

2025-26 BCAAP Application Form Help

Below is a list of questions that may be asked on the BC Air Access Program application form. Depending on your project, you will be asked to answer a subset of these questions. This document is provided for information only and is not meant to be an application form. Its purpose is to give you an idea of the questions that you need to be prepared to answer.

There are four (4) Application forms on the BCAAP website. The questions you will be asked will differ based on the size of your project (Large Project >\$100,000 or Small Project <\$100,000) or whether the application is for either an Airport Master Plan or an Environmental Project.

List of questions

Contact Information

Facility Name (e.g., “Such-and-such Airport”)

Applicant name (e.g., “City of Such-and-such”) and mailing address

Primary contact name and title

Contact email and telephone

Are you submitting more than one application to BCAAP? If so, indicate relative priority.

General Project Information and Description

Total estimated cost of project – Class B or better estimates: (\$##)

What type of project is being applied for? (Please read carefully and then select the **one** that best fits the project. See attached BCAAP 2025/26 Guidelines)

- Airside / core aviation infrastructure
- Transitional infrastructure
- Groundside / ancillary infrastructure
- Climate / environmental project
- Airport master plan (small airports only, maximum BCAAP contribution is \$35,000)
- GPS approach

Is this project identified in your airport master plan or community plan?

Will the completed project comply with applicable federal, provincial and/or local government standards?

Estimated start date

Estimated end date

Project Title (in 10 or fewer words)

Project Scope (open-ended)

Project Rationale (open-ended)

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Facility Information

Is your airport located in a community with 15,000 or fewer people?

Facility type (airport, heliport, water aerodrome, other)

Status per Transport Canada regulations (certified, registered, n/a)

Is the project eligible for the federal Airports Capital Assistance Program (ACAP)?

If “yes”, has an application been made to ACAP?

Airport usage (check all that apply):

- Scheduled passenger services
- Chartered passenger services
- Cargo services
- Medevac
- Wildfire service
- General aviation
- Flight training
- Other (please explain)

Please provide traffic data for the past five complete calendar years (as available)

Funding Eligibility

The percentage share of BCAAP funding available for your project may be increased by up to 15% based on whether your community, airport or project meet any of the following criteria (subject to verification by BCAAP staff). Please indicate which, if any, of the following apply, with a brief explanation for those that you indicate.

- The community served is Indigenous, isolated, rural or remote
- The airport has limited revenue streams available
- The airport has a greenhouse gas reduction plan and/or policies, procedures or infrastructure that supports active transportation in place
- The project being applied for is required for medevac operations
- The project being applied for is required for wildfire suppression operations
- The project is required to support or enhance accessibility for airport users
- The project being applied for is needed for emergency response / preparedness
- The project being applied for is required due to an extraordinary event (e.g., flooding)
- The project being applied for is required to correct non-compliance with federal aviation regulations
- The project being applied for is required for climate change mitigation / adaptation

The percentage share of BCAAP funding available for your project may be increased by an additional 5% if you are a non-profit society registered in British Columbia for the purposes of operating this small airport and you are reliant on volunteer contributions to complete this

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project. Does this description apply to you? If so, please outline the volunteer contributions that apply to this project.

Environmental / Climate Considerations

Outline the benefits of the project from an environmental and/or climate perspective.

How are best practices from an environmental and/or climate perspective incorporated into the design and construction of this project?

Have any specific environmental related risks been identified with this project? If yes, what is your plan for addressing these risks?

Is any type of innovation from an environmental and/or climate perspective being incorporated into this project?

Environmental / Climate Considerations

Which of the following best describes your project?

- Energy retrofitting to low / zero carbon fuels
- Equipment electrification
- Greenhouse gas audit (baselining)
- Mitigation project
- Operational project
- Piloting innovative technologies
- Other

What are the environmental and/or climate goals of your project? How will this project result in sustainable environmental / climate benefits moving forward?

How does this project fit with your organization's broader environmental and/or climate goals? Is this project part of a broader strategy? Please provide details.

How will this project be assessed to determine success? How will success be measured?

Overall Project Benefits

How will this project improve safety?

How will the project benefit medevac and/or wildfire suppression?

How will this project provide local, regional and/or provincial economic benefits, including how this project may support your airport in recovery from the impacts of COVID-19?

How will the project advance the long-term goals and visions for the airport and community?

Have any concerns or issues with respect to this project been raised by airport users or by members of the surrounding community? What are those concerns or issues? What plans, if any, do you have to address these concerns or issues?

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Funding and Project Cost Estimate Information

If your application is approved, a Conditional Grant Agreement will be issued which will define the maximum BCAAP contribution to this project based on the cost information provided in your application. Your organization will be solely responsible for any cost overruns. Do you have a contingency plan in place to ensure the project will be completed if costs increase?

Total estimated cost of project (brought forward from earlier)

Potential BCAAP share (subject to confirmation by BCAAP staff, auto-calculated based on earlier applicant answers)

Third Party Contributions

Applicant Share

Total Request Being Made of BCAAP

Community Support

Please list organizations or individuals providing letters or resolutions of support for this project and attach all such letters or resolutions.

Support Documentation and Checklist

Please indicate all supporting documentation that is being submitted with this application and attach that supporting documentation.

- Quotes for work / Detailed Cost Estimates (Class B)
- Design Drawings (if applicable)
- Council Resolution or Equivalent
- Airport Master Plan or Community Plan (if available)
- Environmental Assessment (if applicable)
- Other

Authorization

We certify that the information contained in this application submitted is to the best of our knowledge correct, complete and has been submitted with the concurrence of our Council or Board.

Project Manager, Name and Signature

Financial Officer, Name and Signature