicle.

8) PUBLIC HEARINGS

- a) **ACTION ITEM:** Request for a Zoning Map Amendment from R-4 to R-6 ZDA on property located at the 100 & 200 blocks of Caswell Avenue West on behalf of Dr. David Kemp c/o EHM Engineers, Inc. (PZ18-0097)

Planning & Zoning Director Spendlove made a request for a Zoning Map Amendment from R-4 to R-6 ZDA on property located at the 100 & 200 blocks of Caswell Avenue West on behalf of Dr. David Kemp c/o EHM Engineers, Inc. (PZ18-0097).

Discussion ensued on the following:

Council Member Talkington: What is the difference in height between R-4 to R-6?

Vice Mayor Boyd: Asked for clarification of the Fire Truck Turn around. Is this a fairly common practice for the fire trucks turn around? Is it law or code that the fire trucks are going forward?

EHM Engineer Tebow: Presented the request and explained the request.

Council Member Hawkins: Asked about the 10' setback in the back and what is behind that.

Public Hearing Open at 6:13.

Public Hearing Closed at 6:14.

Vice Mayor Boyd: Spoke in favor of this request and project.

Council Member Talkington: Spoke in favor of this request.

MOTION: **Council Member Talkington** moved to approve the request for a Zoning Map Amendment from R-4 to R-6 ZDA on property located at the 100 & 200 blocks of Caswell Avenue West on behalf of Dr. David Kemp c/o EHM Engineers, Inc. (PZ18-0097) as presented. **Council Member Pierce** seconded the motion. Roll call vote showed all members present voted in favor of the motion. 6 to 0.

9) ADJOURNMENT

The meeting adjourned at 06:16 PM



Date: Tuesday, May 28, 2019
To: Honorable Mayor and City Council
From: Wendy Davis, Parks & Recreation Director

ACTION ITEM

Request:

ACTION ITEM: Request to re-appoint Gabe Ostyn and appoint Amanda Nussbaum and Kirk Melton to the Parks and Recreation Commission.

Time Estimate:

Mayor Barigar will present his recommendation to Council. Anticipated time for presentation and questions is estimated at approximately 5 minutes.

Background:

Three Parks and Recreation Commission terms were completed as of March of 2019. Gabe Ostyn agreed to serve a second term on the Commission, and Aaron Camacho and Cindy Collins completed their terms. The openings were advertised and ten applications were received. An interview committee consisting of Mayor Barigar, Vice Mayor and Parks and Recreation Commission liaison Nikki Boyd, Commissioner Brian Rice, and Parks and Recreation Director Wendy Davis met and interviewed all 10 applicants. The committee selected Kirk Melton and Amanda Nussbaum to fill the two vacancies. Background checks have been conducted and no concerns were identified.

Approval Process:

City Code 2-4-3 Membership: states: "There shall be nine (9) voting members of the Parks and Recreation Commission to be appointed by the Mayor and confirmed by members of the City Council".

It has been the City's policy to conduct interviews when vacancies occurred due to resignation, terms not being renewed or members serving their full terms.

A majority vote by the City Council is needed to approve this request.

Budget Impact:

N/A

Regulatory Impact:

Confirmation of this recommendation will reappoint Gabe Ostyn and appoint the eighth and ninth members to the Parks and Recreation Commission.

History:

N/A

Analysis:

N/A

Conclusion:

I recommend that Council confirm my recommendation to re-appoint Gabe Ostyn and appoint Kirk and Amanda to the Parks and Recreation Commission.

Attachments:

None



Date: Tuesday, May 28, 2019
To: Honorable Mayor and City Council
From: Daniel E. Mooney, Partner – Mooney Wieland Attorneys

ACTION ITEM

Request:

ACTION ITEM: Daniel E. Mooney, Partner with Mooney Wieland Attorneys, will make a presentation regarding cities and counties that are pursuing a national lawsuit against opioid manufacturers and distributors.

Time Estimate:

20 minutes plus time for questions and answers.

Background:

Cities and counties are pursuing a national lawsuit against the opioid manufacturers and distributors, consolidated into a “multi-district litigation” in a federal court in Ohio (the MDL). The general theory is that the manufacturers and distributors encouraged over-prescription and over-supply, ignoring glaring evidence that medications were being excessively and improperly used. This increased public costs for law enforcement, medical care, health insurance, addiction treatment, and more. Because the problem is nationwide, cities and counties everywhere have similar claims.

Twin Falls would pay nothing to pursue the case. Keller Lenkner in Chicago and Consovoy McCarthy in Washington, D.C., will pay for everything, including my firm’s fees. If the law firms recover money for the City, they will retain a negotiated percentage, plus out-of-pocket expenses such as court fees, expert fees, etc. If the law firms are not able to recover money for the City, the City will still pay nothing.

Should the City pursue the federal court strategy we’re advocating, its limited responsibility will be assisting in gathering information about the City (population, costs suffered due to the crisis, etc.) so that the legal team can prepare “plaintiff fact sheets” to provide to other plaintiffs and defendants. This is not a hugely time-consuming process, and we will work directly with your department heads to gather information.

Approval Process:

Should the Council wish to pursue joining the litigation, they should direct City staff to prepare a resolution to bring forward at a future meeting for consideration.

Budget Impact:

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

N/A

Attachments:

None



Date: Tuesday, May 28, 2019
To: Honorable Mayor and City Council
From: Mitchell Brooks, Fire Department, Ryan Howe, Police Department

ACTION ITEM

Request:

ACTION ITEM: Request to accept grant funding from the Idaho Office of Emergency Management to help purchase a new hazardous materials detection device.

Time Estimate:

Approximately 20 minutes.

Background:

The Twin Falls Fire Department's Hazmat Team and the Twin Falls Police Department's Bomb Squad have been looking for ways to better identify unknown solids and liquids. Our current methods are lacking and extremely time consuming. We have identified a piece of equipment that will help identify these products in less than a minute in most cases. This piece of equipment is called Agilent Resolve Ramen (Handheld Through-Barrier Identification). It allows the responder to identify materials without touching the product and can even detect materials through opaque containers (plastic gas containers, 55 gallon drums, glassware, etc.) and paper products like envelopes. This device will also detect explosive materials as well as narcotics.

The detector cost is projected to be \$60,000. Jackie Frey with the Idaho Office of Emergency Management has set aside \$40,000.00 in grant funding to help in the purchase if approved. The Twin Falls Bomb Squad will use \$10,000.00 of their grant money towards the purchase that has already been awarded to them. The Twin Falls Police Department has \$5,000.00 in their operations line that they will put towards the device and the Twin Falls Fire Department would like to reallocate the remainder of the balance out of one of our operations line items.

Approval Process:

A majority vote by the City Council is needed to approve this request.

Budget Impact:

N/A

Regulatory Impact:

N/A

History:

Both the police and fire department have responded to several unknown substance calls in the past and most recently to Senator Risch's office. This particular incident took over 7 hours and required a regional response team from Boise to respond to help identify if the product was present. After all the time spent, no product was found and the incident was terminated.

Analysis:

N/A

Conclusion:

If all funding options are approved, we feel this will be a big operational asset that will allow responders to be safer when working around unknown substances and allow us to come up with a course of action more quickly.

Attachments:

1. Resolve Brochure
2. Resolve Explosive Detection Opaque Containers Application
3. Resolve Harzardous Narcotics Application

Agilent Resolve Raman

Handheld Through-Barrier Identification





Agilent Resolve Raman – Handheld Through-Barrier Identification

Insight – Detect through opaque and colored barriers

Safe – No need to open or disturb containers

Fast – Accurate identification of chemicals and mixtures in about 1 minute, no sample preparation, or consumables

Rugged – Built to withstand tough environments

User-friendly – Large buttons, simple interface, designed for use in protective clothing

A new capability for hazardous materials, explosive ordnance disposal, and law enforcement

The Agilent Resolve Raman system is the world's only handheld Raman system that enables true through-barrier identification of hazardous or contraband materials. Resolve rapidly detects and identifies materials from comprehensive libraries including explosives, precursors, toxic industrial

chemicals, chemical warfare agents, and narcotics. Unique to Agilent, our proprietary handheld spatially offset Raman spectroscopy (SORS) technology enables positive identification through a wide range of sealed nonmetallic containers, barriers, and packaging.



Hazardous materials



Search and law enforcement



Military and explosive ordnance disposal



Customs, borders, mailroom, and checkpoint screening

A New Capability in Chemical, Narcotic and Explosive Detection

The Agilent Resolve Raman system differs from conventional handheld Raman identification systems, which typically only operate with line-of-sight to the sample under investigation.

The system works in three modes:



Through-Barrier mode

Identifies through nonmetallic, sealed containers such as colored and opaque plastics, glass, paper, wrapping, sacks, and fabrics



Surface Scan mode

Line-of-sight measurements, similar to conventional Raman identification systems.



Vial Holder mode

Quickly identifies materials contained within glass vials in a custom holder.

Configure your own libraries

- Explosives and precursors
- Narcotics and new psychoactive substances ; including a wide range of Fentanyl derivatives
- Hazardous and toxic materials
- Household products and less common chemicals
- Chemical agents
- Create, manage, and deploy your own libraries

Identify through containers including:



Colored plastic



Colored glass



Paper



Sacks



Packaging, cardboard, and fabric



True Through-Barrier Detection and Identification

Conventional handheld Raman systems are typically limited to operation through clear plastic bags or clear glass vials. If materials are concealed behind thicker, colored, or opaque barriers, it might be necessary to open and take a sample. In hazardous material response scenarios, opening or disturbing containers can increase risk to the operator and, sometimes, the public. Taking samples can also unnecessarily disturb crime scene evidence.

The Resolve system's through-barrier capabilities enable response teams to identify container contents early in an operation, before escalation. This allows information about the situation to be gathered quickly and efficiently, enabling better critical decision making.

Identification through sealed containers

Safer operation – Keep hazards contained

Efficient – Removes the need to take samples, move objects, and waste valuable time in personal protective equipment (PPE)

Preserves evidence – Crime scenes remain intact with containers undisturbed

Make decisions faster – Get complete, accurate information earlier in the operation

Versatile measurement tools

The Resolve Raman system can do everything conventional handheld Raman systems do—point-and-shoot and vial holder measurements—but adds the capability to identify materials through barriers.



Surface Scan mode



Vial Holder mode

Increasing the power of handheld Raman identification

Agilent Resolve Raman

Resolve extends through-barrier capability to work with a wide range of non-metallic containers.



Conventional Raman identification systems

Conventional Raman systems require line-of-sight so work with clear plastic bags and vials, and some translucent packaging.



■ Usually routine

■ Usually more difficult*

* Successful identification depends on container/contents combination.

Intuitive Interface – Clear Results

The Resolve system combines a tough handheld unit with a simple, user-friendly interface. Ruggedized and hardened, the system is built to withstand harsh environments. The software interface is simple to use—full system control requires only seven large, responsive buttons, which are ideal for gloved use, even in Level A PPE. Operational managers can fully customize workflows, laser-arming passwords, and the format of results and associated metadata.

Removable nose cone for contact and noncontact scan modes – in-field calibration and performance check is built into a protective nose cap

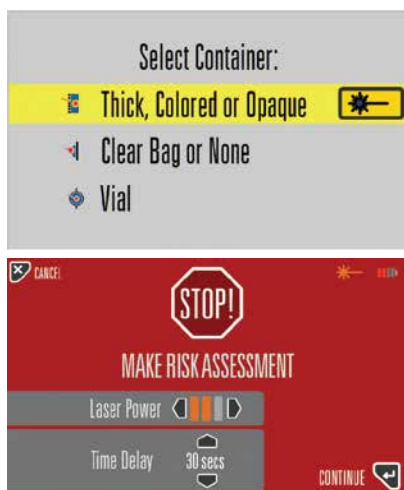
Large 12 cm (4.7 inch) display – clear, high contrast graphics for use in all light conditions

Large buttons with positive feedback – designed for gloved use

Li ion battery pack for up to 4 hours' continuous use



All accessories, cables and chargers are supplied within a hard transport case



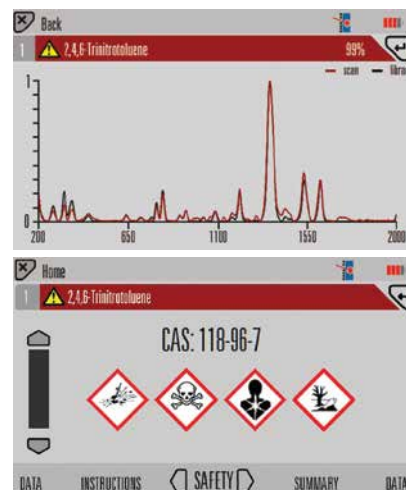
Measurement

Conduct through-barrier, surface, or vial holder scans. Measurements typically take about 1 minute (or less in some modes of operation). Operators can reduce laser power and set a scan delay where necessary.



Results

Display results as BEST match only, ALL results or user-defined PRIORITIES only.

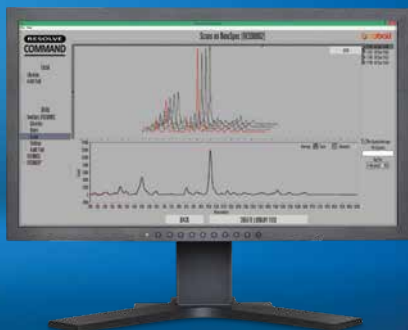


Analysis

Interrogate any result to see spectral views and simple, user-friendly chemical data.

Overplot and compare library spectra. Search by chemical name or CAS number.

Agilent Resolve Raman – Handheld Through-Barrier Identification of Hazardous Materials, Explosives, and Narcotics



Available soon: Agilent Resolve Command – centralized system management

- Manage passwords and default system settings
- Create, manage, and deploy libraries
- Centrally store and assess scan data
- Manage software updates

*Partial functionality available now. Please inquire for details.

Specification	Description
Dimensions	Width 155 mm (6.1 inches)
	Height 290 mm (11.4 inches)
	Depth 73 mm (2.9 inches)
Weight	2.2 kg (4.9 lb) including battery
Modes of operation	Through-barrier scan
	Surface scan (conventional point and shoot Raman)
	Vial Holder mode
Additional benefits	830 nm laser – allows scanning of fluorescent materials
	Unique optics – safer operation with sensitive samples
Safety	Scan delay
	Adjustable laser power (475 mW maximum)
Survivability	Shock, drop, and vibration tested to international and military standards (further details available on request)
	IP67 – ingress protection against dust and water
Accessories	Calibration piece, laser safety glasses, shoulder strap, and carry case
	Two Li ion battery packs and one single-bay charger
	Vial holder
Power requirements	Rechargeable Li ion battery
	Mains adaptor
Connectivity	USB 2.0
	External power
Export data	Data files for offline analysis
	Evidential reports and image files
	Reachback files for specialist support

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Explosives Detection Through Opaque Containers with Agilent Resolve— a Handheld SORS System



Authors

Robert Stokes and
Oliver Presly
Agilent Technologies, Inc.

Introduction

The Agilent Resolve Raman handheld through-barrier identification system identifies materials concealed behind barriers such as colored and opaque plastics, dark glass, paper, and fabric using Agilent proprietary spatially offset Raman spectroscopy (SORS) technology.

This Application Note details how the Resolve system can easily differentiate benign West African palm oil containers from those containing home-made, commercial, and military explosive materials—all in approximately one minute, without any of the containers being opened.

Experimental

To conduct a Resolve system measurement, the user simply selects the container type. The tests described here are through-barrier measurements (Thick, Colored or Opaque is selected) (Figure 1).



Figure 1. Selections for through-barrier, point-and-shoot, or glass vial measurements.

Use care and caution when scanning suspected explosive materials. The Resolve system can be operated using a scan delay or remote trigger. Laser power can also be reduced. (Figure 2).



Figure 2. Risk assessment screen for setting a time delay or reducing laser power.



Figure 3. Improvised Explosive Devices (IEDs) are frequently packed in opaque colored plastic containers.

The Resolve system was set up to record measurements in through-barrier mode. Samples were either full-size containers filled with the material in question (for example, palm oil) or a smaller package of the material in question taped to the inside of the larger container (for example, TNT). Some more sensitive samples (for example, TATP or primaries) were set up under explosive range conditions using around 5–10 g of material positioned behind a cutout of the same plastic barriers.

Primary explosive testing was carried out with assistance from Alford Technologies at Broadmead Quarry in Somerset (United Kingdom).

Examples of materials tested

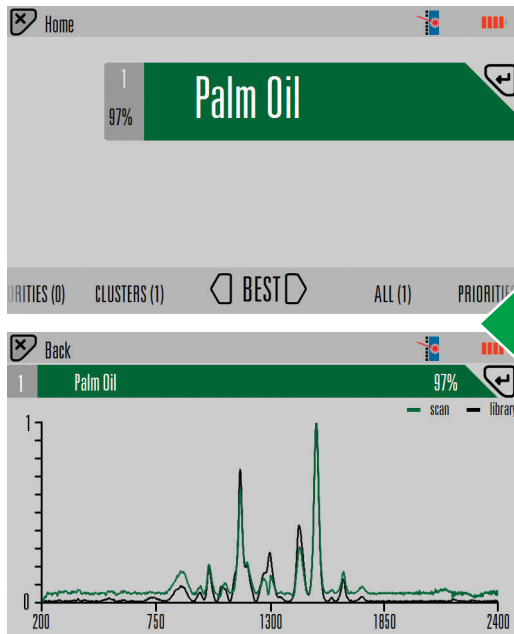
- TNT
- Semtex H
- Semtex A
- TATB
- Ammonium nitrate/sugar
- Ammonium nitrate/fuel oil
- PE4
- PE7
- PETN-based plastic explosives
- AN-based plastic explosives
- TATP
- HMTD
- Hydrogen peroxide/fuel
- Explosive precursors
- Primary explosives

Measurements and Results

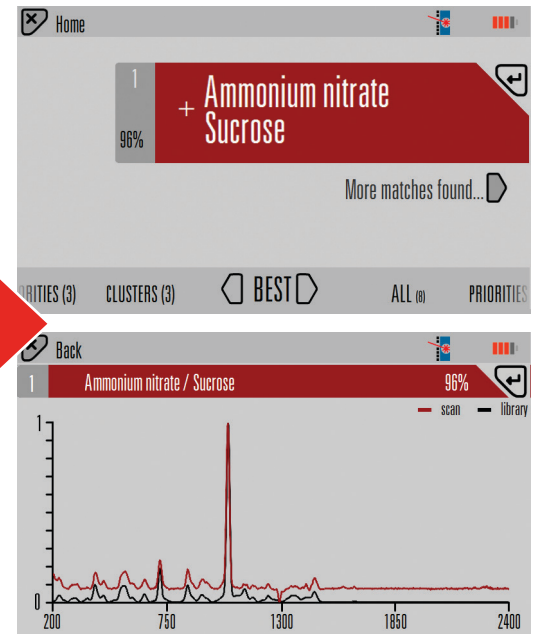
- Scan times are adjusted automatically based on the Raman signal strength, but typically take approximately 60 seconds.
- The single best match result is presented—other modes are available.

- Library items can be tagged as priorities when searching for specific materials. Priority matches display in red—all other matches display in green.
- All four tests easily identified the concealed material. In each case, the measured spectrum is a high-quality match with the library spectrum, despite being measured through the plastic container (Figure 4).

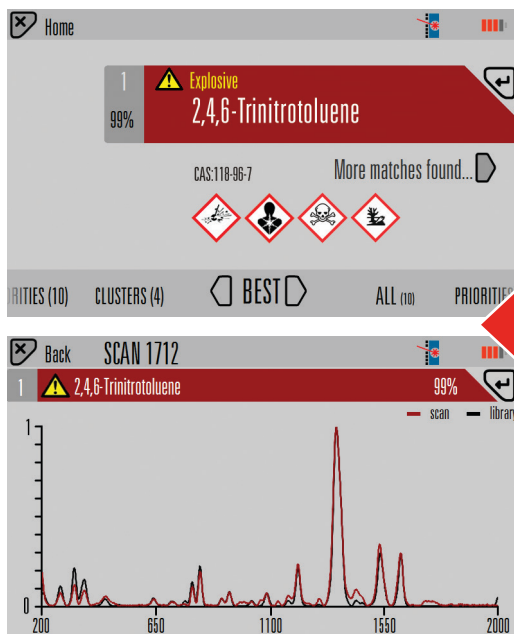
Palm Oil



Ammonium nitrate/Sucrose



TNT



Semtex H

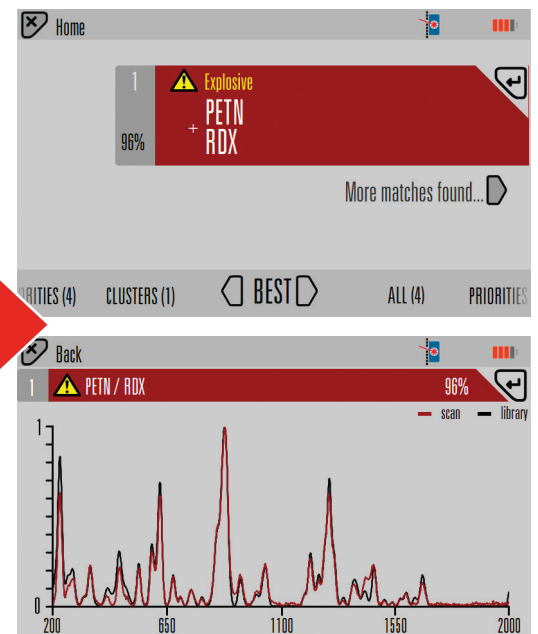


Figure 4. Results from four measurements conducted through yellow and blue plastic containers. Priority matches display in red; all other matches display in green.

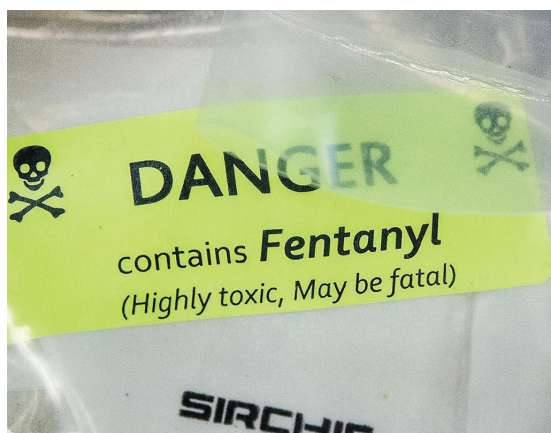
www.agilent.com/chem/raman

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Detection of Hazardous Narcotics and New Psychoactive Substances (NPS) with Agilent Resolve—a Handheld SORS System



Authors

Robert Stokes and Ana Blanco
Agilent Technologies, Inc.

Abstract

The Agilent Resolve Raman handheld through-barrier identification system uses Agilent proprietary spatially offset Raman spectroscopy (SORS) technology to identify hazardous materials, explosives, and narcotics concealed behind single and multiple barriers. These barriers can include colored and opaque plastics, glass, paper, card, wrapping, and fabrics.

The combination of SORS, high data quality, reduced fluorescence interference, and a library continuously updated with new psychoactive substances (NPSs) makes the Resolve system a powerful tool in the detection and identification of controlled substances.

Introduction

The rise in the prevalence of fentanyl and new psychoactive substances (NPSs) presents a major challenge to law enforcement professionals. Variants of fentanyl are reportedly 10–1,000 times more potent than heroin, with fatal doses comparable to a few grains of sugar. Similarly, several types of NPS have active doses measured in micrograms. There are several worldwide reports that describe accidental exposure of officers to either fentanyl or NPSs, with serious medical consequences. Both material types present a high risk in their pure form (as it is smuggled or transported). Due to their high potency, the risk remains after these substances are cut down into the multitude of street forms and products, often mixed with conventional narcotics. This means that there is a risk of dangerous accidental exposure in situations where full personal protective equipment (PPE) is not always worn nor practicable.

Experimental

The Agilent Resolve system allows operators to examine a maximum range of packages or containers for indications of fentanyl or NPSs before disturbing, opening, or taking a sample. This practice reduces the risk of exposure, and enables more efficient decision making and processes (Figure 1).



Figure 1. The Agilent Resolve system has the unique capability to scan through multiple opaque layers of packaging without any prior knowledge of the sample. This example consists of pills contained within opaque plastic and mailer bag.

Results and Discussion

The ability of Resolve to identify hazardous narcotics and NPS concealed behind barriers has been tested at expert laboratories in the UK, USA and China. Figures 2 and 3 show two variants of fentanyl concealed behind barriers typical of international postage.

Materials tested include

- Fentanyl, carfentanil, and derivatives
- New psychoactive substances
- Amphetamines
- Cocaine
- Heroin
- Controlled precursors

Barriers tested include

- Post packs
- Padded mailers
- Brown paper wrapping
- Card
- Opaque polyethylene
- Opaque polypropylene
- Opaque PVC containers
- Rubber/nitrile rubber

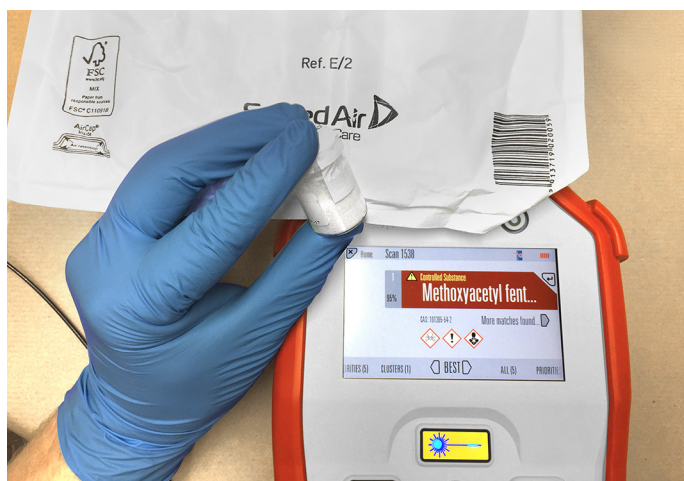


Figure 2. Scan of a seized sample of methoxyacetyl-fentanyl through white paper, brown paper, bubble wrap, and glass.



Figure 3. Scan of fentanyl through multiple plastic layers.

Conclusions

Resolve has several capabilities and features that are highly desirable for law enforcement and customs officers dealing with the threat of hazardous narcotics and NPS.

Advantages of the Agilent Resolve system

- **Improved safety:** True through-barrier measurements (not just transparent barriers) reduce the risk of exposure to operators—crucial with increasingly potent opioids and NPSs.
- **Class-leading library:** More than 300 narcotics, NPSs, and controlled substances in the library along with 200+ cutting agents.
- **Traceable standards:** The narcotics library is updated regularly from world-leading institutions and sources in Europe, Asia, and the Americas to cover emerging threats. Updates are typically provided several times per year, or in direct response to new threat types.
- **High data quality:** Due to efficient optics, even in through-barrier mode, the Resolve system provides greater confidence, and aids remote Reachback analysis.
- **Evidence is preserved:** Nondestructive analysis preserves evidence, and the chain-of-custody is protected.
- **Fast scans:** Scans typically take approximately 1 minute through barriers.
- **Scan more samples:** Due to the reduced fluorescence interference of the Resolve system's 830 nm laser, a wider range of samples can be scanned compared to conventional Raman.
- **Unique optical design:** The Resolve system can scan most pills without the need for grinding.
- **Easy to use:** Library items can be tagged as a Priority when searching for specific materials. Priority matches display in red, all other matches display in green.
- **Controlled substances:** A flashing warning tag indicates the presence of a controlled substance.

www.agilent.com/chem/raman

This information is subject to change without notice.



Date: Tuesday, May 28, 2019
To: Honorable Mayor and City Council
From: William Carberry, Airport Manager

ACTION ITEM

Request:

ACTION ITEM: Request to award a bid and contract to Idaho Materials and Construction to construct an FAA funded hangar taxi lane Phase I extension at Magic Valley Regional Airport for \$621,473.00.

Time Estimate:

The staff presentation will take approximately 5 minutes with additional time needed for any questions.

Background:

The Airport's strategic planning goals call for improving and maintain the airport with the FAA's capital improvement program. This construction project will aid in the airports need for more hangar development areas and improve aircraft circulation and access between the main runway and the hangars in the N.E. development area.

The project advertised for sealed bids April 12 and 19th. The bid opening was May 8, 2019, with only one bid received. The Idaho Materials and Construction bid for \$621,473 is \$17,787 higher (2.94%) than the engineer's estimate of \$603,686.

Attached is a cost analysis regarding the reasonableness of the bid and a recommendation from our airport engineering firm, JUB, to award the bid to Idaho Materials and Construction.

Approval Process:

A majority vote of the Council is need to approve the award of bid.

Budget Impact:

The Airport Construction fund, equally funded by the City and County, has the required 6.25% local match required. The local match is funded through the airline Passenger Facility Charge ticket fee (PFC) and not the local tax base.

Regulatory Impact:

The Contract with Idaho Materials and Construction will be subject to all FAA provisions in the grant agreement.

History:

N/A

Analysis:

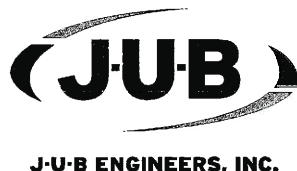
N/A

Conclusion:

Staff recommends that the Council approve the request to award the bid and contract to Idaho Materials and Construction for \$621,473 contingent upon FAA approval and funding.

Attachments:

1. JUB Rec of Award letter IMC 052819
2. Project Phases Exhibit



J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

May 9, 2019

Mr. Bill Carberry
Airport Manager
Joslin Field Magic Valley Regional Airport
492 Airport Loop
P.O. Box 1907
Twin Falls, ID 83303

RE: Recommendation of Award - FAA AIP 3-16-0036-042
FY 2019 Airport Improvements to the Joslin Field Magic Valley Regional Airport
Extend Taxiway 14

Dear Mr. Carberry:

This project advertised for sealed bids beginning April 12, and April 18, 2019. The bid opening was May 8, 2019, and only was one bid was received. Several contractors were contacted prior to and during advertising, generally most contractors indicated that they were already scheduled out for the summer of 2019 and could not take on more work. According to federal requirements, when only one bid is received in response to a competitive bid solicitation, there is no price competition. In order to award on the basis of a single submitted bid price, i.e., without negotiation, you must justify that the price is fair and reasonable. At a minimum, you need to compare the bid price to your own in-house estimate and past prices paid for the same or substantially similar item(s) as part of a cost analysis. In conformance with FAA Order 5100.38D, Appendix U and the cost analysis methodology described for the U.S. Department of Housing and Urban Development, below is a "Cost Analysis" for the one received bid.

Cost Analysis:

To verify the accuracy of the cost information submitted within the one bid, it was compared to the Engineer's Estimate. An additional cost analysis was performed on bid items significantly higher than the engineer's estimated unit costs in order to determine sensitivity to cost overrun.

The Engineer's Estimate was developed prior to the bid opening using current marketplace information regarding unit costs, man-hours rates, and cost trends by J-U-B Engineers. The Engineer's Estimate was within \$17,787.00 of the submitted bid price. The submitted bid price was 2.94% higher than the Engineer's Estimate. Below is a table that summarizes the comparison.

Contractor	Location	Bid	% Within Estimate
Engineer's Estimate		\$ 603,686.00	
Idaho Materials and Construction	Twin Falls, Idaho	\$ 621,473.00	2.94%

As part of the cost analysis, individual unit costs for items that are 10% higher than the engineer's estimate and are greater than 5% of the total contract price were highlighted for additional analysis.

There is one bid item that fits this narrow analysis band, P-209. The P-209 unit price is 20% higher than the engineer's estimate and the total cost for this item is \$69,275.00, which is only 11.15% of the total contract. The quantity of P-209 is 850 CYs which is small in scale and there is no economy in scale. The difference is within acceptable industry standards. The higher than anticipated unit prices for base course can be attributed to additional haul costs for aggregate that meets FAA requirements and small quantities.

Based on the cost analysis, the costs submitted within this bid are allowable, allocable, and reasonable. Based on this analysis, J-U-B finds the apparent low cost proposal submitted by Idaho Materials and Construction, Inc. to be competitive, fair and reasonable in accordance with FAA Order 5100.38D.

The bid proposal submitted by Idaho Materials and Construction, Inc. was reviewed for submittal requirements and it appears to be responsive. This company is a licensed public works contractor in the State of Idaho and has a history of performing similar projects. Based on the bidding criteria, Idaho Materials and Construction, Inc. cost proposal is considered responsive.

Idaho Materials and Construction, Inc. is not a DBE contractor and did not list any DBE subcontractor's as part of the bid proposal. Also enclosed are copies of the bid packages for your files.

If you have any questions regarding the bid, bid results and subsequent award process, please call me at 208-733-2414.

Sincerely,

J-U-B Engineers, Inc.

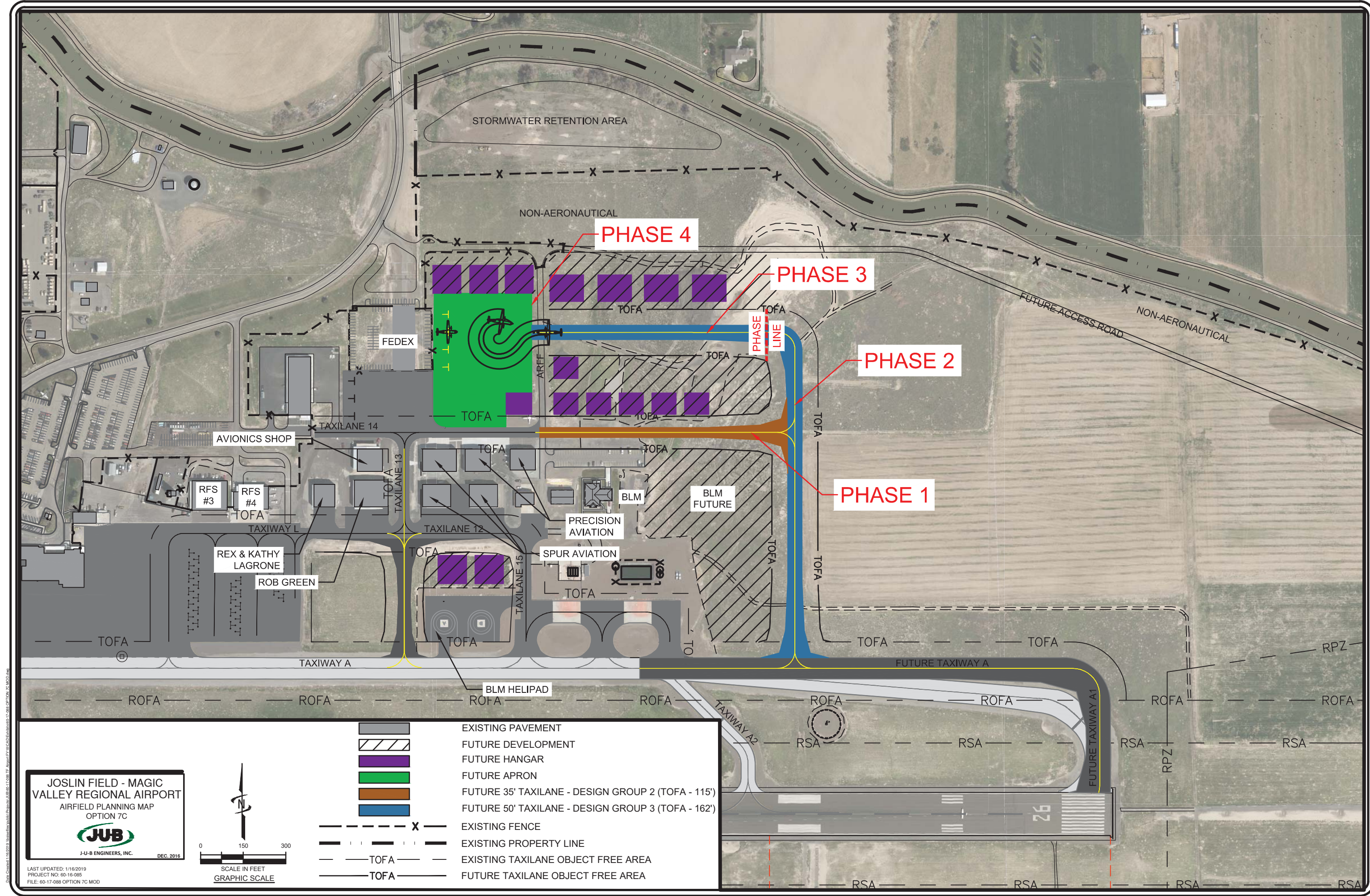


M. Kent Atkin P.E.
Project Manager

Enclosures

BID SCHEDULE "A" EXTEND TAXILANE 14
City of Twin Falls, Idaho
JOSLIN FIELD/TWIN FALLS REGIONAL AIRPORT
AIRPORT IMPROVEMENTS FY 2018
FAA AIP PROJECT NO. 3-16-0036-041-042/2018

Item No.	Spec. No.	Description	Estimated Quantity	Unit Measure	Engineer's Estimate		IMC		Percent of Total contract	
					Unit Price	Total Price	Unit Price	Total Price	Percent of unit price	Percent of Total contract
1	C-100	Contractor Quality Control Plan (CQCP)	1.00	L.S.	\$5,500.00	\$5,500.00	\$25,000.00	\$25,000.00	78%	4.0%
2	C-102-5.1	Stormwater Pollution Prevention Plan and Control Measures	1.00	L.S.	\$2,500.00	\$2,500.00	\$9,600.00	\$9,600.00	74%	1.5%
3	C-105	Mobilization	1.00	L.S.	\$50,000.00	\$50,000.00	\$43,795.10	\$43,795.10	-14%	7.0%
4	P-101-5.1	Asphalt Removal	1525.00	S.Y.	\$6.00	\$9,150.00	\$2.80	\$4,270.00	-114%	0.7%
5	P-101-5.2	Pavement Saw Cutting	215.00	L.F.	\$1.50	\$322.50	\$2.10	\$451.50	29%	0.1%
6	P-101-5.3	Removal of Existing Pipe	59.00	L.F.	\$1.50	\$88.50	\$9.20	\$542.80	84%	0.1%
7	P-101-5.4	Removal of Existing Structure	2.00	EA	\$2,000.00	\$4,000.00	\$256.00	\$512.00	-681%	0.1%
8	P-103-4.1	Airport Safety and Security	1.00	L.S.	\$7,500.00	\$7,500.00	\$15,536.00	\$15,536.00	52%	2.5%
9	P-103-4.2	New Pavement Road Sign	4.00	EA	\$150.00	\$600.00	\$265.00	\$1,060.00	43%	0.2%
10	P-151-4.1	Clearing	3.92	AC	\$5,000.00	\$19,600.00	\$2,850.00	\$11,172.00	-75%	1.8%
11	P-152-4.1	Embankment, In Place	24700.00	C.Y.	\$6.00	\$148,200.00	\$5.50	\$135,850.00	-9%	21.9%
12	P-152-4.2	Unsuitable Overdepth Excavation	50.00	C.Y.	\$10.00	\$500.00	\$62.00	\$3,100.00	84%	0.5%
13	P-154-5.1	Subbase Course	1400.00	C.Y.	\$50.00	\$70,000.00	\$46.50	\$65,100.00	-8%	10.5%
14	P-209-5.1	Crushed Aggregate Base Course	850.00	C.Y.	\$65.00	\$55,250.00	\$81.50	\$69,275.00	20%	11.1%
15	P-401-8.1	Asphalt Surface Course	1150.00	Ton	\$110.00	\$126,500.00	\$98.00	\$112,700.00	-12%	18.1%
16	P-603-5.1	Emulsified Asphalt Tack Coat	267.00	Gal	\$3.00	\$801.00	\$5.70	\$1,521.90	47%	0.2%
17	P-620-5.1	Yellow Temporary Marking without Glass Beads	877.00	S.F.	\$1.00	\$877.00	\$1.30	\$1,140.10	23%	0.2%
18	P-620-5.2	Yellow Marking with Glass Beads	877.00	S.F.	\$1.00	\$877.00	\$1.30	\$1,140.10	23%	0.2%
19	P-620-5.3	White Temporary Marking without Glass Beads	110.00	S.F.	\$1.00	\$110.00	\$5.20	\$572.00	81%	0.1%
20	P-620-5.4	White Marking with Glass Beads	110.00	S.F.	\$1.00	\$110.00	\$5.20	\$572.00	81%	0.1%
21	D-701-5.1	4-inch C-900 Underdrain Outlet Pipe	77.00	L.F.	\$20.00	\$1,540.00	\$30.50	\$2,348.50	34%	0.4%
22	D-701-5.2	12-inch C-900 Storm Drain Pipe	382.00	L.F.	\$40.00	\$15,280.00	\$38.00	\$14,516.00	-5%	2.3%
23	D-701-5.3	36-inch C-905 Storm Drain Pipe	204.00	L.F.	\$55.00	\$11,220.00	\$126.00	\$25,704.00	56%	4.1%
24	D-705-5.1	4 Inch Pipe Underdrain, Complete in Place	1572.00	L.F.	\$30.00	\$47,160.00	\$26.00	\$40,872.00	-15%	6.6%
25	D-705-5.2	Underdrain Cleanout, Complete	6.00	EA	\$750.00	\$4,500.00	\$1,000.00	\$6,000.00	25%	1.0%
26	D-751-5.1	Storm Drain Manhole	1.00	EA	\$5,000.00	\$5,000.00	\$6,700.00	\$6,700.00	25%	1.1%
27	D-751-5.2	Storm Drain Catch Basin	3.00	EA	\$3,500.00	\$10,500.00	\$6,750.00	\$20,250.00	48%	3.3%
28	D-751-5.3	Storm Drain Outlet Structure	3.00	EA	\$2,000.00	\$6,000.00	\$724.00	\$2,172.00	-176%	0.3%
BID SCHEDULE "A" TOTAL					\$603,686.00		\$621,473.00			



PHASE 4

PHASE 3

PHASE 2

PHASE 1

STORMWATER RETENTION AREA

NON-AERONAUTICAL

FUTURE ACCESS ROAD

NON-AERONAUTICAL

FEDEX

AVIONICS SHOP

RFS #3

RFS #4

REX & KATHY LAGRONE

ROB GREEN

BLM

BLM FUTURE

PRECISION AVIATION

SPUR AVIATION

BLM HELIPAD

JOSLIN FIELD - MAGIC VALLEY REGIONAL AIRPORT

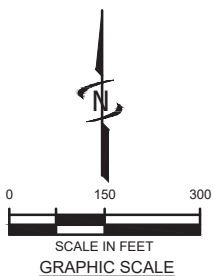
AIRFIELD PLANNING MAP

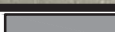
OPTION 7C


J-U-B ENGINEERS, INC.

DEC. 2016

LAST UPDATED: 1/16/2019
PROJECT NO: 60-16-085
FILE: 60-17-088 OPTION 7C MOD



- | | |
|--|--|
|  | EXISTING PAVEMENT |
|  | FUTURE DEVELOPMENT |
|  | FUTURE HANGAR |
|  | FUTURE APRON |
|  | FUTURE 35' TAXILANE - DESIGN GROUP 2 (TOFA - 115') |
|  | FUTURE 50' TAXILANE - DESIGN GROUP 3 (TOFA - 162') |
|  | EXISTING FENCE |
|  | EXISTING PROPERTY LINE |
|  | EXISTING TAXILANE OBJECT FREE AREA |
|  | FUTURE TAXILANE OBJECT FREE AREA |



Date: Tuesday, May 28, 2019
To: Honorable Mayor and City Council
From: William Carberry, Airport Manager

ACTION ITEM

Request:

ACTION ITEM: Request to utilize Airport reserve funds for a \$7,500 contract with Sixel Consulting to develop a U.S. DOT Small Community Air Service Grant Proposal.

Time Estimate:

This item will take approximately 10-15 minutes with additional time for questions

Background:

The Strategic Plan for the City of Twin Falls includes the following:

Objective AC3.2.2: The City will develop strategies to expand passenger air service through both frequency and destinations.

The Small Community Air Service Development Program (SCASPD) was first developed in 2001 to assist communities with small non-hub airports like Magic Valley Regional to improve their air service. The major objective of the Small Community Program is to help communities secure enhancements through grant funding that will be responsive to their air transportation/air fare needs on a long-term basis after the financial support of the grant has ended. One of the most effective uses of these grants is through the use of short term revenue guarantees assisting an airline to expand or develop new service combined with a marketing initiative.

Recent Discussions with SkyWest

During this past April, Mayor Shawn Barigar, Dan Olmstead, ID Power Representative and Nathan Murray, City of Twin Falls Economic Development Director, and myself, met with SkyWest officials including Greg Atkin, V.P. of Market Development. The group had a very productive meeting discussing the state of the national air service industry and the challenges airlines and communities face. Our local leaders were able to shed some light on our community, particularly our growth in the business sector.

At our meeting, SkyWest informed us that they felt our community might be ready to begin a new United Airlines route to their hub in Denver, CO. The idea of our community applying for a Small Community Air Service Development Grant was discussed, with the airline stating they would write a letter of support to include with our grant application. The working idea is to utilize grant funds for an airline revenue guarantee, local airline station improvements, and a marketing plan to support the initial stages of establishing a new United Airlines route to Denver International Airport.

The Grant Application

The Dept. of Transportation has set a tight timeline for grant applications. The announcement came out on May 6th with applications due by July 15th. Due to the tight time frame, I have asked for a proposal from the air service consultant we have been working with to develop planning studies recently, Mark Sixel (Sixel LLC), to help prepare the application.

The Dept of Transportation generally considers these priorities when looking to award a grant:

The law states that the Department will give priority to communities (1) experiencing higher than average air fares, (2) where a portion of the cost of the project in the proposal is provided from local, non-airport revenue sources, (3) the community/consortium has or will establish a public private partnership to facilitate air service to the public, and (4) the grant will provide material benefits to a broad segment of the traveling public, including businesses, educational institutions and other enterprises whose access to the national air transportation system is limited.

Twin Falls is a perfect example of a community these grants are intended for.

A Public/Private Partnership & Local Cash Match Contribution

Of these priority considerations, the primary one would be the public/ private partnership approach to utilizing a grant. With this grant process now having some history to draw on, a partnership's financial support of a percentage of the grant amount, typically around 15%, is critical to an applications consideration. Although there is no stated amount of grant match, the higher the match contribution from a community, the higher the consideration given to the grant request.

We are seeking a grant of \$900,000 to support our air service plan. The amount we are requesting would be helpful in "seeing the plan through" before funding is potentially exhausted. Historically, grant requests have been funded from \$20,000 to \$1.6 million. The plan would include: a revenue guarantee program with the airline, funds for a marketing plan, and assist with airline station startup costs such as IT infrastructure. The exact dollar amount for the various components remain to be determined at this time.

With the last air service grant we received in 2012 for \$500,000, to enable additional frequency to Salt Lake with Delta/SkyWest, the local cash match was \$65,000 for a total project fund of \$565,000. Members of the business community have been discussing a plan to help support the local cash match for the new grant application for Denver service, and will seek to partner with local government on the initiative in the near future.

Support Letters for the Grant

Letters of support from the businesses and public entities involved in the Partnership are a critical ingredient for a strong application and one of the criteria the Dept. of Transportation will be looking for. Looking back to the 2012 Air Service Grant, the DOT cited the numerous letters of support from members of the business community, local government, educational institutions, and others as a significant factor in our award.

Approval Process:

A majority vote of the City Council is needed to approve the request.

Budget Impact:

The cost for the consultant agreement to develop and submit the application by the July 15th deadline is \$7,500. I am recommending utilizing Airport Reserves to fund the contract because this service was not anticipated and included in the current airport budget. The Airport fund has approximately \$1.5 million in reserves.

Regulatory Impact:

There are particular federal regulations disallowing the use of airport revenue to underwrite subsidies to an airline. However, airport revenues are allowed for the professional services related to the grant application. The airport also has the ability to use airport revenue to market air service available at the airport.

History:

N/A

Analysis:

N/A

Conclusion:

The potential for this effort may help provide opportunity for our community. Both economic and personal growth comes with our ability to travel and for others to travel to us. This Small Community Grant Application is an excellent strategy in the City's pursuit to improve air service to the community as outlined in the City Strategic Plan.

In conclusion, I would recommend the Council approve the use of \$7,500 from Airport Reserve Funds in order to move ahead with the contract with Sixel Consulting to develop a Small Community Air Service grant proposal.

Attachments:

1. Sixel - TWF SCASD Proposal MAY 2019
2. 2019-scasdp-order-request-proposals-rfp

Small Community Air Service Development Application (SCASD)

May 2019 – July 2019

Proposed to

Magic Valley Regional Airport (TWF)

By

Sixel LLC



May 2019

Client:

Bill Carberry
Magic Valley Regional Airport
492 Airport Loop
Twin Falls, ID 83301
BCarberry@tfid.org
www.tfid.org
phone: 208.733.5215

Consultant:

Mark Sixel
Sixel, LLC
497 Oakway Road, Suite 280
Eugene, OR 97401
mark@sixelconsulting.com
www.sixelconsulting.com
phone: 541.954.1569

About Sixel, LLC

Sixel has been providing Air Service Recruitment Documents / Presentations, economic impact analysis and marketing support for airports throughout North America since 1998. Our particular area of expertise is small to mid-sized airports. We have been responsible for adding over 350 new routes at over 100 different airports.

About Mark Sixel

Mark Sixel founded Sixel, LLC in 1996 in Austin. Mark received a B.A. in Geography from the University of Arizona and an M.B.A. from the University of Texas – Austin. Over the past twenty years Mark has dealt with hundreds of airports and literally thousands of United Recruitment Document / Presentation, marketing and economic impact studies. Sixel is one of the nation's premier consultants and is asked to speak at regional and national conferences throughout the continent.

Problem Identification:

Magic Valley Regional Airport "Airport" has identified that passenger retention and leakage and higher than regional average airfares are impediments to enplanement growth at the Airport. Enplanement growth is the key measure in determining whether the efforts undertaken by the Airport are adequately serving the community of Twin Falls and its environs. Sixel, LLC "Sixel" has identified that United Airlines could serve the Airport and provide a service to the community.

SCASD Submittal

The Small Community Air Service Development Program "SCASD", sponsored by the U.S. Department of Transportation, is a program aimed at non-hub and small-hub airports with higher than average airfares and lower than average competitive service levels. Magic Valley Regional Airport is the perfect example of a community that can benefit from the SCASD program. The program's funding can be used in any manner that addresses the two highlighted problems, but the primary uses of these grant monies is to provide a Minimum Revenue Guarantee "MRG" and Marketing Funds.

Fees and Charges

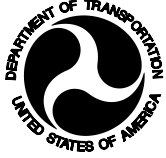
<i>Project</i>	<i>Charges</i>
1. SCASD Application	\$ 7,500
2. Travel (if requested)	\$ 1,500 per trip

Travel expenses billed at cost.

Signatures

Bill Carberry
Magic Valley Regional Airport

Mark Sixel
Sixel LLC



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

Issued by the U.S. Department of Transportation
on the 6th day of May, 2019

In the Matter of Grant Applications

**SMALL COMMUNITY AIR SERVICE
DEVELOPMENT PROGRAM**

under 49 U.S.C. § 41743

Docket DOT-OST-2019-0071

**ORDER SOLICITING
SMALL COMMUNITY GRANT PROPOSALS**

By this order, the U.S. Department of Transportation (the Department or DOT) invites proposals from communities and/or consortia of communities interested in obtaining a federal grant under the Small Community Air Service Development Program (“Small Community Program” or “SCASDP”) to address air service and airfare issues in their communities. As discussed below, the Department has \$12.5 million available for FY 2018 grant awards to carry out this program.

Applications of no more than 20 one-sided pages each (excluding the completed Application for Federal Domestic Assistance (SF424), Summary Information schedule, and any letters from the community or an air carrier showing support for the application), including all required information, must be submitted to www.grants.gov no later than 4:00 PM EDT on Monday, July 15, 2019. Applicants are strongly encouraged to submit applications in advance of the deadline. Please be aware that applicants must complete the grants.gov registration process before submitting an application, and that this process usually takes two to four weeks to complete.¹ The Department will not accept late-filed applications except under limited circumstances related to technical difficulties. Additional information on applying through grants.gov is in Appendix A, including a notice regarding late-filed applications.

¹ If an applicant experiences difficulties at any point during the registration or application process, it should contact the grants.gov support center by email (support@grants.gov) or by telephone (1-800-518-4726, available 24/7 except Federal holidays). See www.grants.gov/web/grants/support.html.

In accordance with the requirements of 2 CFR Part 200, this order is organized into the following sections:

- A. Program Description
 - B. Federal Award Information
 - C. Eligibility Information
 - 1. Eligible Applicants
 - 2. Cost Sharing or Matching
 - 3. Other
 - D. Application and Submission Information
 - 1. Address to Request Application Package
 - 2. Content and Form of Application Submission
 - 3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)
 - 4. Submission Dates and Times
 - 5. Funding Restrictions
 - 6. Other Submission Requirements
 - E. Application Review Information
 - 1. Criteria
 - a. Priority Selection Criteria
 - b. Secondary Selection Criteria
 - c. Additional Guidance
 - 2. Review and Selection Process
 - 3. Anticipated Announcement and Federal Award Dates
 - F. Federal Award Administration Information
 - 1. Federal Award Notices
 - 2. Administrative and National Policy Requirements
 - 3. Reporting
 - G. Federal Awarding Agency Contact
 - H. Other Information
 - 1. Air Service Development Zone Designation
 - 2. Submission of Confidential Commercial Information
- Appendix A – Additional Information on Applying Through www.grants.gov
- Appendix B – Summary Information
- Appendix C – Application Checklist
- Appendix D – Confidential Commercial Information

A. PROGRAM DESCRIPTION

The Small Community Program was established by the Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (Pub. L. No. 106-181), reauthorized by the Vision 100-Century of Aviation Reauthorization Act (Pub. L. No. 108-176), and subsequently reauthorized by the FAA Modernization and Reform Act of 2012 (Pub. L. No. 112-95) as amended, the Disaster Tax Relief and Airport and Airway Extension Act of 2017 (Pub. L. No. 115-63), and the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254) (FAA 2018).² The program is

² FAA 2018 made a number of structural and technical changes to the program which apply to grants from FY 2018 forward and which are reflected in this Order.

designed to provide financial assistance to small communities in order to help them enhance their air service. The Department provides this assistance in the form of monetary grants that are disbursed on a reimbursable basis. Authorization for this program is codified at 49 U.S.C. § 41743.

The Small Community Program is authorized to receive appropriations under 49 U.S.C. § 41743(e)(2). Appropriations are provided for this program for award selection in FY 2018 pursuant to the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141).

49 U.S.C. § 41743(c) sets forth the “Criteria for Participation.” As detailed below, in implementing these statutory criteria the Department has determined that certain criteria will be considered as part of the Eligibility Review, and other criteria will be considered as part of the Technical Review. The Department’s application of these criteria has not changed, but more clarity is being provided at this time to assist applicants.

B. FEDERAL AWARD INFORMATION

No more than four communities or consortia of communities, or a combination thereof, from the same State may be selected to participate in the program in any fiscal year. No more than 40 communities or consortia of communities, or a combination thereof, may be selected to participate in the program in each year for which the funds are appropriated. Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards.

Pursuant to the authorities described above, the Department has \$12.5 million available for FY 2018 grant awards to carry out this program. There is no other limitation on the amount of individual awards, and the amounts awarded will vary depending upon the features and merits of the selected proposals. In past years, the Department’s individual grant sizes have ranged from \$20,000 to nearly \$1.6 million. Funding amounts made available for reimbursement may be impacted by future limitations placed on the spending authority and appropriations enacted for the Department. OST may, at its discretion, issue partial funding awards up to the level authorized and provided that the above conditions are met. Additional information on the budget process may be found in OMB A-11: http://www.whitehouse.gov/omb/circulars_default/.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Department determines application eligibility as part of the Eligibility Review stage. Applicants and applications deemed ineligible at this stage will be disqualified. The Department will apply the criteria under Section C.1. as part of the Eligibility Review stage.

Hub Size: In order to satisfy the hub size requirement set forth in 49 U.S.C. § 41743(c)(1)(A), the airport serving the community or consortium may not be larger than a small hub airport, as determined using the FAA’s most recently published classification effective on the date that the community or consortium files an application.³

³ “Small hub airport” is defined in 49 USC §47102(23) as “a commercial service airport that has at least 0.05 percent but less than 0.25 percent of the passenger boardings.” *See also*

Same Project Limitation: Under 49 U.S.C. § 41743(c)(4)(B), a community or consortium may not receive a new grant to support the same project more than once in a ten-year period.⁴ In assessing whether a previous grantee's current application represents a new project, the Department will compare the goals and objectives of the previous grant, including the key components of the means by which those goals and objectives were to be achieved, to the current application. For example, if a community received an earlier grant to support a revenue guarantee for service to a particular destination or direction, a new application by that community for another revenue guarantee for service to the same destination or in the same direction would be subject to the ten-year restriction, even if the revenue guarantee were structured differently or the type of carrier were different. However, a new application by such a previous grantee for service to a new destination or direction using a revenue guarantee, or for general marketing and promotion (including advertising and public relations) of the airport and the various services it offers, is eligible at any time.⁵ The Department recognizes that not all revenue guarantees, marketing agreements, studies, or other activities are of the same nature, and that if a subsequent application incorporates different goals or significantly different components, it may be sufficiently different to constitute a new project under 49 U.S.C. § 41743(c).

In FAA 2018, Congress has authorized limited waivers of the Ten-Year Same Project Limitation. Under new § 41743(c)(4)(C), the Secretary may waive the limitation, and thus make additional grants to a community or consortium of communities to participate in support of the same project within a 10-year period, if she determines that communities “spent little or no money on [their] previous project or encountered industry or environmental challenges, due to circumstances that were reasonably beyond [their] control...” The Department will only consider waiver requests as part of complete and timely applications submitted in response to this Order. Communities seeking a waiver must include in their application a discussion of the facts and circumstances that the Secretary should consider in applying the statutory test to their request, e.g., a full history of the previous grant and a documented and well-supported description of any industry or environmental challenges encountered in the communities.

Concurrent Grant Limitation: A community or consortium may have only one SCASDP grant at any time. If a community or consortium applies for a subsequent SCASDP grant when its current grant has not yet expired, that community/consortium must notify the Department of its intent to terminate the current SCASDP grant, and if the community/consortium is selected for a new grant, such termination must take place prior to entering into the new grant agreement. In addition, for consortium member applicants, permission must be granted from both the grant sponsor and the Department to withdraw from the current SCASDP grant before that consortium member will be deemed eligible to receive a subsequent SCASDP grant.

http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/categories/. For FAA passenger enplanement information to use to determine an airport's eligibility as a small hub airport, see http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/passenger/.

⁴ For the purpose of this provision, the ten-year period starts on the date that the initial grant agreement was executed. Further, this limitation applies for all project elements contained in a previous grant agreement's scope.

⁵ As noted in Section E.1.c (“Market Analysis”), target markets proposed by communities may be destination specific (e.g., service to LAX), a geographic region (e.g., northwest mountain region) or directional (e.g., hub in the southeastern United States or a point north, south, east, or west of the applicant community).

Private Entities: Private organizations may not be designated as the legal sponsor of a grant under the Small Community Program.

Airport Capital Improvement Projects: Airport capital improvement projects, including, but not limited to, runway expansions and enhancements, the construction of additional aircraft gates, and other airport terminal expansions and reconfigurations are ineligible for funding under the Small Community Program. Airports seeking funding for airport capital improvement projects may want to consult with their local FAA Regional Office to discuss potential eligibility for grants under the Airport Improvement Program.

Deadline: See Section D.4 (“Submission Dates and Times”).

Multiple Applications Prohibited: A community may file only one application for a grant, either individually or as part of a consortium.

Essential Air Service Communities: As was the case in FY 2017,⁶ small communities that currently receive subsidized air service under the Essential Air Service (“EAS”) or Alternate Essential Air Service (“AEAS”) program will not be considered for SCASDP funds. The EAS statute (49 U.S.C. § 41733(c)(E)) now includes a provision requiring that the Department consider whether an air carrier has included a marketing proposal in its proposal to provide subsidized EAS as part of the carrier selection criteria. In light of this and the scarcity of SCASDP funds, the Department will not consider awarding additional Federal support under SCASDP for the marketing of subsidized EAS air service.

2. Cost Sharing or Matching

Cost sharing or matching is not required for applications. However, applications that provide multiple levels of contributions (state, local, cash and in-kind contributions) will be viewed more favorably. See Section E.1.c (“Cost sharing and Local Contributions”).

3. Other

Communities Without Existing Air Service: Communities that do not currently have commercial air service are eligible for SCASDP funds.

Consortium Applications: Both individual communities and consortia of communities are eligible for SCASDP funds. An application from a consortium of communities must be one that seeks to facilitate the efforts of the communities working together toward one joint grant project, with one joint objective, including the establishment of one entity to ensure that the joint objective is accomplished.

Eligible Projects: The Department is authorized to award grants under 49 U.S.C. § 41743(d) to communities that seek to provide assistance to:

⁶ See Order 2017-10-7, Docket DOT-OST-2017-0155, at 5.

- A U.S. air carrier⁷ to subsidize service to and from an underserved airport for a period not to exceed 3 years;
- An underserved airport to obtain service to and from the underserved airport; and/or
- An underserved airport to implement such other measures as the Secretary, in consultation with such airport, considers appropriate to improve air service both in terms of the cost of such service to consumers and the availability of such service, including improving air service through marketing and promotion of air service and enhanced utilization of airport facilities.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Applications must be submitted electronically via www.grants.gov. This announcement lays out all application steps and includes all application forms or Internet addresses where such forms may be found.

2. Content and Form of Application Submission

Required Steps to Apply:

- Determine eligibility;
- Register with www.grants.gov (see Registration with www.grants.gov, below);
- Submit an Application for Federal Domestic Assistance (SF424);
- Submit a completed “Summary Information” schedule. This is your application cover sheet (see Appendix B);
- Submit a detailed application of up to one-sided 20 pages (excluding the completed SF424, Summary Information schedule, and any letters from the community or an air carrier showing support for the application) that meets all required criteria (see Appendix C);
- Attach any letters from the community or an air carrier showing support for the application to the proposal, which should be addressed to: Brooke Chapman, Associate Director, Small Community Air Service Development Program; and
- Provide separate submission of confidential material, if requested (see Appendix D).

An application consisting of more than 20 pages will be accepted by the Department, but the content in the additional pages past page 20 will not be evaluated or considered by the Department. The Department would prefer that applicants use one-inch margins and a font size not less than 12 point type and include page numbers.

Registration with www.grants.gov: Communities must be registered with www.grants.gov in order to submit an application for funds available under this program. For consortium applications, only the legal sponsor must be registered with www.grants.gov in order to submit

⁷ Only U.S. air carriers are eligible to receive assistance from communities under SCASDP. See 49 U.S.C. § 40102(a)(2). A particular U.S. carrier may hold authority to conduct operations as a certificated air carrier, a commuter air carrier, or an air taxi operator. Communities are encouraged to verify, at an early stage of any air carrier discussions, that the air carrier holds appropriate Department authority to conduct the proposed services. Communities may verify this authority by contacting the Department’s Air Carrier Fitness Division at (202) 366-9721.

its application for funds available under this program. See Appendix A for additional information on applying through www.grants.gov.

Contents of Application: There is no set format that must be used for applications. Each application should, to the maximum extent possible, address the selection criteria set forth in Section E.1. below, including a clear description of the air service needs/deficiencies and present plans/strategies that directly address those needs/deficiencies. At a minimum, however, each application must include the following information:

- A description of the community's air service needs or deficiencies, including information about: (1) major origin/destination markets that are not now served or are not served adequately; (2) fare levels that the community deems relevant to consideration of its application, including market analyses or studies demonstrating an understanding of local air service needs; (3) any air service developments within the past ten years that have adversely affected the community, including, but not limited to, termination of scheduled passenger service;⁸ and (4) any air service development efforts over the past three years and the results of those efforts (such as marketing and promotion (including advertising and public relations)).
- A strategic plan for meeting those needs under the Small Community Program, including the community's specific project goal(s) and detailed plan for attaining such goal(s). If the application is selected, DOT will work with the grantee to incorporate the relevant elements of the application's strategic plan into the grant agreement's project scope.⁹ Applicants should note that, once a grant agreement is signed, the agreement generally cannot be amended in a way that would alter the project scope. Applicants also are advised to obtain firm assurances from air carriers proposing to offer new air services if a grant is awarded. Strategic plans should:
 - for applications involving new or improved service, explain how the service will become self-sufficient;
 - fully and clearly outline the goals and objectives of the project; and
 - fully and clearly summarize the actual, specific steps (in bullet form, with a proposed timeline) that the community intends to take to bring about these goals and objectives.
- If relevant, a detailed description of the funding necessary for implementation of the proposed project (including federal and non-federal contributions).

⁸ For example, if a community has lost scheduled passenger air service, or other air service, or been otherwise adversely affected as a result of an airline merger, the applicant should describe the situation in detail and quantify, to the extent possible, its effects on the community.

⁹ If new service is proposed to or from a specific city or market served by multiple airports (such as New York, Chicago, Los Angeles, or Washington, D.C., for example), the applicant is encouraged to identify the airport(s) in that city or market the community would be targeting under its proposal in order to facilitate the drafting of the grant agreement's project scope. Communities should carefully select, within a specific city or market, those airports for which it proposes service, as proposing multiple airports in a city or market could impact the ability of a community to seek future grants involving those airports (see Section C.1.'s description of the Same Project Limitation).

- An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds within a ten-year period or why statutory provisions should be waived. *See* Section C.1 (“Same Project Limitation”).
- Designation of a legal sponsor responsible for administering the proposed project. The legal sponsor of the proposed project must be a government entity, such as a State, county, or municipality. The legal sponsor must be legally, financially, and otherwise able to execute the grant agreement and administer the grant, including having the authority to sign the grant agreement and to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required under the grant agreement with the Department and to ensure compliance by the grant recipient with the grant agreement and grant assurances. If the applicant is a public-private partnership, a public government member of the organization must be identified as the community’s sponsor to receive project cost reimbursements. A community may designate only one government entity as the legal sponsor, even if it is applying as a consortium that consists of two or more local government entities. Private organizations may not be designated as the legal sponsor of a grant under the Small Community Program. The community has the responsibility to ensure that the legal sponsor and grant recipient of any funding has the legal authority under state and local laws to carry out all aspects of the grant, and the Department may require an opinion of the legal sponsor’s attorney as to its legal authority to act as a sponsor and to carry out its responsibilities under the grant agreement. The applicant should also provide the name of the signatory party for the legal sponsor.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Each applicant is required to (i) be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by DOT. DOT will not make any award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DOT is ready to make an award, DOT may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. For more information on DUNS and SAM requirements for this award, *see* Appendix A.

4. Submission Dates and Times

An application will not be complete and will be deemed ineligible for a grant award until and unless all required materials, including SF424, have been submitted through www.grants.gov and time-stamped by 4:00 PM EDT on Monday, July 15, 2019 (the “Application Deadline”). See Appendix A, “Timely Receipt Requirements and Proof of Timely Submission” and “Experiencing Unforeseen www.grants.gov Technical Issues” for more details.

Late Application Notice: Applicants who are unable to successfully submit their application package through grants.gov prior to the Application Deadline due to technical difficulties outside their control must submit an email to SCASDPgrants@dot.gov with the information described in Appendix A.

5. Funding Restrictions

Expenditures made prior to the execution of a grant agreement, including costs associated with preparation of the grant application, will not be reimbursed. For more information, see Section F.1. below.

6. Other Submission Requirements

Applicants must follow the steps outlined above and in Appendix A to submit applications electronically via www.grants.gov. Additional information about submission requirements and www.grants.gov requirements is detailed in Appendix A.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applications meeting the Eligibility Review stage criteria, See Section C.1 (“Eligible Applicants”), are advanced to the Technical Review stage. SCASDP grants will be awarded based on the selection criteria outlined below. There are two categories of selection criteria at the Technical Review stage: Priority Selection Criteria and Secondary Selection Criteria. Applications that align well with one or more of the Priority Selection Criteria will be viewed more favorably than those that do not align with any Priority Selection Criteria. In conducting its Technical Review, the Department will concurrently examine the application’s alignment with both the Priority and Secondary Selection Criteria.

The Technical Review determines an application’s alignment with the following factors in 49 U.S.C. § 41743(c)(1) & (2):

- The applicant community or consortium has insufficient air carrier service or unreasonably high air fares; and
- The airport serving the community presents characteristics, such as geographic diversity or unique circumstances that demonstrate the need for, and feasibility of, grant assistance from the Small Community Program.

a. Priority Selection Criteria

49 U.S.C. § 41743(c)(5) directs the Department to give priority consideration to those communities or consortia whose applications align with the following criteria:

Air fares are higher than the national average air fares for all communities. The Department will compare the local community's air fares to the national average air fares for all similar markets. Communities with market air fares significantly higher than the national average air fares in similar markets will receive priority consideration. The Department calculates these fares using data from the Bureau of Transportation Statistics (BTS) Airline Origin and Destination Survey data. The Department evaluates all fares in all relevant markets that serve a SCASDP community and compares the SCASDP community fares to all fares in similar markets across the country. Each SCASDP applicant's air fares are computed as a percentage above or below the national averages. The report compares a community's air fares to the average for all other similar markets in the country that have similar density (passenger volume) and similar distance characteristics (market groupings). All calculations are based on 12-month ended periods to control for seasonal variation of fares.

The community or consortium will provide a portion of the cost of the activity from local sources other than airport revenue sources. The Department will consider whether a community or consortium proposes local funding for the proposed project. Applications providing proportionately higher levels of cash contributions from sources other than airport revenues will be viewed more favorably. Applications that provide multiple levels of contributions (state, local, cash and in-kind contributions) will also be viewed more favorably. See Section E.1.c ("Cost sharing and Local Contributions), for more information on the application of this selection criterion.

The community or consortium has established or will establish a public-private partnership to facilitate air carrier service to the public. The Department will consider a community's or consortium's commitment to facilitate air carrier service in the form of a public-private partnership. Applications that describe in detail how the partnership will actively participate in the implementation of the proposed project will be viewed more favorably.¹⁰

The assistance will be used to help restore scheduled passenger air service that has been terminated. The Department will consider factors including the length of time that has passed since the lost service was last operated, the circumstances of the cessation of service, the extent to which market circumstances have changed, and the reasonableness of the applicant's plan to restore service. Applications where changed circumstances would support the viability of replacement service, and for which the community has put forth a robust plan to obtain that service, will be viewed more favorably.

The assistance will provide material benefits to a broad segment of the traveling public, including businesses, educational institutions, and other enterprises, whose access to the national air transportation system is limited. The Department will consider whether the proposed project would provide, to a broad segment of the community's traveling public,

¹⁰ An air carrier may not be a participant in any public-private partnership that a community or consortium has established, or is working with, to seek a grant in this proceeding.

important benefits relevant to the community. Examples include service that would offer new or additional access to a connecting hub airport, service that would provide convenient travel times for both business and leisure travelers that would help obviate the need to drive long distances, and service that would offer lower fares.

The assistance will be used in a timely manner. The Department will consider whether a proposed project provides a well-defined strategic plan and reasonable timetable for use of the grant funds. In the Department's experience, reasonable timetables for use of grant funds generally include two years to complete studies, three years for marketing and promotion (including advertising and public relations) of the airport, community, carrier, or destination, and four years for projects that target a revenue guarantee, subsidy, or other financial incentives. Applicants should describe how their projects can be accomplished within this timetable, including whether the airport and proposed air service provider have the requisite authorities and certifications necessary to carry out the proposed projects. In addition, because of this emphasis placed on timely use of funds, applicants proposing new service should describe the airport and whether it can support the proposed service, including whether the airport holds, or intends to apply for, an airport operating certificate issued under 14 C.F.R. Part 139. Air service providers proposed for the new service must have met or be able to meet, in a reasonably short period of time, all Department requirements for air service certification, including safety and economic authorities.

Multiple communities cooperate to submit a regional or multistate application to consolidate air service into one regional airport. The Department will consider whether a proposed project involves a consortium effort to consolidate air service into one regional airport. This statutory priority criterion was added pursuant to Section 429 of the FAA Modernization and Reform Act of 2012 (Pub. L. No. 112-95).

b. Secondary Selection Criteria

While applications aligning with one or more Priority Selection Criteria will be viewed more favorably than those that do not, DOT's analysis of an application's alignment with all the stated selection criteria, taken together, will inform its Technical Review.¹¹

Innovation: The Department will consider whether an application proposes new and creative solutions to air transportation issues facing the community, including:

- the extent to which the applicant's proposed solution(s) to solving the problem(s) is new or innovative, including whether the proposed project utilizes or encourages intermodal or regional solutions to connect passengers to the community's air service (or, if the community cannot implement or sustain its own air services, to connect to a neighboring community's air service) *e.g.*, cost-effective inter/intra city passenger bus service, or marketing of intermodal surface transportation options also available to air travelers; and
- whether the proposed project, if successfully implemented, could serve as a working model for other communities.

¹¹ In some cases, information relating to Secondary Selection Criteria may support a determination of the extent that an application aligns with one or more Priority Selection Criterion, by demonstrating the depth or extent of the community's fulfillment of that Priority Selection Criterion.

Community Participation: The Department will consider whether an application has broad community participation, including:

- whether the proposed project has broad community support; and
- the community's demonstrated commitment to and participation in the proposed project.

Location: The Department will consider the location and characteristics of a community:

- the geographic location of each applicant, including the community's proximity to larger centers of air service and low-fare service alternatives;
- the population and business activity, as well as the relative size of each community; and
- whether the community's proximity to an existing or prior grant recipient could adversely affect either its proposal or the project undertaken by the other recipient.

Other Factors: The Department will also consider:

- whether the proposed project clearly addresses the applicant's stated problems;
- the community's existing level of air service and whether that service has been increasing or decreasing;
- whether the applicant has a plan to provide any necessary continued financial support for the proposed project after the requested grant award expires;
- the grant amount requested compared with the total funds available for all communities;
- the proposed federal grant amount requested compared with the local share offered;
- any letters of intent from airline planning departments or intermodal surface transportation providers on behalf of applications that specifically indicate intent to enlist new or expanded air service or surface transportation service in support of the air service in the community;
- whether the applicant has plans to continue with the proposed project if it is not self-sustaining after the grant award expires; and
- equitable and geographic distribution of available funds.

c. Additional Guidance

Market Analysis: Applicants requesting funds for a revenue guarantee/subsidy/financial incentive are encouraged to conduct and reference in their applications an in-depth analysis of their target markets. Target markets can be destination specific (e.g., service to LAX), a geographic region (e.g., northwest mountain region) or directional (e.g., hub in the southeastern United States or a point north, south, east, or west of the applicant community).

Complementary Marketing Commitment: Applicants requesting funds for a revenue guarantee/subsidy/financial incentive are encouraged to designate in their applications a portion of the project funds (federal, local or in-kind) for the development and implementation of a marketing plan in support of the service sought.

Subsidies for a Carrier to Compete Against an Incumbent: The Department is reluctant to subsidize one carrier, but not others, in a competitive market. For this reason, a community that proposes to use the grant funds for service in a city-pair market that is already served by another air carrier must explain in detail why the existing service is insufficient or unsatisfactory, or provide other compelling information to support such a proposal.

Cost Sharing and Local Contributions: Applications must clearly identify the level of federal funding sought for the proposed project. Applications must also identify the community's cash

contributions to the proposed project, in-kind contributions from the airport, and in-kind contributions from the community. Non-federal funds will be applied proportionately to the entire scope of the project. Communities cannot use non-federal funds selectively to fund certain components of a project (*see* Section F.2. below on Payments for more information). Cash contributions from airport revenues must be identified separately from cash contributions from other community sources. Cash contributions from the state and/or local government should be separately identified and described as well.

Types of contributions: Contributions should represent a new financial commitment or new financial resources devoted to attracting new or improved service, or addressing specific high-fare or other service issues, such as improving patronage of existing service at the airport. For communities that propose to contribute to the grant project, that contribution can be in the following forms:

Cash from non-airport revenues: A cash contribution can include funds from the state, the county or local government, and/or from local businesses, or other private organizations in the community. Because private cash contributions are to be from local community sources, the Department will not consider as a part of these non-airport revenues any funds that a community might receive from an air carrier interested in providing service under that community's proposal. Moreover, contributions that are comprised of intangible non-cash items, such as the value of donated advertising, are considered in-kind contributions (*see* further discussion below).

Cash from airport revenues: This includes contributions from funds generated by airport operations. Airport revenues may not be used for subsidies (including revenue guarantees) to airlines, per 49 U.S.C. §§ 47107 and 47133. Applications that include local contributions based on airport revenues do not receive priority consideration for selection.

In-kind contributions from the airport: This can include such items as waivers of landing fees, ground handling fees, terminal rents, fuel fees, and/or vehicle parking fees.

In-kind contributions from the community: This can include such items as donated advertising from media outlets, catering services for inaugural events, or in-kind trading, such as advertising in exchange for free air travel. Travel banks and travel commitments/pledges are considered to be in-kind contributions.

Cash vs. in-kind contributions: Communities that include local contributions made in cash will be viewed more favorably.

Aviation Security: Communities proposing new or expanded air service under a SCASDP grant proposal are encouraged to contact the Transportation Security Administration (TSA) early in the process to ascertain what the security implications of such service would be with respect to the airport involved, and what measures that airport would need to take with the TSA to assure that the service would meet all applicable TSA requirements.

2. Evaluation and Selection Process¹²

Each application received in response to this solicitation will undergo an Eligibility Review based on the criteria outlined in Section C to determine whether that application conforms to basic eligibility standards. An application that does not satisfy all the Eligibility Review criteria will be disqualified. The Department will then conduct a Technical Review of all eligible applications based on the selection criteria outlined above in Section E.1. The Department will not assign specific numerical scores to projects based on the selection criteria. Rather, ratings of “highly recommended,” “recommended,” “acceptable,” or “not recommended” will be assigned to applications.

The Department reserves the right to award funds for a part of the project included in an application, if a part of the project is eligible and aligns well with the selection criteria specified in this Order. In addition, as part of its review of the Secondary Selection Criterion “Other Factors,” the Department will consider the geographical distribution of the applications to ensure consistency with the statutory requirement limiting awards to no more than four communities or consortia of communities, or a combination thereof, from the same state. The final selections will be limited to no more than 40 communities or consortia of communities, or a combination thereof.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Grant awards will be made as promptly as possible so that selected communities can complete the grant agreement process and implement their plans. Given the competitive nature of the grant process, the Department will not meet with applicants regarding their applications during the pendency of this proceeding.¹³ All non-confidential portions of each application, all correspondence and ex-parte communications, and all orders will be posted in the above-captioned docket on www.regulations.gov.

The Department will announce its grant selections in a Selection Order that will be posted in the above-captioned docket, served on all applicants and all parties served with this Solicitation Order, and posted on the Department’s SCASDP website <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>.

Grant Agreements: Communities awarded grants are required to execute a grant agreement with the Department before they begin to expend funds under the grant award. Applicants should not assume they have received a grant, nor should they obligate or expend local funds prior to receiving and fully executing a grant agreement with the Department. As noted above, expenditures made prior to the execution of a grant agreement, including costs associated with preparation of the grant application, will not be reimbursed.

¹²While the description of the Department’s review process is different from that in prior years’ orders soliciting SCASDP proposals, the actual process the Department will follow is the same as that used previously. The revised language in this Order is intended to more clearly describe the process and its alignment with 49 U.S.C. § 41743.

¹³ Once the Department has completed the selection process and has issued a final order in this Docket, however, Department staff is available to provide any applicant, at its request, with feedback on its application

2. Administrative and National Policy Requirements

Assurances: There are numerous assurances that grant recipients must sign and honor when federal funds are awarded. All communities receiving a grant will be required to accept and meet the obligations created by these assurances when they execute their grant agreements. Copies of assurances are available online at <http://www.dot.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>, (click on “SCASDP Grant Assurances”).

Payments: The Small Community Program is a reimbursable program; therefore, communities are required to make expenditures for project implementation under the program prior to seeking reimbursement from the Department. Eligible project implementation costs are reimbursable from grant funds only for services or property delivered during the grant term.¹⁴

Expenditures incurred by third parties are not directly reimbursable to such third parties under this program. The legal sponsor must have paid all costs associated with eligible invoices, including costs incurred by third parties, prior to seeking reimbursement from the Department. The sponsor may NOT seek reimbursement from the Department in any case where a third party has paid for such services instead of the sponsor.

Reimbursement rates are calculated as a percentage of the total federal funds requested divided by the federal funds plus the local cash contribution (which is not refundable). The percentage is determined by: $(\text{SCASDP Grant Amount}) \div (\text{SCASDP Grant Amount} + \text{Local Cash Contribution} + \text{State Cash Contribution, if applicable})$. For example, if a community requests \$500,000 in federal funding and provides \$100,000 in local contributions, the reimbursement rate would be 83.33 percent: $((500,000) / (500,000 + 100,000)) = 83.33$. Payments/expenditures in forms other than cash (e.g., in-kind) are not reimbursable.

¹⁴ In addition, communities should be aware that the Department will not reimburse a community for any advance, up-front payments or financial guarantees made to an air carrier or other party (for example, reimbursement will not be made for a lump-sum payment made to an air carrier on the date of an inaugural flight, when the payment exceeds the cost basis of that flight). The Department will only reimburse for services actually provided; for an air carrier, that would be under a per-flight or per-operating hour post-flight accounting.

3. Reporting

Unless otherwise noted, each grantee must submit semi-annual reports on the progress made during the previous period in implementing its grant project. In addition, each community will be required to submit a final report on its project to the Department, and 10 percent of the grant funds will not be reimbursed to the community until such a final report is received. Additional information on award administration for selected communities will be provided in the grant agreement.

G. FEDERAL AWARDING AGENCY CONTACT

For further information concerning the technical requirements set out in this Order, please contact Brooke Chapman at Brooke.Chapman@dot.gov or (202) 366-0577. A TDD is available for individuals who are deaf or hard of hearing at (202) 366-3993. The Department may post answers to questions and other important clarifications in the above-captioned docket on www.regulations.gov and on the program website at <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>.

H. OTHER INFORMATION

1. Air Service Development Zone Designation

As part of the Small Community Program, the Department may also designate one grant recipient as an “Air Service Development Zone” (ASDZ).¹⁵ The purpose of the designation is to provide communities interested in attracting business to the area surrounding the airport and/or developing land-use options for the area to work with the Department on means to achieve those goals. The Department will assist the designated community in establishing contacts with and obtaining advice and assistance from appropriate government agencies, including the Department of Commerce and other offices within the Department of Transportation, and in identifying other pertinent resources that may aid the community in its efforts to attract businesses and to formulate land-use options. However, the community receiving this designation will be responsible for developing, implementing, and managing activities related to the air service development zone initiative. Only communities that are interested in these objectives and have a plan to accomplish them should apply for this designation. There are no additional funds associated with this designation, and applying for this designation will provide no special benefits or priority to the community applying for a SCASDP grant.

Grant applicants interested in selection for the Air Service Development Zone designation must include in their applications a separate section, titled, “Support for Air Service Development Zone Designation.” The community should provide as detailed a plan as possible, including what goals it expects to achieve from the air service development zone designation and the types of activities on which it would like to work with the Department in achieving those goals. The community should also indicate whether further local government approvals are required in order to implement the proposed activities.

¹⁵ See 49 U.S.C. § 41743(h).

2. Submission of Confidential Commercial Information

Applicants may provide certain proprietary business information relevant to their applicants on a confidential basis. For additional information, see Appendix D.

This Order is issued under authority delegated in 49 CFR § 1.25a(b).

ACCORDINGLY,

1. Applications for funding under the Small Community Air Service Development Program shall be submitted via www.grants.gov as an attachment to the SF424 by 4:00 PM EDT, Monday, July 15, 2019; and
2. This Order will be posted on www.grants.gov and on www.regulations.gov, and served on the United States Conference of Mayors, the National League of Cities, the National Governors Association, the National Association of State Aviation Officials, County Executives of America, the American Association of Airport Executives, and the Airports Council International-North America.

Issued in Washington, D.C. on May 6, 2019.

By:

JOEL SZABAT
Assistant Secretary
Aviation and International Affairs

(SEAL)

*An electronic version of this document is available
online at www.regulations.gov.*

ADDITIONAL INFORMATION ON APPLYING THROUGH WWW.GRANTS.GOV

Applications must be submitted electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. **To apply for funding through www.grants.gov, applicants must be properly registered.** The Grants.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are five “Get Registered” steps for an organization to complete at Grants.gov. Complete instructions on how to register and apply can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. If applicants experience difficulties at any point during registration or application process, please call the www.grants.gov Customer Support Hotline at 1-800-518-4726, Monday–Friday from 7:00 AM to 9:00 PM EDT.

Registering with www.grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmation and a user password. It is highly recommended that applicants start the registration process as early as possible to prevent delays that may preclude submitting an application by the deadlines specified. Applications must be submitted and time-stamped not later than 4:00 PM EDT on Monday, July 15, 2019 (the Application Deadline), and, as set forth below, failure to complete the registration process before the Application Deadline is not a valid reason to permit late submissions.

In order to apply for SCASDP funding through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>, all applicants are required to complete the following:

1. **DUNS Requirement.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Dun and Bradstreet Data Universal Numbering System (DUNS) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. The DUNS number must be included in the data entry field labeled “Organizational DUNS” on the SF-424 form. Instructions for obtaining DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
2. **System for Award Management.** In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal System for Award Management (SAM). Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

3. **Username and Password.** Acquire an Authorized Organization Representative (AOR) and a www.grants.gov username and password. Complete your AOR profile on www.grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.
4. After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC) – a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, encouraged to register early. The registration process can take up to four weeks to be completed. Thus, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online any time after you have approved as an AOR.

5. **Electronic Signature.** Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval establishes an Authorized Organization Representative (AOR). When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the Authorized Organization Representative (AOR);
6. Search for the Funding Opportunity on www.grants.gov. Please use the following identifying information when searching for the SCASDP funding opportunity on www.grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 20.930, titled Payments for Small Community Air Service Development.
7. Submit an application addressing all of the requirements outlined in this funding availability announcement. Within 24–48 hours after submitting your electronic application, you should receive an email validation message from www.grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. *You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.*

8. **Timely Receipt Requirements and Proof of Timely Submission.** Proof of timely submission is automatically recorded by Grants.gov. An electronic timestamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with successful transmission of the application. Applicants should print this receipt and save it, as a proof of timely submission.
9. Grants.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work offline. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing Adobe Reader.
 - a. **Adobe Reader.** Adobe Reader is available for free to download from the Adobe Software Compatibility page:
<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard form. The Adobe Reader forms have content sensitive help. This engages the content sensitive help for each field you will need to complete on the form. The Adobe Reader forms can be downloaded and saved on your hard drive, network drive(s), or CDs.
 - b. NOTE: For the Adobe Reader, Grants.gov is compatible with versions 9 through 11, and with certain versions of Adobe Reader DC. Always refer to the Adobe Software Compatibility page for compatible versions for the operating system you are using. Please do not use lower versions of the Adobe Reader.
 - c. **Mandatory Fields in Adobe Forms.** In the Adobe Reader forms, you will note fields that will appear with a background color on the data fields to be completed. These fields are mandatory fields and they **must** be completed to successfully submit your application.

NOTE: When uploading attachments please use generally accepted formats such as .pdf, .doc, and .xls. While you may imbed picture files such as .jpg, .gif, .bmp, in your files, please do not save and submit the attachment in these formats. Additionally, the following formats will not be accepted: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip.

Experiencing Unforeseen www.grants.gov Technical Issues

Late Application Notice: Applicants who are unable to successfully submit their application package through grants.gov prior to the Application Deadline due to technical difficulties outside their control must submit an email to SCASDPgrants@dot.gov with the following information:

- The nature of the technical difficulties experienced in attempting to submit an application;
- A screenshot of the error;
- The Legal Sponsor's name; and
- The Grants.Gov tracking number (e.g. GRANT12345678).

DOT will consider late applications on a case-by-case basis and reserves the right to reject late applications that do not meet the conditions outlined in the Order Soliciting Small Community Grant Proposals. Late applications from applicants that do not provide DOT an email with the items specified above will not be considered.

If you experience unforeseen www.grants.gov technical issues beyond your control that prevent you from submitting your application by the Application Deadline, you must contact us at SCASDPgrants@dot.gov or Vince.Corsaro@dot.gov or (202) 366-1842 by **4:00 PM EDT July 16, 2019** (the first business day following the deadline) and request approval to submit your application after the deadline has passed. At that time, DOT staff will require you to provide your DUNS number and your www.grants.gov Help Desk tracking number(s). After DOT staff review all of the information submitted and contact the www.grants.gov Help Desk to validate the technical issues you reported, DOT staff will contact you to either approve or deny your request to submit a late application through www.grants.gov. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to complete the registration process before the deadline date; (2) failure to follow www.grants.gov instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the funding availability notice; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

**APPLICATION UNDER
SMALL COMMUNITY AIR SERVICE DEVELOPMENT PROGRAM
DOCKET DOT-OST-2019-0071
SUMMARY INFORMATION¹**

All applicants must submit this Summary Information schedule, as the application coversheet, a completed standard form SF424 and the full application proposal on www.grants.gov.

For your preparation convenience, this Summary Information schedule is located at <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>

A. PROVIDE THE LEGAL SPONSOR AND ITS DUN AND BRADSTREET (D&B) DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER, INCLUDING +4, EMPLOYEE IDENTIFICATION NUMBER (EIN) OR TAX ID.

Legal Sponsor Name:

Name of Signatory Party for Legal

Sponsor:

DUNS Number:

EIN/Tax ID:

B. LIST THE NAME OF THE COMMUNITY OR CONSORTIUM OF COMMUNITIES APPLYING:

1. _____
2. _____
3. _____
4. _____

C. PROVIDE THE FULL AIRPORT NAME AND 3-LETTER IATA AIRPORT CODE FOR THE APPLICANT(S) AIRPORT(S) (ONLY PROVIDE CODES FOR THE AIRPORT(S) THAT ARE ACTUALLY SEEKING SERVICE).

1.

2.

¹ Note that the Summary Information does not count against the 20-page limit of the SCASDP application.

3.

4.

IS THE AIRPORT SEEKING SERVICE NOT LARGER THAN A SMALL HUB AIRPORT UNDER FAA HUB CLASSIFICATIONS EFFECTIVE ON THE DATE OF SERVICE OF THE ATTACHED ORDER?

☐ YES ☐ NO

Does the airport seeking service hold an airport operating certificate issued by the Federal Aviation Administration under 14 CFR Part 139? (If “No”, Please explain whether the airport intends to apply for a certificate or whether an application under Part 139 is pending.)

☐ YES ☐ NO

D. SHOW THE DRIVING DISTANCE FROM THE APPLICANT COMMUNITY TO THE NEAREST:

1. Large hub airport: _____

2. Medium hub airport: _____

3. Small hub airport: _____

4. Airport with jet service: _____

Note: Provide the airport name and distance, in miles, for each category.

E. LIST THE 2-DIGIT CONGRESSIONAL DISTRICT CODE APPLICABLE TO THE SPONSORING ORGANIZATION, AND IF A CONSORTIUM, TO EACH PARTICIPATING COMMUNITY.

1.

2.

3.

4.

F. APPLICANT INFORMATION: (CHECK ALL THAT APPLY)

- ☐ Not a Consortium ☐ Interstate Consortium ☐ Intrastate Consortium
☐ Community (or Consortium member) previously received a Small Community Air Service Development Program Grant

NOTE: A community that currently receives subsidized Essential Air Service funding, receives assistance under the Alternate Essential Air Service Pilot Program, or is a participant in, and has received a grant under, the Community Flexibility Pilot Program, is not eligible for SCASDP grant funds. See Section C.1. (“Essential Air Service Communities”)

If previous recipient: Provide year of grant(s):_____; and, the text of the grant agreement section(s) setting forth the scope of the grant project:

G. PUBLIC/PRIVATE PARTNERSHIPS: (LIST ORGANIZATION NAMES)

PUBLIC	PRIVATE
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

H. PROJECT PROPOSAL:**1a. GRANT GOALS: (CHECK ALL THAT APPLY)**

- ☐ Launch New Carrier ☐ Secure Additional Service ☐ Upgrade Aircraft
☐ First Service ☐ New Route ☐ Service Restoration
☐ Regional Service ☐ Surface Transportation ☐ Professional Services²

² “Professional Services” involve a community contracting with a firm to produce a product such as a marketing plan, study, air carrier proposal, etc.

☐ **Other** (explain below)

1b. GRANT GOALS: (SYNOPSIS)

CONCISELY DESCRIBE THE SCOPE OF THE PROPOSED GRANT PROJECT. (FOR EXAMPLE, “REVENUE GUARANTEE TO RECRUIT, INITIATE, AND SUPPORT NEW DAILY SERVICE BETWEEN _____ AND _____;” OR “MARKETING PROGRAM TO SUPPORT EXISTING SERVICE BETWEEN _____ AND _____ BY _____ AIRLINES.”)

1c. GRANT HISTORY:

DOES THIS APPLICATION SEEK TO REPEAT A PAST GRANT PROJECT OF THE COMMUNITY OR CONSORTIUM (FOR EXAMPLE, A SPECIFIC DESTINATION AIRPORT)?

☐ **Yes** ☐ **No**

IF THE ANSWER TO THE ABOVE QUESTION IS ‘YES’:

A: WHAT YEAR WAS THE FORMER GRANT AGREEMENT SIGNED? _____

B: HAVE 10 YEARS PASSED SINCE THE PREVIOUS GRANT AGREEMENT WAS SIGNED?

☐ **Yes** ☐ **No**

IF THE ANSWER TO ‘B’ ABOVE IS ‘NO,’ THE APPLICATION CAN BE CONSIDERED BY THE DEPARTMENT ONLY IF THE APPLICANT APPLIES FOR, AND RECEIVES, A FORMAL WAIVER OF THE TEN-YEAR SAME PROJECT LIMITATION (SEE SECTION C.1. “SAME PROJECT LIMITATION”). AN AFFECTED COMMUNITY OR CONSORTIUM THAT WISHES TO REQUEST SUCH A WAIVER MUST INCLUDE THAT REQUEST IN ITS GRANT APPLICATION. THE REQUEST FOR WAIVER SHOULD INCLUDE A) A STATEMENT THAT THE COMMUNITY OR CONSORTIUM IS REQUESTING A WAIVER OF THE LIMITATION IN ACCORDANCE WITH THE PROVISIONS OF 49 U.S.C. § 41743(c)(4)(C); AND B) INFORMATION AND EVIDENCE TO SUPPORT A FINDING THAT THE APPLICANT SPENT LITTLE OR NO MONEY ON ITS PREVIOUS PROJECT OR ENCOUNTERED

INDUSTRY OR ENVIRONMENTAL CHALLENGES, DUE TO CIRCUMSTANCES THAT WERE REASONABLY BEYOND THE CONTROL OF THE COMMUNITY OR CONSORTIUM.

2. FINANCIAL TOOLS TO BE USED: (CHECK ALL THAT APPLY)

- ☐ **Marketing (including Advertising):** promotion of the air service to the public
 - ☐ **Start-up Cost Offset:** offsetting expenses to assist an air service provider in setting up a new station and starting new service (for example, ticket counter reconfiguration)
 - ☐ **Revenue Guarantee:** an agreement with an air service provider setting forth a minimum guaranteed profit margin, a portion of which is eligible for reimbursement by the community
 - ☐ **Recruitment of U.S. Air Carrier:** air service development activities to recruit new air service, including expenses for airport marketers to meet with air service providers to make the case for new air service
 - ☐ **Fee Waivers:** waiver of airport fees, such as landing fees, to encourage new air service; counted as in-kind contributions only
 - ☐ **Ground Handling Fee:** reimbursement of expenses for passenger, cabin, and ramp (below wing) services provided by third party ground handlers
 - ☐ **Travel Bank:** travel pledges, or deposited monetary funds, from participating parties for the purchase of air travel on a U.S. air carrier, with defined procedures for the subsequent use of the pledges or the deposited funds; counted as in-kind contributions only
 - ☐ **Other** (explain below)
-
-

I. EXISTING LANDING AIDS AT LOCAL AIRPORT:

- ☐ Full ILS ☐ Outer/Middle Marker ☐ Published Instrument Approach
- ☐ Localizer ☐ Other (specify)

J. PROJECT COST: DO NOT ENTER TEXT IN SHADED AREA

REMINDER: LOCAL CASH CONTRIBUTIONS MAY NOT BE PROVIDED BY AN AIR CARRIER (SEE "TYPES OF CONTRIBUTIONS FOR REFERENCE").

LINE	DESCRIPTION	SUB TOTAL	TOTAL AMOUNT
1	Federal amount requested		
2	State <u>cash</u> financial contribution		
	<i>Local cash financial contribution</i>		
	3a Airport <u>cash</u> funds		
	3b Non-airport <u>cash</u> funds		
3	Total local <u>cash</u> funds (3a + 3b)		
4	TOTAL CASH FUNDING (1 + 2 + 3)		
	<i>In-Kind contribution</i>		
	5a Airport <u>In-Kind</u> contribution**		
	5b Other <u>In-Kind</u> contribution**		
5	TOTAL IN-KIND CONTRIBUTION (5a + 5b)		
6	TOTAL PROJECT COST (4 + 5)		

K. IN-KIND CONTRIBUTIONS**

For funds in lines 5a (Airport In-Kind contribution) and 5b (Other In-Kind contribution), please describe the source(s) of fund(s) and the value (\$) of each.

L. Is This Application Subject To Review By an Affected State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on (date) _____.
- ☐ b. Program is subject to E.O. 12372, but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

M. Is The Lead Applicant or Any Co-Applicants Delinquent On Any Federal Debt? (If “Yes”, Provide Explanation)

- ☐ No ☐ Yes (explain)

APPLICATION CHECKLIST

INCLUDED?	ITEM
<i><u>For Immediate Action</u></i>	
	Determine Eligibility
	New Grants.gov users must register with www.grants.gov . Existing Grants.gov users must verify existing www.grants.gov account has not expired and the Authorized Organization Representative (AOR) is current.
<i><u>For Submission by 4:00 PM EDT on July 15, 2019</u></i>	
	Communities with active SCASDP grants: notify DOT/X50 of intent to terminate existing grant in order to be eligible for selection in FY 2018
	Complete Application for Federal Domestic Assistance (SF424) via www.grants.gov
	Summary Information schedule complete and used as cover sheet (see Appendix B)
	Application of up to 20 one-sided pages (excluding any letters from the community or an air carrier showing support for the application), to include:
	• A description of the community's air service needs or deficiencies.
	• The driving distance, in miles, to the nearest large, medium, and small hub airports, and airport with jet service.
	• A strategic plan for meeting those needs under the Small Community Program, including a concise synopsis of the scope of the proposed grant project.
	• For service to or from a specific city or market, such as New York, Chicago, Los Angeles, or Washington, D.C., for example), a list of the airports that the applicant considers part of the market.
	• A detailed description of the funding necessary for implementation of the community's project.
	• An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds (if applicable).
	• Designation of a legal sponsor responsible for administering the program.
	• A request for waiver of the Ten Year Same Project Limitation (if applicable) – see Appendix B above.
	• A motion for confidential treatment (if applicable) – see Appendix D below.

Confidential Commercial Information

Applicants will be able to provide certain confidential business information relevant to their proposals on a confidential basis. Under the Department's Freedom of Information Act regulations (49 C.F.R. § 7.17), such information is limited to commercial or financial information that, if disclosed, would either likely cause substantial harm to the competitive position of a business or enterprise or make it more difficult for the Federal Government to obtain similar information in the future.

Applicants seeking confidential treatment of a portion of their applications must segregate the confidential material in a sealed envelope marked "Confidential Submission of X (the applicant) in Docket DOT-OST-2019-0071" and include with that material a request in the form of a motion seeking confidential treatment of the material under 14 C.F.R. § 302.12 ("Rule 12") of the Department's regulations. The applicant should submit an original and two copies of its motion and an original and two copies of the confidential material in the sealed envelope.

The confidential material should not be included with the original of the applicant's proposal that is submitted via www.grants.gov. The applicant's original submission, however, should indicate clearly where the confidential material would have been inserted. If an applicant invokes Rule 12, the confidential portion of its filing will be treated as confidential pending a final determination. All confidential material must be received by **4:00 PM EDT, Monday, July 15, 2019**, and delivered to the U.S. Department of Transportation, Office of Aviation Analysis, 8th Floor, Room W86-307, 1200 New Jersey Ave. SE, Washington, DC 20590.