

[ACTION NEEDED] Update to Airport Capital Improvement Plan reports

1 message

From: **Alkaissi, Wasan A**

Date: Tue, Feb 18, 2025 at 3:33 PM

Dear GA Airport Sponsors and Consultants,

To comply with [FAA Order 5090.5](#), we are changing the process for collecting your annual airport capital improvement plan (ACIP). The Division of Aviation is required to gather information from all N.C. general aviation airports and submit that data to the Airport District Office (ADO) for annual programming of federal funds.

The new process

We will no longer send you surveys about collecting or deferring nonprimary entitlement (NPE) and Airport Improvement Grants (AIG).

Instead, we have created a new ACIP Form (attached) that provides the fund collection details needed by the ADO. These forms will be compiled to create our annual ACIP Report, which is due to the FAA each September.

Moving forward, I will be sending the ACIP Form and the FAA Form 5100-100 in a statewide email reminder around mid-July each year and include the relevant August due date.

GA airports are welcome to submit this information anytime between October and August, with the associated federal fiscal year identified for clarity.

- *Example:* Submitting the ACIP between October 2025 – August 2026 would be the ACIP for federal fiscal year 2027, showing anticipated collection of funds from October 2026 – September 2031

I will compile the forms for all GA airports, review and forward to the FAA before the September deadline.

What information to submit

Airports must show what years of NPE and AIG funding they plan to use on airport improvements for the next five years. This could include planning, equipment, design, land acquisition and construction, as deemed eligible by the [AIP Handbook](#). AIG funds can also be used on PFC-eligible projects.

FAA considers the first three years of improvements listed as programmed for funding and ready to proceed. The next two years are considered proposed for funding and may change if higher priorities are identified.

NPE Funds may still be deferred and should be identified in your ACIP Form.

- *Example:* A project start date in FFY 2028 that is utilizing 2026 NPE funds, identifies that you are deferring 2026 funds for collection in 2027. Funds should be collected the year before the project starts to prevent delays.

REMEMBER: NPE funds may be released at the end of each federal fiscal year so plan accordingly.
Example: 2025 NPE may not be released until August/Sept 2025.

Please reference the EXAMPLE ACIP FORM, also attached.

The Form 5100-100 should represent total project costs as entered in EBS. Please follow instructions on the form and separate costs by work type. This form can be uploaded in the EBS Project request or completed with each request for funding.

If nonfederal funding is required for the total project cost, each source must be identified. If they are anticipated sources, they must be reasonably documented, such as a written proposal for Directed Funds or identified on the State Aid Program List. FAA looks at the total funding needs represented when determining eligibility for NPE.

This is a five-year plan to collect and spend federal funds, in which we assume that first three years are committed. We strongly suggest you start this process sooner rather than later. The deadline to submit your plans for this year is Aug. 15, 2025.

For future reports, after this year, you should be able to just add one new year of project proposals, unless your priorities change. Please note: Any changes to the ACIP should be for projects that rank higher in FAA priority or are a greater safety need than previously identified.

As always, please contact your APM with any questions. Feel free to copy me (walkaissi@ncdot.gov) to prevent delays.

We appreciate your assistance as we transition to this format to meet FAA requirements.

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