Governor and Council Process for
Airport Improvement Projects
July 31, 2007

This generic timeline provides some guidance to assist airport sponsors with an understanding of the Governor and Council (G&C) approval process of all airport improvement projects funded with Federal Aviation Administration (FAA) grant funds.

1. Airport sponsor prepares project grant application that includes a one-paragraph project synopsis at the beginning of the Program Narrative.

2. FAA issues grant offer to airport sponsor.

3. Airport sponsor executes both copies of grant offer.

4. Airport sponsor scans (as a PDF) or faxes a copy of the grant offer to NHDOT/Bureau of Aeronautics (e-mail to: tlambert@dot.state.nh.us; fax: to 271-1689). The entire grant offer does not need to be forwarded to NHDOT, just the first few pages, up to and including the grant offer signature page. Airport sponsor then forwards one fully signed grant offer back to FAA for their files.

5. NHDOT prepares and forwards the G&C request package at least two weeks prior to the G&C meeting day (http://admin.state.nh.us/comm/index2.asp) utilizing the one-paragraph project synopsis from item 1. This does not guarantee that the project will make it onto the G&C meeting agenda, but every attempt will be made by NHDOT to make it so.

6. Usually two days before the G&C meeting, the G&C meeting agenda will be posted online (http://www.sos.nh.gov/g&c%20minutes-New.htm). This is where confirmation can be obtained that a project made it onto the meeting agenda.

7. Usually one day after the G&C meeting, the "quick results" of the G&C meeting will be posted online (http://www.sos.nh.gov/g&c%20minutes-New.htm). This is where confirmation can be obtained that a project was approved by G&C. This means that G&C approved flowing the FAA funds through the state to the airport sponsors and tacking on the state's share of the project to give to the airport sponsor. Once this approval has been obtained, projects can proceed.

8. NHDOT will send airport sponsors a letter for their files to confirm the G&C results for their project(s).