

**Ministry of Transportation and Infrastructure
British Columbia Air Access Program (BCAAP)
Guidelines (June 1, 2015)**

Introduction

Aviation is critical to growing the BC economy- supporting jobs, enabling investment, and facilitating trade. BC's aviation sector connects families by providing travel opportunities, passenger and cargo charter services, and medevac services.

“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 identifying infrastructure needs, barriers, issues and economic opportunities.

Purpose:

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

- Help maintain safe and reliable airport facilities; and/or
- 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 an annual call for applications occurs. The Ministry's contribution is provided at project completion, or in the case of complex projects, phased with milestone payments.

The program encourages funding partnerships with local, regional and federal government, agencies and private sector entities. The provincial contribution to a project will be based upon total eligible project costs, less any third party contributions.

Local trusts such as the Northern Development Initiative Trust, are regarded as local 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” which means that a project is at the stage where a project is ready for tender. “Shelf ready” requires the proponent to have completed public consultation, project design, property negotiations and environmental mitigation measures prior to submission of the application.

Examples of eligible projects include, but are not limited to: runway enhancements; lighting; navigation systems; runway extensions; terminal expansion; and apron and taxiway improvements.

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

- **Small Rehabilitation Projects (SRP)** – focus on safety projects.
 - Projects are to be completed within one year from project approval.
 - Maximum BCAAP-SRP share will not exceed 75% of eligible project costs.
 - If a third party, including another provincial agency, is contributing to a project, that contribution must be deducted from the project’s total eligible costs, and the BCAAP share calculated on the balance.
 - Total provincial funding will not exceed 75% of total eligible project costs.
 - The local operator assumes responsibility for any associated increase in operating or maintenance costs of any project.

- **Major Projects (MP)** – 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. Project completion could take up to a maximum of three years to enable phasing of construction and funding.
 - Priority will be given to core transportation infrastructure projects (e.g., runways) over ancillary works (e.g., parking lots).
 - BCAAP-MP share will not exceed 50% of eligible project costs.

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- Total provincial funding will not exceed 50% of total 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 (i.e. snow removal equipment).
- Property acquisition.
- Applicant's (municipal or other operating authority) administration, overhead 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.

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, social and economic development, and project readiness.

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

Applications:

Applications are accepted from public airport operators, including local governments and other operating authorities. **Applications for provincial fiscal year 2015/2016 funding will be accepted until midnight on June 22, 2015.**

BCAAP-SRP applications should include:

- A fully completed application form, supported by detailed cost estimates and design drawings.

BCAAP-MP applications should include:

- A fully completed application form;
- 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;
- Detailed cost estimates;

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- Design drawings;
- A facility development plan;
- Identification of funding partners;
- Identification of community consultation and support;
- Cost effectiveness and/or 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.