



AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

September 1, 2015

Ms. Lisa Pyles, Director, Infrastructure
Operations and Services
The Town of Addison
P.O. Box 9010
Addison, Texas 75001

TxDOT CSJ No.: M1618ADDS
Fund Source: 00200

Dear Ms. Pyles:

A FY2016 Routine Airport Maintenance Grant is enclosed for the Addison Airport. The Town of Addison has participated in the Routine Airport Maintenance Program in past years, and the 2016 grant is provided to continue your maintenance efforts.

The TxDOT CSJ No. M1618ADDS grant for airport maintenance between the Town of Addison, as airport sponsor, and the Texas Department of Transportation is attached as an Adobe Acrobat document.

The amount of the FY2016 grant is based on previous year grant expenditures - if the amount needs to be adjusted, please let me know. An airport General Maintenance description has been included on Attachment-A Scope of Services so that grant funds can be used for these types of items without having to amend the grant as projects come up. Amendments can be done at your request any time after execution to add special projects or to increase the grant amount.

Please print out the grant and however many additional copies the Town of Addison may need for retained paper records and execute the Agreement, complete the Certifications, and return the accepted grant as soon as possible. It will be necessary for your attorney to endorse your acceptance of the Agreement to assure that it has been accepted in accordance with local laws. The Grant Agreement and Certifications should have original signatures for acceptance.

TxDOT will be retaining the grant file electronically and will not retain a paper record copy of your executed grant.

If you **do not need a paper copy** of the executed grant returned to you, please scan the fully signed and witnessed grant document and e-mail it to me at megan.caffall@txdot.gov. I will have the grant executed by the state and return an electronic copy of the executed grant to you by e-mail.

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If you need a paper copy(ies) of the executed grant, please return all copies of the fully signed and witnessed documents to:

Mailing Address - TxDOT Aviation Division
125 E. 11th Street
Austin, Texas 78701-2483.

Overnight Address - TxDOT Aviation Division
200 E. Riverside Drive
Austin TX 78704

If you have any questions, or need additional information please contact me at 1-800-687-4568 or megan.caffall@txdot.gov. The Texas Department of Transportation Aviation Division appreciates your participation in preserving and improving the Texas Airport System, and looks forward to working with you at the Addison Airport.

Sincerely,



Megan Caffall
RAMP Program Manager

cc: Russell Emerson, Dallas District
Enclosures