

**DEPARTMENT OF
TRANSPORTATION**

CALTRANS OF AERONAUTICS – M.S.#40
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Airport: «AIRPORT_NAME»
User ID: «USERNAME»
Password: «PASSWORD»
Email: «Email_1»



*Making Conservation
A California Way of Life!*

October 15, 2018

«First_Name» «Last_Name», «Function»
«Facility_Name»
«Business_Address_1»
«Business_City», «Business_State»«Business_Zip»

Dear Airport Manager/CIP Contact:

The California Department of Transportation, Division of Aeronautics (Caltrans) is requesting your participation in updating the biennial California Aviation System Plan-Capital Improvement Plan (CIP), for the fiscal years (FY) 2019 through 2028. The CIP is a 10-year planning document encompassing capital improvement and planning projects at, or related to, publicly owned airports statewide. The [2017 Capital Improvement Plan](#) can be found at the Division of Aeronautics website (www.dot.ca.gov/aeronaut). The 2019 CIP is expected to be approved by the summer of 2019. To be eligible for a State-funded Airport Improvement Program (AIP) matching grant or Acquisition and Development (A&D) grant, an airport project must be listed in the 2019 CIP. Additional State grant eligibility requirements are explained in the Caltrans publication "[State Dollars for Your Airport](#)" available under the Grants and Loans tab of the Division of Aeronautics website.

To be listed in the 2019 CIP, projects must be entered in the Division of Aeronautics database, Airport IQ System Manager (ASM). The ASM database is located at: <http://www.caltransasm.com/>. In addition, a signed copy of the Airport Capital Improvement Plan (ACIP) for each project needs to be completed and mailed to:

Office of Technical Services and Programs
Division of Aeronautics
California Department of Transportation
PO BOX 942874
Sacramento, CA 94274-0001

To access your airport information on ASM, please refer to your provided username and password shown above. Additional information on the CIP process and instruction on the use of the ASM database are available at the Caltrans Division of Aeronautics website under the "[Capital Improvement Plan \(CIP\) Update](#)" link.

Please note:

- Project data in ASM is entered on an online ACIP form. A hard copy of the ACIP form can be printed from the database. Print and submit forms for each fiscal year from 2019-2028. If no projects are anticipated in a particular year, please do not enter that specific year into the database.
- Project entered in the CIP should be based on the airport's adopted master plan or other comparable planning document.
- Please submit any associated drawings and/or Airport Layout Plan with your hard copy ACIP form.
- Airport Land Use Compatibility Plans (ALUCPs) are eligible to receive A&D grants. Please coordinate with your Airport Land Use Commission (ALUC) staff. Since ALUC staff do not have access to ASM, they are dependent on you to enter a grant request for an ALUCP into the database. As ALUCs are responsible for the preparation and adoption of an ALUCP, A&D grant agreements for ALUCPs are entered into with the ALUC itself, and not with the airport.
- Please include off-airport ground access projects as well. These projects include roadway improvement, public transit, passenger shuttle systems, and parking lots. Although ineligible for Division of Aeronautics funding, these projects provide the State important data on transportation planning and integration.
- Projects included in a previous CIP are **not** automatically rolled into the 2019 CIP. Each project must be resubmitted in order to maintain eligibility. Please review the scope, cost estimate, and program year of each project prior to submittal, and update as needed.

Please upload your project into the ASM database and send your original signed project ACIP forms, along with associated drawings, to the address listed no later than **January 31, 2019**. If your airport is eligible to receive a Federal Aviation Administration (FAA) AIP grant, please remember to send a signed copy to the FAA.

The Division of Aeronautics is available to assist you in this process. Should you have any questions or require assistance, please contact me at 916-654-3775 (tarek.tabshouri@dot.ca.gov) or one of the Division of Aeronautics Airport Engineers directly at:

Patrick Kyo at (916) 654-5082 - patrick.kyo@dot.ca.gov
Parvin Bijani at (916) 657-0543 - parvin.bijani@dot.ca.gov

Sincerely,



TAREK TABSHOURI, Chief
Office of Technical Services and Programs