

## INSTRUCTIONS FOR AIRPORT HANGAR APPLICATION SUBMITTAL

This standard Application will be used to evaluate all requests for loans. All loan requests require both this Application and the Financial Documentation Form found on the GTIB website <http://www.srta.ga.gov/gtib>.

- Read all information provided on the GTIB website. This information provides details of the program regarding eligibility, loan/grant parameters, and Application requirements to verify that the proposed Applicant, project and terms are within the established guidelines.
- Answer all questions fully. There should be no blanks on any form. Missing information or omitted fields may cause the Application to be delayed or rejected.
- All Applicants, projects, and costs for which funding will be used must be “**eligible**” as specified on the GTIB website and below.
- The initial completed Application and Financial Documentation loan must be submitted by email to [GTIBinfo@srta.ga.gov](mailto:GTIBinfo@srta.ga.gov). Within 2 weeks of submitting the Application by email, the Applicant must pay the Application Fee of \$250 via check made out to the State Road and Tollway Authority.
- Hard copy submissions are not required, however, the GTIB reserves the right to request hard copies of the application and/or supporting materials.
- Regardless of whether the request is approved, the Applicant is solely responsible for all of its costs incurred in participating in this program, including but not limited to completing all forms.
- Applicants have an affirmative obligation to update any information included on any application if such information is no longer accurate.
- Applicant Agency must be established and approved by appropriate governing body prior to the GTIB Application Deadline.

## CHECKLIST

**For both Grant and Loan Applications (all materials to be submitted electronically):**

- All of the questions on the Application are answered.
- The requested GTIB loan is for at least \$25,000
- An electronic version of the Application has been submitted by e-mail to [GTIBinfo@srtagov.gov](mailto:GTIBinfo@srtagov.gov).
- All estimates for project costs must be recent (preferably within the last six months) and developed by a credible expert, and should be provided in the year of expenditure indicating the anticipated inflation rate.
- The Applicant must provide proof of commitment of matching funds such as a city/ county commission resolution.
- The application has been authorized for submission by the applicant's governing body
- The signed Financial Documentation Form (form available on GTIB website).
- Documents as required in Section II of the Financial Documentation Form.
- A copy of the bond-rating letter or Official Statement (OS), if the jurisdiction has issued rated or insured debt in the past.
- Approved airport layout plan (ALP) showing location of hangar facility.
- A copy of the hangar wait list.
- A copy of a FAA/GDOT approved hangar lease agreement/template.
- Copies of existing hangar inspection documentation.
- Any other project related documents necessary to complete evaluation. Applicants are advised to provide concise supporting information and/or to specify in the application the specific location where critical information can be found in supporting documents.

**The following materials must be delivered to the State Road & Tollway Authority within two weeks of submitting the Application by e-mail:**

- A check for the Application Fee of \$250 payable to the State Road & Tollway Authority. Please mail to:

**State Road & Tollway Authority  
C/O GTIB/Debbie Humes  
245 Peachtree Center Avenue NE  
Suite 2200  
Atlanta, GA 30303**

## AIRPORT HANGAR ELIGIBILITY DEFINITIONS

- Eligible Applicant: Publicly owned-public use airports. Priority will be given to Non-National Plan of Integrated Airport System (NPIAS) airports and those airports with an unclassified, basic, or local role in FAA's NPIAS.
- Eligible Projects: New Box Hangars (i.e. 80 x 100; 100 x 100) and new T-Hangar/Row Hangars (i.e. 8 unit; 10 unit). A Hangar is defined as a facility for the storage of aircraft. The facility cannot be for exclusive use. Rehabilitation projects are not eligible. Priority will be given to pad ready sites.
- Eligible Costs: Includes engineering/design, bidding, construction, construction management, utilities and associated construction-related costs.

# GEORGIA TRANSPORTATION INFRASTRUCTURE BANK (GTIB)

## APPLICATION FOR LOANS AND GRANTS

\*\*\*Please read *Instructions for Application Submittal* prior to filling out Application\*\*\*

### 1) CONTACT INFORMATION

Date			
Project Applicant			
Classification of Applicant (State, County, City, CID, etc.)			
Department/Division of Applicant receiving GTIB proceeds			
Contact Person Name		Contact Person Title	
Street Address or P.O. Box			
City	, Georgia	Zip Code	
Telephone Number:	(      )	Fax Number:	(      )
E-mail Address			

**Additional Contact Information:****Attorney**

Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	(      )
Fax Number	(      )
E-Mail Address	

**Independent Auditor**

Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	(      )
Fax Number	(      )
E-Mail Address	

**Finance Director**

Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	(      )
Fax Number	(      )
E-Mail Address	

## 2) PROJECT OVERVIEW

Name of Project	
Project Type (Box Hangar or T-Hangar/Row Hangar.)	
Project Location (include county and specific location)	

Current Project Phase/Status* *(Not Started, Concept/Planning, Design, Construction)	
Estimated construction start date	
Estimated completion date	

**i** In 300 words or less, provide a description of the hangar project. Please include whether the hangar will be t-hangar/row hangar facility, or a common-use box hangar with two or more tenants. The sponsor certifies the box hangar will not be for exclusive use for one tenant.

### 3) PROJECT BENEFITS

#### A. Project success factors:

**i** In 300 words or less, explain all critical factors and steps necessary for the project's success. This should include but is not limited to all federal and state approvals needed and/or requirements that must be met for the project. Please provide the status of each of the following and when approval is anticipated if not already received:

- Environmental clearance
- Pad ready site
- Design plan review
- Notice of Proposed Construction (FAA Form 7460) submission/approvals
- Other

#### B. Safety and airside needs:

**i** In 300 words or less, provide a summary that all safety and airside needs have been met and/or are actively being addressed through a corrective action plan. This should include but is not limited to obstructions, licensing issues, safety areas, runway pavement at or above 70 PCI, airfield lighting, etc. The airport sponsor agrees to not request federal funding above allotted entitlement for 3 years if awarded hangar funding, if applicable.

**C. Hangar wait list:**

**i** Does the sponsor have a hangar wait list and policy, and does demand indicate a need for new hangars? Please provide hangar wait list and policy as an addendum to this Application.

**D. Hangar lease agreement:**

**i** Does the sponsor have an approved hangar lease agreement (template) that is compliant with FAA and GDOT requirements (i.e. includes escalation clause, mandatory provisions, CPI adjustments, etc.)? Please provide lease agreement/template as an addendum to this Application.

**E. Demand for hangar capacity:**

**i** In 300 words or less, describe how the hangar project is expected to improve hangar capacity and address demand at the airport. The explanation should include performance of hangar inspections certifying that no non-aeronautical use of hangars exists. Please provide hangar inspection documentation as verification no non-aeronautical use currently exists.

**F. Project financial plan:**

**i** In 300 words or less, provide a summary of the proposed finance plan that fully details the entire funding of the project, including funding for site preparation, hangar access (apron/taxilane construction), hangar construction, and contingencies as applicable. The summary should include a detailed written description of the status of all project funding sources, back-up project funding sources (if applicable), and the completion of the Sources and Uses charts below. Sponsor understands and agrees formula based federal funding, such as entitlement and IIJA/AIG, may not be used as local match to loan proceeds.

## SOURCES AND USES

List all funding sources in the Project Funding Sources table below (e.g. Federal, State, Local, Private, etc). Based on the number of applicants and amount of funding requested, a selected project could be fully or partially funded. Applicants are encouraged to contribute as much local match as possible to make the request competitive. As noted above, formula based federal funding, such as entitlement and IIJA/AIG, may not be used as local match to loan proceeds.

Project Funding Sources (Committed and Contributed)				
Funding Source	Portion Spent to Date* (A)	Portion Remaining to be Spent (B)	Funding Source Total (A+B)	Percentage of Total Project Funding
GTIB Requested Loan Amount	\$	\$	\$	%
	\$	\$	\$	%
	\$	\$	\$	%
	\$	\$	\$	%
	\$	\$	\$	%
<b>Total Project Funding:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>100.0%</b>

List all applicable project costs in the Project Costs table below:

Project Costs (Future Project Costs and Funds Spent to Date)				
Activity	Portion Spent to Date* (A)	Portion Remaining to be Spent (B)	Line Item Cost Total (A+B)	Percentage of Total Project Costs
Concept/Feasibility	\$	\$	\$	%
Engineering/Design	\$	\$	\$	%
Bidding	\$	\$	\$	%
Construction-Site Preparation	\$	\$	\$	%
Construction-Hangar/Facility	\$	\$	\$	%
Construction Management	\$	\$	\$	%
<b>Total Project Costs:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>100.0%</b>

**NOTE FOR ABOVE TABLES: AMOUNT OF TOTAL PROJECT FUNDING SOURCES MUST EQUAL TOTAL PROJECT COSTS.**

Proposed Use of GTIB Loan Request		
Activity (i.e. Eng, Bid, CST)	GTIB Amount	Percent of GTIB Request
	\$	%
	\$	%
	\$	%
<b>Total:**</b>	<b>\$</b>	<b>100.0%</b>

\* Subject to verification during application review.

Please fill out the following if bonds or debt will be used to finance any portion of the project:

Anticipated date of Bond sale:	
Type of bond (General Obligation/Revenue):	
Tax exempt status:	
Issuer:	
Expected Credit rating:	

#### 4) LOAN TERMS

Requested term of loan in years:

(Minimum 5 years; maximum is the lesser of 20 years or the useful life of the project)

Estimated draw-down schedule of funds: (All funds may be spent-down in first year; the maximum spend-down period is 5 years)

Year 1:	\$
Year 2:	\$
Year 3:	\$
Year 4:	\$
Year 5:	\$

Repayment source(s) that will be used to service the loan:\*

Is repayment source(s) currently being used to secure other debt?

Yes  No

Will repayment source(s) be used to secure other debt in the future?

Yes  No

Additional backup repayment source:

*\*If LMIG funds are used to repay loans applicant must provide required local matching dollars as required by law.*

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## 5) ATTESTATION

Under penalty of perjury, I declare and affirm that:

The Applicant has the authority to request and incur the liabilities and obligations described in this Application and, upon approval, will enter into a closing contract.

The Applicant has held any locally required public hearings or notices and will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this Application is valid and accurate.

The governing body of the undersigned jurisdiction at its \_\_\_\_\_ (date) meeting authorized the submission of this Application.

The undersigned official has the authority to sign this Application and bind the Applicant.

Signature \_\_\_\_\_  
(Authorized Official)

Title \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Name \_\_\_\_\_  
(type or print)

Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

