

British Columbia Air Access Program (BCAAP) Grants

Program Guidelines

2023/2024



Contents

1.0 PROGRAM OVERVIEW	3
1.1 BACKGROUND	3
1.2 PURPOSE OF THE BCAAP PROGRAM	3
1.3 BCAAP PROGRAM CHANGES	4
1.4 BCAAP IS A COST-SHARE PROGRAM	4
1.5 GENERAL REQUIREMENTS	5
1.6 PROJECT CONDITIONS	5
2.0 BCAAP GRANT AMOUNTS.....	5
2.1 BASE FUNDING	6
2.2 ADDITIONAL FUNDING (UP TO 15% FOR A TOTAL OF 90% PROJECT FUNDING)	6
2.3 ADDITIONAL FUNDING FOR SMALL NON-PROFIT SOCIETIES USING VOLUNTEER AND/OR IN-KIND CONTRIBUTIONS (UP TO 5% FOR A TOTAL OF 95% PROJECT FUNDING)	6
2.4 AIR FACILITY MASTER PLANS	7
3.0 ELIGIBILITY	7
3.1 ELIGIBLE PROJECT EXPENDITURES	7
3.2 INELIGIBLE PROJECT EXPENDITURES	7
3.3 ELIGIBLE APPLICANTS	8
3.4 INELIGIBLE APPLICANTS.....	8
4.0 APPLICATION SUBMISSION	8
5.0 APPLICATION DEADLINE	8
6.0 APPLICATION EVALUATION.....	9
6.1 EVALUATION CRITERIA	9
6.2 EVALUATION RESULTS	9
6.3 EVALUATION CRITERIA SUMMARY	9
7.0 GRANT PROCEDURE.....	10

1.0 PROGRAM OVERVIEW

1.1 Background

Aviation is critical to the province’s economy by supporting jobs and tourism, enabling investment and facilitating trade. British Columbia’s aviation sector provides communities with travel opportunities; passenger, cargo, medevac and wildfire suppression services; and general aviation.

The Covid-19 pandemic has had a significant impact on the air sector in BC and around the world. In recognition of these pressures, a program review was conducted to help BCAAP remain responsive and relevant as recovery takes place for air facilities across the province.

Support to the aviation sector is critical to helping the BC Government address its responsibilities for:

- Emergency Response (Medevac, Search and Rescue, Flooding, etc.)
- Wildfire Suppression
- Access to Remote and Indigenous Communities
- Resource Exploration
- Tourism and Recreation
- Economic Development

1.2 Purpose of the BCAAP Program

The key priorities for BCAAP projects are helping to:

- Maintain safe and reliable facilities for airplanes, passengers and employees;
- Provide local, regional and provincial economic benefits;
- Ensure medevac and wildfire suppression services remain viable; and
- Improve the environmental performance and/or reduce the climate footprint of air facilities.

BCAAP is in place for all eligible public airports, heliports and water aerodromes in British Columbia.

Examples of eligible projects are in the table below and previously funded projects are in Appendix A.

Eligible Projects	Types of Projects
Airside/Core Aviation	Runway and taxiway paving; GPS approach; Fuel system upgrades
Transitional	Terminal Building: upgrades or new building
Groundside/Ancillary	Airport access road rehabilitation; Berm construction
Climate/Environmental	GHG Baseline; Electrification of baggage handling vehicles
Air Facility Master Plans	Document for facilities with a local service area of 10,000 or fewer people

1.3 BCAAP Program Changes

Following a program review in 2022 which included both an internal evaluation, a survey and stakeholder outreach, the key BCAAP changes for 2023/24 are listed below.

Key BCAAP Changes	Description
BCAAP Funding of up to 90% of Total Project Costs	If the facility or project meets certain criteria, BCAAP will fund a higher percentage of eligible costs, resulting in a lower applicant contribution.
Air Facility Master Plans can now be funded	Applications to develop Air Facility Master Plans (up to \$25,000) will be considered for funding from small communities (with an airport service area of 10,000 or fewer people).
Consistent Annual Intake in November of each year	This should allow projects to be approved in time to take advantage of the summer construction period.
New Online Application Process	BCAAP will start accepting applications through an online process every November.
Urgent or Emergency Applications will be accepted year-round	Funding for small, urgent projects will be considered at any time throughout the year for up to \$40,000 of BCAAP funding. A formal application is not required.
Limit of \$2M in BCAAP funding per facility per year	Multiple applications will be accepted from each facility, but there will be a cap on the BCAAP portion for any given facility in any given year of \$2M. This will allow more projects to be approved throughout the province. Applications will be accepted for a phased element of a larger project, however approval of any one phase does not guarantee approval of subsequent phases.

1.4 BCAAP is a Cost-Share Program

BCAAP is a cost-sharing program administered by the BC Ministry of Transportation and Infrastructure (MOTI). The program encourages funding partnerships with local, regional and federal agencies and private-sector entities. The actual BCAAP contribution for any project will be based upon total eligible costs, less any federal or other provincial funding.

- ➔ If a federal or another provincial agency is contributing to a project, that contribution will be deducted from the project's total eligible costs, with the BCAAP share calculated on the balance.
- ➔ Local trusts such as the Northern Development Initiative Trust are regarded as applicant funding, not provincial contributions and will be counted as part of the applicant's funding share.
- ➔ An aviation facility eligible under the Federal Airport Capital Assistance Program (ACAP) must utilize ACAP funding first for any ACAP-eligible projects. A BCAAP application must include appropriate supporting documentation related to ACAP eligibility and status of any ACAP applications.

Note that the applicant assumes responsibility for any increase in operating or maintenance costs resulting from the project. The proponent is also responsible for any cost overruns in excess of the approved project funds.

This year, there is a requirement to provide Class B estimates, as defined by the Association of Professional Engineers and Geoscientists of BC (please see below).

Cost Estimate Classes [Sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]	
Cost estimate class	Features & Uses
Class A	- Detailed estimate based on final drawings and specifications - Used to evaluate tenders
Class B	- Prepared after completing site investigations and studies, and after defining major systems - Based on a project brief and preliminary design - Used for project approvals and budgetary control
Class C	- Prepared with limited site information and based on probable conditions - Captures major cost elements - Used to refine project definition and for preliminary approvals
Class D	- Preliminary estimate based on little or no site information - Represents the approximate magnitude of cost, based on broad requirements - Used for preliminary discussion and long-term capital planning

1.5 General Requirements

Please ensure that your application meets the following criteria:

- If eligible, ACAP funding must be applied for first;
- Must be submitted by an eligible applicant;
- Must be for an eligible project;
- Complete and with supporting documentation appended;
- Certified/authorized by the appropriate officials within the organization; and
- The project is consistent with provincial, federal and municipal standards.

1.6 Project Conditions

All successful applicants must:

- Enter into a Conditional Grant Agreement (CGA) with the Ministry;
- Carry out the project within the terms of the CGA;
- Submit quarterly progress reports;
- Provide a Summary of Expenditures along with supporting documentation for claims processing;
- Present a statement of all work completed and project expenditures;
- Communicate with BCAAP staff on milestones, public announcements and progress reporting.

2.0 BCAAP GRANT AMOUNTS

BCAAP infrastructure grants are limited to a maximum of \$2 million dollars for any given facility in any given year. Facilities can apply for multiple projects; however, BCAAP funding will not exceed this amount.

Funding for infrastructure projects includes base funding, additional funding of up to 90% or 95% and funding for Air Facility Master Plans.

2.1 Base Funding

- 75% for airside projects (the aircraft operating environment) and avionics (e.g. hazard beacons);
- 60% for transitional projects (e.g., terminal building, fencing, gates, etc.);
- 50% for groundside projects (e.g., vehicle parking areas, airport access roads, etc.);
- 75% for climate/environmental projects (e.g., greenhouse gas audits); and
- Air Facility Master Plans for small facilities (up to \$25,000).

2.2 Additional Funding (up to 15% for a total of 90% project funding)

Applicants may qualify for **up to an additional 15% of BCAAP funding**, based on how the community, facility or project meets the following criteria, **subject to verification by BCAAP staff**:

- **Indigenous, isolated, rural or remote:** This category applies to:
 - Indigenous communities;
 - Communities that can only be reliably accessed by air; or
 - Communities more than three hours travel by road to the next nearest airport.
- **Limited revenue streams available:** This applies to facilities that lack scheduled air services and the revenues that are collected from those activities.
- **The project is required for medevac operations:** The project is required to support air transport of individuals for medical assistance not available in the community.
- **The project is required for wildfire suppression operations:** The project is necessary to enable firefighting related activities for wildfires.
- **The project is needed for emergency response/preparedness:** The project is necessary to enable the facility to respond to or prepare for unexpected events.
- **The project is required due to an extraordinary event:** The project is necessary to recover from an unexpected event, such as major flooding.
- **The project is required to correct a non-compliance with federal aviation regulations:** Transport Canada requires all airports to comply with federal aviation regulations.
- **The project is required for climate change mitigation/adaptation:** The project is necessary to support climate related initiatives.
- **The air facility has a greenhouse gas reduction plan in place:** This demonstrates a commitment to improving the facility's environmental performance. BCAAP recognizes that not all facilities have the resources to prepare and implement such a plan. Please note that air facilities can apply for environmental projects, including greenhouse gas audits (baselining).
- **The facility has policies, procedures or infrastructure in place that supports active transportation** (e.g., bike lanes).

If you are uncertain if any of these criteria apply, please contact our BCAAP team at BCAAP@gov.bc.ca or call us at (778) 974-5468.

2.3 Additional Funding for small non-profit societies using volunteer and/or in-kind contributions (up to 5% for a total of 95% project funding)

If a small facility is operated by a non-profit society that is reliant on some volunteer labour for the BCAAP project, the application may qualify for an additional **5% BCAAP funding (for up to a total of 95%)**.

A "small facility" is an airport, heliport or water aerodrome with a local service area of 10,000 or fewer people.

In-kind contributions may include volunteer hours and/or donated professional labour, services, space and materials, which are provided at no cost or below fair market value.

2.4 Air Facility Master Plans

Up to \$25,000 is available for the development of Air Facility Master Plans. This funding is limited to facilities with a service area of 10,000 or fewer people.

3.0 ELIGIBILITY

Applications will be considered from air facilities:

- Located in British Columbia;
- That are public facilities; and
- Serve fewer than one (1) million scheduled passengers annually.

The operator of the air facility is responsible for submitting applications. This can include municipalities, regional districts, First Nation governments, non-profit societies and contracted managers. NOTE: This year Contracted Airport Managers are eligible to apply to BCAAP; however, if the application is successful, all funding will flow to the organization that owns the airport (e.g., municipality).

The applicant must be able to complete the project within one fiscal year.

3.1 Eligible Project Expenditures

Eligible costs include costs incurred within the period established in the Conditional Grant Agreement, including:

- Design or engineering costs during the execution of the project;
- Labour;
- Materials;
- In-kind contributions;
- Equipment needed for completing the project;
- Directional, warning and project signage; and
- Applicable taxes.

3.2 Ineligible Project Expenditures

The following costs are deemed ineligible:

- Costs related to developing a BCAAP application and supporting documentation;
- Property acquisition;
- Studies, such as engineering reports or business cases (with the exception of Air Facility Master Plans that are eligible for up to \$25,000);
- Applicant's (municipal or other operating authority) administration such as overhead, staff and supervision expenses/salaries;
- Project management costs in excess of 15% of the total grant value;
- Costs incurred prior to the project approval date, or incurred after project completion (if no extension has been granted);
- Landscaping; and
- Costs associated with operations or maintenance.

3.3 Eligible Applicants

To be considered for funding, the application and supporting documents must show that the project:

- Falls within one of the project categories that BCAAP funds;
- Can be completed within one fiscal year;
- Has identified and secured all required funding (the percentage not funded by BCAAP);
- Meets the best available environmental practices, which includes identifying environmental risks, benefits and innovations; and
- Complies with applicable federal, provincial and/or local government standards.

Examples of previously approved projects are included in Appendix A.

3.4 Ineligible Applicants

Any of the following may deem an air facility ineligible for funding consideration:

- Facilities that serve more than one million passengers annually;
- Aviation facilities with BCAAP projects from an earlier year that are not yet complete;
- Private aviation facilities; and
- Aviation facilities owned and operated by the federal government.

4.0 APPLICATION SUBMISSION

Please submit your application(s) and supporting documentation via the online application.

If you encounter any problems, please contact the BCAAP team at BCAAP@gov.bc.ca or by phone at 778-974-5468 for assistance.

There is no limit on the number of applications that a facility can submit; however, there must be a separate application for each proposed project. **There is a cap of \$2M in BCAAP funding for any one facility each year.**

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected will be used for reporting, tracking and evaluating purposes. Any questions about the collection, use or disclosure should be directed to the BCAAP administrative team via email at BCAAP@gov.bc.ca or by telephone at 778-974-5468.

5.0 APPLICATION DEADLINE

The 2023/24 BCAAP application intake starts on **November 1, 2022 and closes on December 22, 2022**. After this date, applications will no longer be accepted.

Applications are accepted from operators of public airport, heliport and floatplane facilities. This includes municipal and First Nation governments, Regional Districts, other operating authorities (e.g., non-profit societies) and contracted operators.

6.0 APPLICATION EVALUATION

All applications will go through an evaluation process led by BCAAP staff, with the assistance of other Ministry of Transportation and Infrastructure personnel as well as staff from other Ministries with specific knowledge of aviation requirements (e.g., medevac dispatch). Depending on the application, the review will prioritize projects based on the following: safety, medevac and/or wildfire suppression, environmental benefits and economic impacts. Applicants are asked to prioritize their projects if they are applying for more than one.

6.1 Evaluation Criteria

Applications are evaluated based on the type of project applied for and the questions that were asked on the application form. The questions asked are different, with higher cost projects requiring additional justifications based on economic, social and environmental considerations.

6.2 Evaluation Results

Applications are sorted from highest to lowest scores with a cumulative total linked to the available program budget. Funding will take into consideration the cap on BCAAP funding of \$2M per facility in any one year or for any one BCAAP project.

Unsuccessful applicants are invited to request detailed feedback at any time.

6.3 Evaluation Criteria Summary

<p>Initial Screening: The responses to these questions are used to determine whether the project moves on to the evaluation stage. Is the application:</p> <ul style="list-style-type: none"> ○ Complete? ○ From an eligible applicant? ○ For an eligible project type? ○ Has the applied for ACAP funding (if applicable)? 	
Evaluation Components	Evaluation Criteria
General Project Information and Description (including Facility Information)	The scoring in this section will range from “Does not meet BCAAP eligibility requirements” to “Strong alignment to BCAAP’s purpose and mission”.
Funding Eligibility	<p>Staff will confirm if the application meets the criteria to qualify for up to an additional 15% in BCCAP funding. An additional 5% funding could be added for air facilities that are operated by a non-profit society.</p> <p>A review of the responses from this section will determine whether the application qualifies for an increase in funding from BCAAP (beyond the base funding percentages).</p>
Environmental/Climate Considerations	<p>This section pertains to airside, transitional or groundside projects. The evaluation team will assess:</p> <ul style="list-style-type: none"> • Environmental/Climate-related benefits; • Best practices in design and construction; • Environmental risk and mitigation efforts; and • Incorporating environmental innovation. <p>Scoring will range from “High risk” to “Significant benefits”.</p>

	<p>Environmental/Climate Considerations:</p> <ul style="list-style-type: none"> • Overall environmental impact/benefits; • The extent to which the project aligns with the organization’s broader strategy; • How success is defined/determined. <p>Scoring will range from “little or limited benefits and alignment with broader goals” to “significant benefits and alignment with broader goals”.</p> <p>Overall Project Benefits (for projects valued over \$67,000).</p> <p>Safety, economic and other benefits, including medevac and/or wildfire suppression.</p> <p>Projects will be evaluated against the following:</p> <ul style="list-style-type: none"> • Safety, which examines the project’s outcome in reducing risks to all facility users; • The social element examines the project’s contribution to community sustainability, including its importance to medevac and/or wildfire suppression services. • The economic element focuses on the direct and indirect impacts to local, regional and provincial economies; and <p>Projects are scored on a continuum that ranges from “low/minimal impact” to “significant impact on safety, economic and social indices”.</p>
Funding and Project Cost Estimate Information	Funding request aligns with allowable limits (with respect to BCAAP funded portion).
Community Support	Projects are scored on a continuum from “community opposition” to “strong community support”.

7.0 GRANT PROCEDURE

The British Columbia’s Air Access Programs Grant process is as follows:

- 1) Program intake opens on November 1, 2022.
- 2) Applications are accepted online until December 22, 2022.
- 3) Applications are reviewed and scored by a committee.
- 4) MOTI approves selected projects.
- 5) A Conditional Grant Agreement (CGA) is prepared by MOTI and signed by recipient and MOTI.
- 6) Initial payment and subsequent payments are disbursed to recipient in accordance with the CGA.
- 7) If a project requires an extension to the agreed upon completion date or amendment due to change in project scope, recipient must contact program staff at BCAAP@gov.bc.ca
- 8) CGA is closed upon final completion of project payments.

Appendix A – Sampling of Past Completed Projects

The following sample projects have been selected based on:

- Geographic diversity
- Type of project (e.g., airside, transitional, groundside); and
- Dollar value granted (BCAAP contribution)

Airside/Core Aviation Infrastructure Projects:

2017/18: Main Terminal Helipad – Pitt Meadows Airport

2018/19: Fuel System Reconfiguration – Anahim Lake Airport

2018/19: Rehabilitation of Float Plane Dock – Kamloops Airport

Transitional Projects:

2015/16-17/18: Terminal Building Expansion – Northwest Regional Airport (Terrace-Kitimat)

2016/17-2017/18: Terminal Building Construction – Trail Regional Airport

Groundside/Ancillary Projects:

2016/17: Terminal Façade and Groundside Rehabilitation Works – Dawson Creek Airport

2017/18: Elevator (Barrier-Free Terminal Access) – Prince George Airport

Thank you for your interest in the BC Air Access Program.

For any assistance, please contact us at:

BCAAP@gov.bc.ca

(778) 974-5468