



**Airport Advisory Board
Regular Meeting
October 17, 2018, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

- A. CALL THE MEETING TO ORDER/ROLL CALL**
- B. PUBLIC COMMENT:** Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board. Comments relating to items on today's agenda are to be taken at the time the item is heard. The Board Chair determines time allotted to each speaker.
- C. APPROVAL OF MINUTES:**
1. AUGUST 15, 2018 REGULAR MEETING
- D. PRESENTATIONS: NONE**
- E. BOARD ACTION ITEMS:** Please note that Board action items are recommendations only to the City Council pursuant to the Board's adopted role as an advisory only body to the City Council.
1. ELECTION OF 2019 BOARD CHAIR
 2. ELECTION OF 2019 BOARD VICE CHAIR (if needed)
- F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
1. SAYWEATHER UPDATE (5 Min)
 2. 2019 FEE SCHEDULE ADJUSTMENTS (10 Min)
 3. 2019-2023 CAPITAL PROJECT LIST FOR WSDOT/FAA (10 Min)
 4. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS
 - A. AIRPORT MANAGEMENT UPDATE (5 Min)
 - B. RUNWAY ENHANCEMENT PROJECT UPDATE (10 Min)
 - C. JET A FUEL PROGRAM STATUS UPDATE (5 Min)
 - D. AVIATION DAY REPORT (5 Min)
 5. AIRPORT ADVISORY BOARD – TRACKING MATRIX (GENERAL BUSINESS) AND 2018 ONLY STRATEGIC BUSINESS PLAN PRIORITY ACTIONS MATRIX (10 Min)
- G. BOARD GUIDANCE AND INFORMATION ITEMS:**
1. AIRPORT MANAGER'S REPORT (5 Min)

- H. **SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows*:

2018 Meeting Schedule:

December 19, 2018

Unless otherwise noted and advertised, all meetings will start at 7:30 a.m. and will take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

*Please note that subject to advanced public noticing the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

- I. **ADJOURNMENT OF MEETING**

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: August 15, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn City Hall, 25 West Main Street
Council Chambers

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson (by phone)
Deanna Clark, Vice Chair
Danielle Butsick, Board Member
Wayne Osborne, Board Member
Sean Morrow, Board Member (excused)
Mark Kornei, Board Member (excused)
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Doug Lein, Director of Community Development Services
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Members of the Public:
Todd Chase (FCS Group)
Gary Miller (Tenant)
Dixon Smith (Tenant)

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Vice Chairperson Clark called the meeting to order and welcomed attendees and guests. Vice Chairperson Clark noted Board Member Mark Kornei and Sean Morrow were both excused absences. Chair John Theisen attended by phone.

B. PUBLIC COMMENTS: NONE

C. APPROVAL OF MINUTES: A motion was made, seconded and unanimously passed to approve the Auburn Airport Advisory Board Meeting Minutes of the June 20, 2018 meeting.

D. PRESENTATIONS:

1. LONG TERM RATE MODEL (FCS GROUP) Presentation by Todd Chase was made to all in attendance. Mr. Chase reviewed the 3 different deliverables from this rate model project. Mr. Chase demonstrated the rate model for the airport which City staff can edit or modify going forward depending on different scenarios. Ms. Gaub discussed the use of the model incorporating Capital Improvements (CIP), rate changes that occur, additional revenue sources and other on-going repairs and operations cost. Ms. Gaub also discussed the different grant sources (Federal or State) that are used for eligible projects and accounted for in the model.
2. MARKETING PROGRAM (EC. DEV STAFF) Presentation by Doug Lein, Economic Development Manager included a discussion of current efforts and also long-range efforts to attract different airport users. Mr. Lein also reviewed certain areas of the airport master plan.

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. GPS NIGHT APPROACH RESTRICTIONS UPDATE. Ms. Gaub gave a brief update on the status of the removal of the night restriction on the airport's approach. During the AGIS survey it was discovered there are some obstructions. Most obstructions are off airport and those obstructions need to be mitigated before the restriction is removed. These obstructions include light poles, trees, and business signs. City is

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

working with the property owners and FAA to determine the best way to either removed or mitigate.

2. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS

- A. Airport Management Update. Ms. Gaub presented a timeline and discussed the status of the Airport Management and advised the City has proposed the budget for 2019/2020 to move the airport's management back into the City's management. Within 2018, the City Council approved the hiring of 3 employees for the Airport management so that staff can be in place by the end of 2018. The Airport Manager position will be advertised in Fall 2018 with a projected start date of October/November 2018.
- B. RUNWAY ENHANCEMENT PROJECT UPDATE. Ms. Gaub advised the City continues working with the FAA and the City's consultant Century West for Runway Enhancement Project. A meeting with FAA in July 2018 including discussion the of the 4,100-foot enhancement which the FAA would not support. The FAA would support to a 3,841-foot enhancement. After much discussion and debate of the options for runway enhancement, the AAB members agreed the 3,841-foot option is the best and proposed this as a recommendation to the City Council.
- C. JET A FUEL PROGRAM STATUS UPDATE: Ms. Gaub advised the agreement with Cascade Helicopters has been completed and waiting on the Best Practices document from Cascade.
- D. ANNUAL TENANT SURVEY: Mr. Garcia reviewed the results of the recent airport survey.

3. Ms. Gaub reviewed the Airport tracking matrix.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

- 1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the report which included airport revenues with month-to-month and year-to-year comparisons. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

H. SCHEDULE FOR UPCOMING MEETINGS:

October 17, 2018
December 19, 2018.

I. ADJOURNMENT OF MEETING:

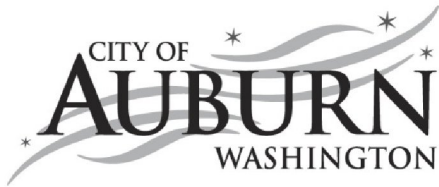
AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

There being no other business the Board Vice Chairperson adjourned the meeting at 9:42 a.m.

Prepared by:

Aviation Management Group, LLC on behalf of the City of Auburn



Memorandum Public Works Department

To: Airport Advisory Board Members
From: Ingrid Gaub, Public Works Director
Date: October 11, 2018
Re: Election of a New Board Chair

As previously discussed, the term for John Theisen, who is the current Chair of the Board, is expiring at the end of 2018 and he has indicated that he plans to fully retire and is not seeking a reappointment to the Board. Therefore, the Board will need to elect a new Chair at the October 17, 2018 meeting that will become effective on January 1, 2019.

Staff solicited nominations via email from the Board through Noon on Thursday, October 11th and received nominations for one member as follows:

Deanna Clark

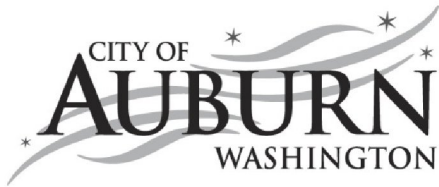
Deanna has indicated her acceptance of the nomination.

At the October 17, 2018 meeting an action item on the agenda will be to allow any additional nominations to be made from the floor and then a vote of the Board will be conducted to elect a new Board Chair.

Also note that if Deanna is elected to the Chair position, the Board would need to backfill the Vice Chair position. After the vote on the Chair position, the Board may also discuss, make nominations and vote on the Vice Chair position if desired or this can be done at the December meeting.

Review of Airport Rates Proposal of 2019 Rates

Space Type	Basic Rent		2019	Security	Total Rev	Fee to Tenant	Month Rate	# of	Annualized
	2018		Rate	Fee	to City	Incl SLHT*	Change	Units	Increase Rev
Open Hangar 1	\$ 210.00	3.3%	\$ 217.00	\$ 10.00	\$ 227.00	\$ 256.15	\$ 7.00	68	\$ 5,712.00
Open Hangar 2	\$ 250.00	3.3%	\$ 258.00	\$ 10.00	\$ 268.00	\$ 302.41	\$ 8.00	6	\$ 576.00
Enclosed Hangar 1	\$ 372.00	4.5%	\$ 389.00	\$ 10.00	\$ 399.00	\$ 450.23	\$ 17.00	14	\$ 2,856.00
Enclosed Hangar 3	\$ 401.00	3.3%	\$ 414.00	\$ 10.00	\$ 424.00	\$ 478.44	\$ 13.00	17	\$ 2,652.00
Enclosed Hangar 2	\$ 465.00	3.3%	\$ 480.00	\$ 10.00	\$ 490.00	\$ 552.92	\$ 15.00	38	\$ 6,840.00
Enclosed Hangar 4	\$ 599.00	3.1%	\$ 618.00	\$ 10.00	\$ 628.00	\$ 708.64	\$ 19.00	2	\$ 456.00
Tie down	\$ 80.00	3.3%	\$ 83.00	\$ 10.00	\$ 93.00	\$ 104.94	\$ 3.00	54	\$ 1,944.00
Storage Unit 1	\$ 135.00	3.3%	\$ 139.00	\$ 10.00	\$ 149.00	\$ 168.13	\$ 4.00		
Storage Unit 5	\$ 119.00	3.3%	\$ 123.00	\$ 10.00	\$ 133.00	\$ 150.08	\$ 4.00		
Storage Unit 3	\$ 144.00	3.3%	\$ 149.00	\$ 10.00	\$ 159.00	\$ 179.42	\$ 5.00		
Storage Unit 4	\$ 182.00	3.3%	\$ 188.00	\$ 10.00	\$ 198.00	\$ 223.42	\$ 6.00		
Vehicle Parking	\$ 61.00	3.3%	\$ 63.00	\$ 10.00	\$ 73.00	\$ 82.37	\$ 2.00		
								Total	\$ 21,036.00



Memorandum Public Works Department

To: Airport Advisory Board Members
From: Ingrid Gaub, Public Works Director
Date: October 11, 2018
Re: Capital Project Update for WSDOT/FAA Funded Projects

Each year in October and November staff works with the Washington State Department of Transportation and the Federal Aviation Administration to update the capital projects for the coming years where we may be seeking grant funding. The major changes to the project list proposed by staff include the following:

1. Movement of the Runway Enhancement project to construction in 2019 due to the delays related to the runway length discussion.
2. Moving the Runway Safety Area (RSA) Improvement project to 2019 instead of delaying this project to 2020. This is due to the availability and potential allocation of grant funding in 2019.
3. Movement of the West Side Fencing to 2020 as this addresses safety and potential wildlife concerns. This will be dependent on availability of grant funding.
4. Last year, the FAA required that we include a siting study for the Automated Weather Observation Station which is proposed to be added to 2023 because of funding constraints in earlier years.
5. The environmental permitting, design and construction for the Automated Weather Observation Station, the Precision Approach Indicator, additional tree trimming and the Runway/Taxiway Seal Coating are proposed to be combined into one project to begin the federal process in 2024 again due to funding constraints. These projects will span several years due to the linear process required by the FAA to complete the work.

The attached summary also includes those projects that are not grant eligible. This is to provide you with the anticipated funding needs from the Airport Funds for each of the planned years.

TABLE A-2

CAPITAL FACILITIES PLAN PROJECTS AND FINANCING
AIRPORT FUND

	2019	2020	2021	2022	2023	2024	Total Costs 2019-2024	Costs Beyond 2024
Capacity Projects:								
None							-	
Non-Capacity Projects:								
1 Runway Enhancements								
Capital Costs	1,833,334	-	-	-	-	-	1,833,334	
Funding Sources:								
Airport Fund	91,667	-	-	-	-	-	91,667	
Grants	1,741,667	-	-	-	-	-	1,741,667	
2 Jet A Fueling Facility								
Capital Costs	-	50,000	350,000	-	-	-	400,000	
Funding Sources:								
Airport Fund	-	50,000	-	-	-	-	50,000	
Other	-	-	350,000	-	-	-	350,000	
Grants	-	-	-	-	-	-	-	
3 Annual Repair and Maintenance of Airport Facilities								
Capital Costs	100,000	100,000	100,000	250,000	500,000	100,000	1,150,000	
Funding Sources:								Unknown
Airport Fund	100,000	100,000	100,000	250,000	500,000	100,000	1,150,000	
Grants	-	-	-	-	-	-	-	
4 Automated Weather Observation (AWOS) Siting Study								
Capital Costs	-	-	-	-	166,667	-	166,667	
Funding Sources:								
Airport Fund	-	-	-	-	8,334	-	8,334	
Grants	-	-	-	-	158,333	-	158,333	
5 Airport Security Camera & Gate Access Upgrades								
Capital Costs	70,000	-	-	-	-	-	70,000	
Funding Sources:								
Airport Fund	65,000	-	-	-	-	-	65,000	
Grant	5,000	-	-	-	-	-	5,000	
6 Automated Weather Reporting System (AWOS), Precision Approach Path Indicator (PAPI), Tree Trimming, Runway/Taxiway Seal Coating								
Capital Costs	-	-	-	-	-	166,667	166,667	1,166,667
Funding Sources:								
Airport Fund	-	-	-	-	-	8,334	8,334	58,334
Grants	-	-	-	-	-	158,333	158,333	1,108,333
7 Land Acquisition for Future Approaches								
Capital Costs	-	-	-	3,666,667	-	-	3,666,667	
Funding Sources:								
Airport Fund	-	-	-	183,333	-	-	183,333	
Grants	-	-	-	3,483,334	-	-	3,483,334	
8 Runway RSA Improvements								
Capital Costs	500,000	-	-	-	-	-	500,000	
Funding Sources:								
Airport Fund	25,000	-	-	-	-	-	25,000	
Grants	475,000	-	-	-	-	-	475,000	
9 West Side Fencing								
Capital Costs	-	250,000	-	-	-	-	250,000	
Funding Sources:								
Airport Fund	-	12,500	-	-	-	-	12,500	
Grants	-	237,500	-	-	-	-	237,500	

	2019	2020	2021	2022	2023	2024	Total Costs 2019-2024	Costs Beyond 2024
SUMMARY:								
CAPITAL COSTS								
Capacity Projects	-	-	-	-	-	-	-	-
Non-Capacity Projects	2,503,334	400,000	4,116,667	4,083,334	666,667	266,667	8,203,335	1,166,667
Total Costs	2,503,334	400,000	4,116,667	4,083,334	666,667	266,667	12,036,669	1,166,667
FUNDING SOURCES:								
Airport Fund	281,667	162,500	100,000	433,333	508,334	108,334	1,594,168	58,334
Other	-	-	350,000	-	-	-	350,000	-
Grants (Fed,State,Local)	2,221,667	237,500	-	3,483,334	158,333	158,333	6,259,167	1,108,333
Total Funding	2,503,334	400,000	450,000	3,916,667	666,667	266,667	8,203,335	1,166,667

AIRPORT ADVISORY BOARD – TRACKING MATRIX

LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	EST. COMPL. DATE	EST. COST
GENERAL AIRPORT BUSINESS						
City	Strategic Business Plan	Board reviewed and discussed 2018 only priority matrix action items at each Board Meeting in 2018.	Board to continue to review and discuss 2018 only action items.	On-going	On-going	Action costs will be identified for each action at time of Board effort
City	Airport Enterprise Fund	City Council passed 2017-2018 Biennial Budget and 2018-2023 Capital Improvement Program	Finance Director Coleman provided City Council an update on the 2 nd Quarter 2018 Financials on October 8, 2018; staff provided a copy of this report to the Board.	On-going	On-going	N/A
City/CW	Runway Enhancement Project – Design	City Council and the Airport Board agreed to proceed with the extension to 3841 linear feet. FAA ADO was notified of this decision.	Consultant design scope is underway for approval by FAA and WSDOT. WSDOT Grant for Design is in the award process. The completion date has been updated to reflect the delays from the runway length issue with the ADO.	06/2017	5/2019	\$333,333 (90/5/5)
City	Runway Enhancement Project – Property Acquisition	City is reviewing options to either hire a new appraiser or get its current appraiser to provide an updated appraisal that addresses appraisal review comments. This is for a portion of the Park and Ride area for the future Runway Safety Area.	After appraisal and appraisal review are complete in October 2018, the City will work with FAA to get approval to make an offer for fair market value. Applying for FAA grant funds. WSDOT Grant request was unsuccessful.	01/2018	12/2018	\$500,000 (90/10)
City/CW	Runway Enhancement Project – Construction	Scheduled to begin this phase in 2019 following the completion of the Design Phase.	Design phase approval and applying for and obligating State and Federal Grant funding in 2019.	5/2019	12/2019	\$1,833,333 (90/5/5)
City	On-going Business Development	Continue to pursue right-of-first refusals on ALP identified acquisition parcels	Work with Economic Development staff on targeted marketing efforts.	On-going	On-going	TBD
City	Night Restrictions	Discussion with FAA is on-going on the steps necessary to remove the Instrument Approach Night Restrictions. FAA has identified several obstructions that must be addressed prior to the restrictions being removed.	Work with property owners to remove trees and light obstructions that are penetrating the surface per the AGIS study and provide documentation to FAA.	August 2018	December 2018	TBD

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference ¹	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date ²	Completion Date
1	1	5	Develop and implement a Jet-A-Fuel temporary pilot program	Public Works Director/City Engineer	Based on interest from the Board and other interested parties, the currently adopted Capital Facilities Plan had proposed the permanent installation of Jet-A-Fuel fuel service. However, because of 1) uncertain market need and response to warrant investment; and 2) higher than anticipated costs, permanent installation cannot be achieved in the near-term. On September 11, 2017 City Council concurred with the Private Partnership Option. License Agreement with Cascade is complete. Purchase of a Truck is included in the proposed budget for 2020.	1 st quarter 2017	Temporary - 1 st quarter 2018 (Cascade License is complete 3/2018) Permanent – 2020
1	2	6	Annual Board Work Plan	Airport Advisory Board	Prepare for each calendar year a focused work plan for the Board to utilize in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council	Annually	Annually 12/20/2017
1 – Should be part of market study effort	2	3	Long-Term Rate Study	Airport Management	Rates charged to tenants and users of the airport are the primary funding source for the airport, excluding grants for capital development. To assure that the Airport Enterprise Fund remains self-sustaining into the future, current and future rate structures must be evaluated balancing market competitiveness with short-term and long-term airport operation needs. Contract executed and work is underway with the model developed.	2 nd quarter 2017	4 th quarter 2018
1	3	1	Competitive Market Assessment Study	Public Works Director	Engage with a qualified professional with experience in airport market analysis to assess the Airport's current and future sub-regional and regional market positions and identify strategies for maintaining and enhancing these positions. Contract executed and work has been completed.	2 st quarter 2017	4 th quarter 2018
1	3	2	Recommendations - City's 10-Year Economic Development Strategic Plan	Public Works Director	Working with the Board and City Administration, evaluate and implement recommendations of the City's 10-Year Economic Development Strategic Plan.	On-going	On-going
1	3	6	Airport Growth Areas ⁶	Public Works Director /City Real Estate Analyst/	Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including but not limited to acquisition of first rights of refusal on potential future acquisition properties ³ .	Ongoing	Ongoing

¹ KRA 1 = Airport Capital Improvement Program; KRA-2 = Airport Operations; KRA-3 = Economic Development

² Please note that actions that start in 2017 and extend into 2018 are listed.

³ Please note that the timeframes shown for this Goal are aspirational. The ability to achieve them in the timeframes stated are influenced by market factors beyond the City's direct control. As such, this Goal may not be achieved in the specified timeframe, however, the City will pursue all reasonable and appropriate actions to do so.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference ⁴	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date ⁵	Completion Date
1	3	5	Current Development Sites Marketing ⁵	Public Works Director /City Real Estate Analyst/Airport Management	Market and lease the two on-airport development sites approved in the approved Airport Master Plan to prospective tenants and developers ⁶	Ongoing	Ongoing
2	2	2	Annual Tenant Survey	Airport Management	Prepare, transmit and analyze with the Board an annual tenant survey. The questions will be developed in consultation with the Board and tenant feedback will be shared with the Board for potential immediate action, if appropriate or incorporation into the Strategic Business Plan	Annually	Annually July 19, 2017 Aug 15, 2018
2	2	8	Long-Term Airport Management Strategy	Public Works Director	Evaluate with Board, City Council, City Administration and appropriate stakeholders a long-term airport management strategy See Schedule. Budget Proposal to move the management in-house and hiring of Airport staff is underway.	1 st quarter 2017	2 nd quarter 2018
2	2	9	Airport Marketing Plan	Public Works Director	Prepare a comprehensive marketing plan that will act as a communication and implementation tool that can be used to achieve the goals established for the Airport. The Plan will utilize the Five Ps (Product, Price, Placement, Promotion, and People) that focus on the points of view of the Airport's target audiences.	3 rd quarter 2017	2 nd quarter 2018
2	3	3	Airport Zoning Regulations Update	Public Works Director	Coordinate with City's Community Development Service Area to assess and potentially implement new zoning regulations amendments to current City of Auburn zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts.	1 st quarter 2018	1 st quarter 2019
3	1	6	Wildlife Hazard Management Plan Implementation	Public Works Director /City Engineer	Per the 2015 Wildlife Hazard Management Plan, obtain a scope of work and budget, modify Capital Facilities Plan, obtain required permits and approvals and conduct recommended tree removal activities. Century West is currently reviewing the Plan and will prepare a technical memorandum to City staff recommending key next steps.	2 nd quarter 2017	4 th quarter 2018

⁴ KRA 1 = Airport Capital Improvement Program; KRA-2 = Airport Operations; KRA-3 = Economic Development

⁵ Please note that actions that start in 2017 and extend into 2018 are listed.

⁶ Please note that the timeframes shown for this Goal are aspirational. The ability to achieve them in the timeframes stated are influenced by market factors beyond the City's direct control. As such, this Goal may not be achieved in the specified timeframe, however, the City will pursue all reasonable and appropriate actions to do so.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date	Completion Date
3	2	5	Board Composition Review	Airport Advisory Board	Conduct a review of the current composition and focuses of the Airport Advisory Board to determine potential for recommended code changes. Areas of interest could include but are not limited to current number of authorized board members and specific Board focuses	Annually	Annually 12/20/2017
Purposely left blank – being done or to be done	1	1	Annual Capital Improvement Program Review	Airport Advisory Board	The City is required by the Federal Aviation Administration (FAA) and the Washington State Department of Transportation-Aviation Division (WSDOT-Aviation) to annually submit an updated Capital Improvement Program (CIP). The CIP forms the basis for potential state and federal funding for airport capital improvements. In coordination with City staff, the Board will annually review and advise on the required update to the Capital Improvement Program required prior to its submittal. Review with the Board planned at its 10/17/2018 regular meeting.	Annually	Annually 9/20/2017
Purposely left blank – being done or to be done	1	2	Airport Six-Year Capital Facilities Plan and 2019-2020 Budget	Public Works Director /City Engineer	The City will be updating the Six-Year Capital Facilities Plan for the Airport as part of the 2019-2020 budget process and develop the proposed budget for the Airport for 2019-2020	Bi-Annually	3 rd quarter 2018
Purposely left blank – being done or to be done	2	18	Unmanned Aerial Vehicle (UAV) Training Area	Innovation & Technology Department/ Airport Management	Investigate the potential establishment of a UAV training area at the Airport for use by City staff for required UAV flight training subject to FAA approval	4 th quarter 2017	2 nd quarter 2018
Purposely left blank – being done or to be done	2	15	Annual Lease Rates Survey & Analysis	Real Property – Mayor's Office/Airport Management	Conduct comparison survey and valuation analysis for rates for Open T and Closed Hangars, Tie-Downs.	Annually	Annually 8/23/2017
Purposely left blank – being done or to be done	2	13	Aviation Day	Airport Management	Develop a plan for establishment of a free 1-day Aviation Day that is open to the public and will provide up-close viewing of aircraft, aviation exhibits, Kids Zone, food trucks, and more. Pursue sponsors to cover 100 percent of event cost. Aviation Appreciation Day Held 9/29/2018.	Annually (first event in 2018) Target Sept. 2018	Annually (first event in 2018)

Monthly Report September 2018

Year to Date Totals through September 2018

	<u>2017</u>	<u>2018</u>	<u>% of Change</u>
Income	\$658,850	\$709,096	+7.60%
Fuel Gallons Sold	9161	9086	-1.0%
Net Profit Fuel First, Second & Third quarter combined			
	\$33,664	35,150	+4.40%

Occupancy

57 of 89	Tie Downs
71 of 71	Closed
68 of 68	Open Hangars
14 of 17	Storage Units
Wait List	49 on the list – (Waiting on Closed Hangars)
Wait list	4 on the list – (Waiting on open T-Hangars)

*Prepared and presented by Aviation Management Group without review of City of Auburn.