

El Paso County Aviation Fuel Tax Revenue Program

Program Guide

I. Program Purpose

El Paso County collects aviation fuel tax revenues that, under FAA's Revenue Use Policy and FAA Order 5190.6B, must be used exclusively for aviation purposes. The County has established the Aviation Fuel Tax Revenue Program to ensure compliance and maximize community benefit. The program provides funding to local airports, eligible partners, and reserves funding for emergency aviation-related needs. County Resolution 26-137 details the allowed uses of these funds.

II. Funding Allocation

Available funds will be allocated as follows:

- County will maintain a minimum \$500,000 reserve, which will be restricted for aviation-related emergencies, such as facility damage, safety system failures, or urgent response needs. Any expenditures from this fund will be replenished as aviation fuel tax revenues are collected. This reserve amount will be evaluated annually.
- 50% of the remaining funds will be proportionally reserved for airports of origin and offered through a formula grant. Airports must submit an application to access these funds, which may be used for FAA-eligible expenses upon approval.
- 50% of remaining funds will be used for grants:
 - 80%+ – Local Airport Grant Program: Competitive grants for public-use airports in El Paso County to fund FAA-eligible airport purposes.
 - Up to 20% – Airport Marketing & Promotion Grants: Available to nonprofit partners (e.g., Business Leagues) for airport-specific marketing and promotional projects, as permitted by the FAA.
 - These amounts are adjustable as necessary based on applications, and provide a general guideline

III. Eligible Uses (FAA-Compliant)

Grant funding may be used for the following purposes:

- Airfield Operations & Safety – runways, taxiways, lighting, ARFF equipment, snow removal.
- Airport Infrastructure & Facilities – terminals, hangars, navigational aids, fuel storage.
- Planning & Environmental Compliance – master plans, layout plans, studies, assessments.
- Security & Access Control – fencing, gates, cameras, access systems.
- Operating Costs – maintenance of airfield infrastructure, utilities tied to airport operations, O&M staff costs.

- Airport Marketing & Promotion – advertising routes, GA services, tenant offerings, airport-hosted events.
- Emergency Aviation Response – repair of major damage, system failures, urgent safety needs.

Prohibited uses include general economic development, unrelated community promotion, or non-airport municipal projects.

IV. Application Process

Applicants must complete the Aviation Fuel Tax Grant Application Form and provide all required attachments, including financial documentation, budgets, and project descriptions. Applications will be accepted on a rolling basis with periodic review and award cycles.

V. Review & Oversight

Applications will be reviewed by the County Aviation Fuel Tax Review Committee, with recommendations made to County Administration. Evaluation will consider alignment with FAA-eligible uses, community impact, cost-effectiveness, and readiness. All recipients must provide quarterly status reports and a year-end report. The County reserves the right to audit projects, and any disallowed costs must be reimbursed.

V. Reimbursement Process

Grants given from Aviation Fuel Tax funds will be distributed on a reimbursement basis. Recipients are required to submit a summary report along with all supporting source documents (such as receipts and invoices) by the 20th of each month. El Paso County will review the submitted summary and documentation and will process payment within 45 days of receiving the complete materials.

Recipients may request indirect costs at the de minimus rate established in 2 CFR § 200.414(f) or at their negotiated indirect cost rate with the FAA, if one exists.