

INSTRUCTIONS FOR THE ENTITLEMENT UTILIZATION REPORT FOR JULY 1, 2010 THROUGH JUNE 30, 2011

Section I. Entitlement Funds Available for Expenditure and Commitment

DOAV has provided the "Unexpended Resources Available from the Prior Year" and the "Entitlement Amount for the Report Year". Please verify the accuracy of these numbers, fill in the fiscal year 2011 interest earnings, and subtotal, to calculate "Subtotal Entitlement Resources Available".

Section II. Passenger Facility Charge Reimbursement Revenues

This section should be completed only by airports who have expended State entitlements in prior years to fund projects which are ultimately to be paid for by PFC's collected in subsequent years. In this section, report the actual PFC money collected during the report year, which will reimburse the State entitlement account, advanced to pay for a PFC-funded project. For each applicable project, list the Scope of Work and the actual PFC's collected during that report year. Subtotal all PFC's collected and add that to the subtotal from Section I to calculate the Total Resources Available.

Section III. Expenditures for Projects Completed in FY2011

This section should be used to report the actual total entitlement expenditures for projects that have been completed between July 1, 2010, and June 30, 2011. As explained in Section IV, any project reported in this section in a previous year should not be included in any subsequent year's report. For each completed project please list the scope of work, the AIP project number, the AIP grant amount, the state percentage of total project costs (entitlements and discretionary, if applicable), and the actual expenditures for the entire life of the project paid out of entitlement funds. Use one line for each project, and list all entitlement-funded projects completed during this report year. Subtotal all expenditures listed in Section III on the line "Total Expenditures on Completed Projects".

The line "Unexpended Resources Available for Commitment" is calculated by subtracting "Total Expenditures for Completed Projects" from "Total Resources Available".

The "Unexpended Resources Available for Commitment" will be used as a beginning balance in Section I of the next year's report, contingent upon approval of the utilization of those resources.

Section IV. Commitments for Ongoing and Future Projects

Section IV should detail all projects which are intended to be funded out of entitlement funds that have not been completed or started as of June 30, 2011. For each project, please list the scope of work and estimated fiscal year of completion, the AIP project number, the AIP grant amount, the state percentage (as defined in Section III), and the estimated state funds. All figures should be the most recent estimate of total project costs and not just the project balance for remaining work as of June 30.

Ongoing and future projects will continue to be reported in Section IV of each subsequent year's report, until the project has been completed. Once a project has been completed that project and cost data will be eliminated from Section IV. The project will be moved to Section III, where the scope of work will be reported with the actual entitlement portion of expenditures incurred on the project. Once a project has been completed, and the actual expenditures have been reported in Section III and the report approved by the VAB, this project and the associated dollars will not have to be accounted for again in any subsequent year's report.

Subtotal the estimated cost for all scopes of work listed in Section IV on the line "Total Commitments for Ongoing and Future Projects".

Calculate "Resources Available at June 30, 2011", by subtracting the "Total Commitments for Ongoing and Future Projects" from the "Unexpended Resources Available for Commitment".

Section V. Certification

Please certify the accuracy of the report by signing and dating below the statement in the spaces provided.