BC Air Access Program (BCAAP) Guidelines

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Ministry of Transportation and Infrastructure
2020/21 British Columbia Air Access Program (BCAAP)
Application Guidelines

INTRODUCTION

1.1 Context

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 province has 300+ public airports, heliports and water aerodromes, which play a significant role in connecting communities and in supporting the economy. While BC is home to 13% of Canada’s population, its airports handle 20% of Canada’s airport traffic and account for nearly a quarter of all aircraft movements (takeoffs and landings).

The Province is making efforts to grow its regional and international connectivity and to ensure that smaller communities are realizing the economic and social benefits of their local airports. The BC Air Access Program (BCAAP) partners with the airport community to improve aviation infrastructure and services.

There is room to improve environmental performance within the aviation sector and, to this effect, the program has been updated to include “Climate/Environmental projects”.

1.2 Purpose

The goal of BCAAP is to support communities across the province and enhance the long-term potential of BC’s aviation sector. BCAAP is a cost-sharing program to assist the aviation community with a range of projects, with applications assessed on economic, environmental and social parameters, including:

- Safe and reliable aviation facilities;
- Economic benefits;
- Benefits to medevac and aerial wildfire suppression; and
- Reduced carbon footprint.

1.3 Application Deadline

The deadline for the 2020/2021 BCAAP application intake is January 13, 2020 at 11:59 pm.

Applications are accepted from operators of public aviation facilities, including local governments and other operating authorities (e.g., non-profit societies, etc.). All BCAAP applications must be fully completed, signed,
and include the required supporting documentation. Any incomplete applications will not be considered for funding.

**1.4 Application Submission**

Please submit your application and supporting documentation via email to BCAAP@gov.bc.ca. In the subject line of the email, please clearly include:

- Applicant or facility by name;
- Since the receiving e-mail system cannot accept zip files and cannot accept any e-mail that exceeds 10 MB in size (including any attachments), please submit any application that exceeds 10 MB via multiple e-mails clearly identifying each e-mail as “1 of x”, “2 of x”, etc.; and
- If submitting multiple applications, please assign relative priorities to each by including a “priority number”.

For example, if you are submitting two applications and the higher priority application requires two e-mails for submission, your two e-mail subject lines should read “<<facility name>> 1 of 2 priority 1” and “<<facility name>> 2 of 2”. The second application should include “priority 2” in its subject line.

If any single supporting document exceeds 10 MB in size, please contact the BCAAP team at BCAAP@gov.bc.ca or by phone at 778-974-5468 for making alternate submission plans.

If you cannot send your application by electronic means, please mail or courier it to the address below, allowing sufficient time to ensure that it arrives by the due date.

Ministry of Transportation and Infrastructure  
Attn: BC Air Access Program  
PO Box 9850 Stn. Prov. Govt.  
Victoria, BC V8W 9T5  
(Physical Location: 5D - 940 Blanshard St, Victoria, BC V8W 3E6)

There is no limit on the number of applications per facility; however, there must be a separate application for each proposed project.

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 telephone at 778-974-5468.

**1.5 Program Cost Sharing**

BCAAP is a cost-sharing program administered by the BC Ministry of Transportation and Infrastructure. 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.

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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.

An aviation facility eligible under the Federal Airport Capital Assistance Program (ACAP²) must utilize ACAP first for any ACAP eligible projects. A BCAAP application must include appropriate supporting documentation related to ACAP eligibility and status of any ACAP application.

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

The BCAAP share of project costs will not exceed:

- 75% for airside projects (i.e., aircraft operating areas) and other core aviation infrastructure (e.g. hazard beacons);
- 60% for transitional projects (e.g., terminal building, fencing and gates);
- 50% for groundside projects (e.g., vehicle parking areas, and other aspects of airport access); and
- 75% for climate/environmental projects (e.g., greenhouse gas audits).

**APPLICANTS**

### 2.1 Eligible Applicants

In order to maximize the available funding, applications will only be considered from aviation facilities:

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

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

### 2.2 Ineligible Applicants

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

- Facilities that serve more than one (1) million scheduled passengers annually;
- Applicants with BCAAP projects from the 2017/18 fiscal (or earlier) year where those projects remain incomplete; and
- Private aviation facilities.

² Please see more information on the Federal ACAP Program.


**PROJECTS**

### 3.1 BCAAP Priority Areas

The key priorities for BCAAP are:

- Maintaining safe and reliable aviation facilities;
- Improving the environmental performance and/or reducing the climate footprint of air facilities;
- Providing economic benefits; and
- Ensuring medevac and aerial forest fire suppression activities remain viable and sustainable for all British Columbians.

A project that is subject to an environmental assessment (see [EA Process](#)) must include the EA decision.

### 3.2 Eligible Projects

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

- Addresses one or more of the program’s key priorities;
- Addresses/resolves outstanding and ongoing issues;
- 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.

Please see Appendix A for examples of previously-approved BCAAP projects. Meeting the above requirements does not guarantee funding.

**COSTS**

### 4.1 Eligible Costs

Eligible costs include:

- Costs incurred within the period established in the Conditional Grant Agreement (CGA), including:
  - Labour;
  - Materials;
  - Equipment for completing the project;
  - Directional, warning and project signage; and
  - Applicable taxes.
- In-kind contributions within the set parameters and dollar values included in the application (please discuss with BCAAP staff prior to including in-kind contributions within an application).

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8 Successful applicants are required to enter into a Conditional Grant Agreement with the Ministry of Transportation and Infrastructure. This Agreement defines the scope of work for the approved project and governs how BCAAP funding will flow to the grant Recipient.
4.2 Ineligible Costs

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;
- Design costs;
- 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;
- Volunteer contributions (e.g., labour);
- Costs incurred before the project approval date, or incurred after project completion (if no extension has been granted);
- Landscaping; and
- Incremental costs associated with operations or maintenance.

APPLICATION AND EVALUATION

5.1 Evaluation Process

All applications will go through an evaluation process led by BCAAP staff, with the assistance of other Ministry of Transportation and Infrastructure staff as well as staff from other Ministries with specific knowledge or aviation requirements (e.g., medevac dispatch staff). The review process will prioritize projects primarily on safety, need (including medevac and wildfire suppression), environmental benefits and economic impacts. Applications are recommended using a priority ranking system to identify projects that best meet the program goals.

An initial review of all applications is done to ensure completeness of documentation and program eligibility. If an application is incomplete or deemed ineligible, BCAAP staff will immediately contact the applicant. Applications that are complete and deemed eligible will then be evaluated against program criteria.

5.2 Evaluation Criteria

Applications will be assessed on:

- Infrastructure proposed;
- Cost effectiveness;
- Overall benefits of the project;
- Impact of the project on the community; and
- Environmental and climate-related benefits.

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4 See more detail in Appendix B – Evaluation Criteria Summary.
5.3 Evaluation Results

Based on scoring, applications are sorted from highest to lowest scores with a cumulative total linked to the available program budget. This scoring is then used to determine which applications are recommended for funding and which are not recommended at this time.

Unsuccessful applicants are invited to request detailed feedback. Beginning this in-take, applications eligible but not recommended during the last in-take can be resubmitted for consideration using a truncated version of the application form (known as a Reconsideration Form).

5.4 Reconsideration Form

Unsuccessful applications from the 2019/2020 BCAAP intake can be resubmitted for consideration at this intake by completing a Reconsideration Form rather than submitting a full new application package. Applicants can use the Reconsideration Form if:

- The application in question was submitted to the 2019/2020 BCAAP intake;
- The project in question remains a priority for the applicant;
- The applicant can confirm that their funding (and any third-party funding) is in place; and
- The applicant can provide updated cost information for the project.

If there are substantial changes to the scope of the project that was applied for in 2019/20, please submit a new application rather than using the Reconsideration Form. If you would like to discuss your specific project, please reach out to the BCAAP team.

GENERAL REQUIREMENTS

6.1 Required Information

Please ensure that your application meets the following criteria:

- Application must be submitted by an eligible applicant (See Section 2.1);
- Application must be for an eligible project (See Section 3.2);
- Application is completed in its entirety, with supporting documentation appended;
- Application is certified/authorized by the appropriate officials within the applicant organization;
- Project is in alignment with BCAAP’s priorities (See Section 3.1); and
- Project is consistent with provincial, federal and municipal standards.

6.2 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 done and project expenditures during the project term; and
- Communicate with BCAAP staff on milestones, public announcements and progress reporting.
APPENDIX A – SAMPLING OF PAST BCAAP PROJECTS

The following example projects have been selected based on:
- Geographic diversity;
- Type of project (e.g., airside, ancillary, transitional); and
- Dollar value granted (BCAAP contribution, as stated in the Conditional Grant Agreement).

- **Airside/Core Aviation Infrastructure Projects:**
  - 2017/18 Main Terminal Helipad - Pitt Meadows Airport
  - 2018/19 Apron and Taxilane Expansion - Abbotsford International Airport
  - 2018/19 Fuel System Reconfiguration - Anahim Lake Airport
  - 2018/19 Rehabilitation of Float Plane Dock - Kamloops Airport
  - 2018/19 Relocate / Upgrade Taxiway - Shuswap Regional Airport

- **Transitional Projects:**
  - 2015/16-17/18 Terminal Building Expansion - Northwest Regional Airport (Terrace-Kitimat)
  - 2016/17-18 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

- **Sample of potential Climate/Environmental Projects:**
  - Greenhouse gas (GHG) audit
  - Mitigation, such as flood protection
  - Fuel switching
    - Building / heating equipment
    - Operational vehicles
    - Charging infrastructure for electric vehicles
  - Solar panels
  - LED lighting
  - Operational improvements such as enhanced recycling
# APPENDIX B – EVALUATION CRITERIA SUMMARY

## British Columbia Air Access Program (BCAAP) – Evaluation Criteria

*This evaluation matrix is designed as a reference tool as you plan and develop your BCAAP application.*

<table>
<thead>
<tr>
<th>Components</th>
<th>Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 3: General Project Information and Description</strong>&lt;br&gt;Application is reviewed on the following elements: project scope and project rationale.</td>
<td>All proposed projects are evaluated on the following:&lt;br&gt;• Infrastructure type and fulsome description that enables BCAAP staff to understand proposed project&lt;br&gt;• Project alignment to BCAAP’s priorities&lt;br&gt;The scoring will range on a continuum from “Does not meet BCAAP eligibility requirements” to “Strong alignment to BCAAP’s purpose and mission”.</td>
</tr>
</tbody>
</table>
| **Sections 5A and 5B: Environmental/Climate Considerations**<br>Please note for that for proposed projects that trigger an [Environmental Assessment](#) an EA decision/report is required. However, all proposed projects will go through a basic environmental evaluation based on questions in sections 5A and 5B.<br>Please complete either Section 5A or 5B (not both). | Airside/Core Aviation; Transitional; or Groundside/Ancillary Project proposals are assessed on the following:<br>• Environmental/Climate-related benefits;<br>• Best practices in design and construction;<br>• Environmental risk and mitigation efforts; and<br>• Incorporating environmental innovation.<br>Climate/Environmental projects are assessed on the following:<br>• Environmental/climate benefits;<br>• Alignment with broader strategy (locally, and CleanBC); and<br>• How success will be measured.<br>All projects are assessed on a range from “High risk” to “Significant environmental/climate benefits”.

## Section 6. Overall Project Benefits

Safety, economic and other benefits, including medevac and/or wildfire suppression<br>Safety, economic and social interests are three elements that are evaluated with respect to the overall benefits of the proposed project.<br>• Safety examines the project’s outcome in reducing risks to all facility users;<br>• The economic element focuses on the direct and indirect impacts to local, regional and provincial economies; and<br>• The social element examines the project’s contribution to community sustainability, including its relative importance to medevac and/or wildfire suppression services.<br>Projects are scored on a continuum that ranges from “Low/minimal impact” to “Significant impact on safety, economic and social indices”.

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*These evaluation criteria are designed to provide a comprehensive framework for assessing the eligibility and impact of proposed projects under the BCAAP.*
<table>
<thead>
<tr>
<th><strong>Section 7: Funding and Project Cost Estimate Information</strong></th>
<th><strong>BCAAP is a cost-sharing program that encourages partnerships with various entities.</strong></th>
</tr>
</thead>
</table>
| Cost estimates are reviewed for completeness and authenticity, with funding partnerships encouraged. | Scoring is related to:  
  • Thoroughness or legitimacy of cost estimates;  
  • Identification of applicant funding; and  
  • Existence and identification of any third-party funding.  

*Scoring for this category ranges from “Some concern noted” to “Solid fiscal plan”.*