

**Ministry of Transportation and Infrastructure
British Columbia Air Access Program (BCAAP)
Guidelines (October, 2016)**

Introduction

Aviation is critical to growing the BC economy – supporting jobs and tourism, enabling investment, and facilitating trade. BC’s aviation sector provides communities with travel opportunities, passenger and cargo services, wildfire and medevac services, and general aviation.

“Our vision for BC’s aviation sector is to be viable and competitive in the global marketplace, to enable passengers and goods to connect with destinations around the world through BC airports.”

– **“[Connecting With the World: An Aviation Strategy for British Columbia](#)”**

As set out in BC’s Aviation Strategy, the Province is making efforts to grow BC’s international connectivity and to ensure that smaller communities are realizing the economic and social benefits from their local airports through long-term planning focused on partnering with the airport community to identify infrastructure needs, barriers, issues and economic opportunities.

Purpose:

The goal of the British Columbia Air Access Program (BCAAP) is to support communities across the province and enhance the long-term potential of BC’s aviation sector. BCAAP is a program to assist airports with funding capital infrastructure projects that:

- Help maintain safe and reliable airport facilities; and/or
- Will result in a significant, incremental economic benefit.

Funding:

BCAAP is a capital cost-sharing program administered by the BC Ministry of Transportation and Infrastructure. Projects approved for funding will be able to invoice eligible incurred costs from the time the project is approved. The Ministry’s contribution is provided at project completion, or in a phased manner after costs have been incurred and invoiced and where project size or complexity warrant.

Applications for provincial fiscal year 2017/2018 funding will be accepted until 4:00 p.m. on December 16, 2016. Applications are being received against a notional budget allocation which is subject to confirmation through the Budget 2017 process.

The program encourages funding partnerships with local, regional and federal agencies and private sector entities. The actual BCAAP contribution to a project will be based upon total eligible project costs, less any federal or other provincial funding. Local trusts such as the Northern Development Initiative Trust, are regarded as applicant funding, not provincial contributions.

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Eligible Projects:

Projects which are eligible under the federal Airports Capital Assistance Program (ACAP) must maximize their ACAP funds before accessing BCAAP funds, and provide the Ministry with appropriate documentation.

Projects funded under BCAAP must be “shelf ready” – that is, ready for tender. “Shelf ready” requires the proponent to have completed all necessary consultation(s), project design, property negotiations and environmental mitigation measures prior to submission of the application. Applicants must also demonstrate that they have all funding identified to complete the project.

Priority will be given to core transportation infrastructure (e.g., runways and lighting) over ancillary works (e.g., parking lots and terminal buildings).

Examples of eligible projects include, but are not limited to:

- runway enhancements;
- airfield lighting;
- navigation systems;
- terminal building expansion;
- fuel facilities; and
- apron and taxiway improvements.

All projects must comply with applicable federal, provincial and/or local government standards.

Projects will be solicited and evaluated on an annual intake under two components.

- **Rehabilitation of Existing Infrastructure Projects** – focus on upgrading existing infrastructure.
 - Projects are to be completed within one year from project approval.
 - Priority will be given to core transportation infrastructure (e.g., runways) over ancillary works (e.g., parking lots and terminal buildings).
 - 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.
 - Maximum provincial contribution will not exceed 75% of eligible project costs.
 - The local operator assumes responsibility for any associated increase in operating or maintenance costs of any project.

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- **New or Expansion of Infrastructure Projects** – demonstrate a significant incremental economic benefit, supported by a detailed business case and linkages with provincial strategies.
- A business case is required to demonstrate how the project will contribute to the economic and social development of the airport, the region, and the province.
- Large scale or major rehabilitation projects are also eligible for this component, justified from a safety or network retention rationale.

Submissions will be considered for multi-year projects. However, significant funding needs to be allocated in fiscal year 2017/18.

- Priority will be given to core transportation infrastructure (e.g., runways) over ancillary works (e.g., parking lots).
- 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.
- Maximum provincial contribution will not exceed 50% of eligible project costs.
- The local operator assumes responsibility for any associated increase in operating or maintenance costs of any project.

The proponent is responsible for any cost overruns in excess of the approved project funds.

Ineligible costs include:

- Equipment purchase or lease (e.g. snow removal equipment).
- Property acquisition.
- Applicant's (municipal or other operating authority) administration, such as overhead, staff and supervision expenses.
- Volunteer contributions – labour, materials, etc.
- Studies, such as engineering reports or business case development.
- Incremental costs associated with operation or maintenance.
- Landscaping.
- Design costs.

Project Selection:

The Ministry will evaluate and rank all projects, with assistance from others (e.g. Transport Canada) as needed. The review process will prioritize projects primarily based on safety, need (medevac and wildfire), economic development potential, and project readiness.

Successful applicants will be required to enter into a Conditional Grant Agreement with the Ministry.

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Applications:

Applications are accepted from public airport operators, including local governments and other operating authorities. **Applications for provincial fiscal year 2017/2018 funding will be accepted until 4:00 p.m. on December 16, 2016.**

All BCAAP applications must include:

- A fully completed application form;
- Detailed cost estimates; and
- Design drawings.

New or Expansion of Infrastructure Projects **MUST** also include:

- A business case that provides the rationale for the project, and demonstrates how the project will contribute to the economic and social development of the region, airport and the province;
- An aerodrome development plan;
- Identification of funding partners;
- Identification of community consultation and support;
- Cost effectiveness;
- Risk assessment for safety projects; and,
- If a project is subject to an environmental assessment (see http://www.eao.gov.bc.ca/ea_process.html), the applicant must include the EA decision and information in the application.

Applications are submitted via the BCAAP SharePoint website. To gain access to the SharePoint submission site, provide the following information by emailing BCAAP@gov.bc.ca, indicating:

- Your BCeID(s);
- Names of the representatives who require access to the site and their BCeID(s);
- Name of the of the airport, airport authority or municipality submitting an application(s); and
- Name of the primary contact person.

If you have any questions regarding the Guidelines, please contact BCAAP at (250) 387-7588 or BCAAP@gov.bc.ca