

## TxDOT Aviation Guidance on CARES Act Eligible Expenditures

Although CARES Act funds are referred to as an “airport grant”, typical AIP grant restrictions do not apply. The FAA has stated that the funds may be spent on “any purpose for which airport revenues may lawfully be used” in accordance with the FAA’s Revenue Use Policy issued on February 16, 1999. **Activities on or after January 20, 2020 are eligible for CARES Act funds.** Please note that if funds are to be spent on capital projects, AIP grant and project requirements are to be in place. Further guidance and TxDOT/Airport Sponsor coordination may be required.

**Lawful purposes of airport revenue include operating expenses and capital improvements for the airport. Please see the FAA Compliance Manual 5190.6B, Chapter 15, for a complete listing of Permitted and Prohibited Uses of Airport Revenue.**  
[https://www.faa.gov/airports/resources/publications/orders/compliance\\_5190\\_6/media/5190\\_6b\\_chap15.pdf](https://www.faa.gov/airports/resources/publications/orders/compliance_5190_6/media/5190_6b_chap15.pdf)

An airport can request relief funding in the following categories:

- Operating Expenses
- Local Share for Capital Improvements
- Combination of Local Share for Capital Improvements and Operating Expenses

### Airport Operating Expenses

Airports vary in every way and operating expenses are no exception. In order to better know if an operating expense is eligible, below is a sample listing of what may be found in an airport’s operating budget. Please keep all records of documentation submitted for audit purposes.

During this time, however, airports have been in a non-standard operation and have had increased expenses not typically budgeted for to include PPE, continuous and thorough cleaning of facilities, and cleaning supplies for example. These items are also eligible.

**In addition to the detailed guidance in the FAA’s Revenue Use Policy, the CARES Act also requires funding to be used only for purposes directly related to the airport.** This listing and associated descriptions are for example only and are not limited to the following:

Salaries and employee benefits – *please see next page for more information*  
Repairs, maintenance and other – *buildings, airside, landside, airport vehicles*  
Utilities, at airport facilities only – *airfield lighting, terminal building utilities, electrical vault cooling*  
Materials and supplies – *admin office, airside, airport facilities, technology (IT)*  
Contractual services – *NAVAID technician, electrical, plumbing, custodial, lawncare, IT*  
Professional services – *engineering, planning, architectural, accounting*  
Insurance – *airport, property, vehicles, personnel*  
Small capital improvements and maintenance – *RAMP, pavement repairs, fencing, striping*  
Line items per department – *ops, maintenance, planning, admin, finance, airport facilities*  
Line items per airport facility/cost center – *airside, terminal, landside, airport buildings*  
Contract ATC supplies and facility maintenance – *please see next page for examples*  
Fuel farm maintenance and supplies – *please see below for eligibility information*  
Debt services and interest – *loan or bond repayment*  
Advertising and Communications – *contractor advertising, public notices, marketing*  
Construction – *local funded projects and local match to eligible CIP projects*  
Airport vehicle purchase, for airport use only – *ops, management, ARFF, maintenance*  
Maintenance equipment purchase – *mowing, striping machine, sweeper truck*  
Security equipment purchase – *electronic gate access, cameras, terminal building access*  
Airport equipment purchase – *computers for access control CCTV, wifi, printers, generators*

**Please contact your Planner if you have any questions or would like additional information.**

For more information on requesting payroll reimbursement:

**Can an Airport Sponsor submit a copy of a monthly payroll report as supporting documentation?**

**FAA:** Most likely yes, provided it captures payroll costs at a level sufficient to distinguish funding sources, hours worked, and program/project/tasks/activities completed, and excludes payroll costs incurred prior to January 20, 2020. The FAA suggests providing details on any cost or funding codes that may not be readily identified.

**TxDOT:** In addition to the FAA's guidance for Payroll requests, please do not submit paystubs to TxDOT. For backup documentation, please provide a report with the following information: Employee Name, Department, Title, Payroll Amount, and Pay Period. Please remember to redact all personal information of employees before submitting, such as Social Security Number, Date of Birth, and Home Address.

For airports with a contract Air Traffic Control Tower via the FAA's Federal Contract Tower (FCT) program, **and for activities requiring the use of airport funding outside of the terms of the FCT contract**, those items may be included as eligible airport operating costs. Examples include, and are not limited to, the following:

- **Note: Items covered by the FCT contract and expenses related to contract tower personnel are not considered airport operating expenses.**
- Tower building maintenance, utilities, tele-communications for contract towers (shout lines, 2-digit dial lines, etc.), janitorial, equipment maintenance service agreements
- Tower building upgrades/repairs, radios, tele-communications equipment, emergency backup systems, weather reporting equipment, ASOS/AWOS, headsets, digital voice recorders, window shades, chairs, binoculars, light guns, radar, etc.

For more information on requesting aviation fuel and supplies reimbursement:

**Can CARES Act Airport Grants funds be used to reimburse for a cost associated with an aeronautical service or product provided by the Airport Sponsor?**

**FAA:** Yes, in certain circumstances. CARES Act Airport Grants funds are available to reimburse the costs associated with aeronautical products or services offered by the Airport Sponsor but only when the sponsor certifies it is the only provider of the same product or service at the airport. These services include aviation fuels, equipment, parts, supplies, and facilities for aircraft storage or maintenance. Costs associated with flight training or aviation training are not eligible for reimbursement.

**TxDOT:** In addition to the FAA's guidance, backup documentation and invoices for aviation fuel and supplies will be reviewed to verify that the Airport Sponsor is the only provider on the airfield for the type of services being requested for reimbursement. Before submitting the pay request and invoices for reimbursement, the Airport Sponsor should document and certify directly on the invoice that the Airport Sponsor is the only provider of the product (such as fuel) that was purchased. Additional information may be requested by TxDOT.

**Please contact your Planner if you have any questions or would like additional information.**