Airport Advisory Board
Regular Meeting
September 20, 2017, 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:** August 23, 2017

D. **PRESENTATIONS:**
   1. BUSINESS SPOTLIGHT – ORION INDUSTRIES

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. NONE

F. **BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
   1. STATUS UPDATE - REQUEST FOR PROPOSAL FOR MARKET ANALYSIS AND RATE STUDY
   2. STATUS UPDATE - FACILITY CONDITION ASSESSMENT
   3. STATUS UPDATE – JET A FUEL PROGRAM
   4. STATUS UPDATE – AIRPORT WAYFINDING SIGNAGE
   5. STATUS UPDATE – AIRPORT PUBLIC WIFI ACCESS
   6. AIRPORT CAPITAL IMPROVEMENT PROGRAM (2018-2023)
   7. AIRPORT ADVISORY BOARD – TRACKING MATRIX (GENERAL BUSINESS) AND 2017 ONLY STRATEGIC BUSINESS PLAN PRIORITY ACTIONS MATRIX

G. **BOARD GUIDANCE AND INFORMATION ITEMS:**
   1. AIRPORT MANAGER'S REPORT

Ph: 253-333-6821 Fax: 253-333-6822
Email: info@s50wa.com Website: www.s50wa.com

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

October 18, 2017
November 15, 2017
December 20, 2017

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

August 23, 2017.

BOARD MEMBERS	City of Auburn Staff (COA)	Aviation Management Group
John Theisen (Chair)	Kevin Snyder (Comm. Dev. & Public Works Dir). (Excused)	Jamelle R. Garcia (AMG-CEO)
Gary Gustafson (Vice Chair) (Absent)	Ingrid Gaub (City Engineer/Asst. Director of Engineering Services)	Guillermo Arevalo (AMG Staff)
Mark Kornei		Tanya Rottkamp (AMG staff)
Sparrow Tang		
Deanna Clark		AOPA/ASN
		Cal Hunziker
		Guests
		Brandon & Danielle Butsick (Tenant) Bill Peloza Justin Heater (Cascade Helicopter Services)

MEETING DATE: August 23, 2017
MEETING TIME: 7:30 A.M.
PLACE: Auburn Municipal Airport, 2143 E ST NE Suite #1 Auburn WA 98001

A. CALL THE MEETING TO ORDER: Chairman John Theisen called the meeting to order and welcomed attendees and guests.

B. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING: None

C: APPROVAL OF MINUTES: A motion was made and seconded to Approved the Advisory Board minutes of July 19, 2017.

D: PRESENTATIONS: Sparrow Tang and Justin Heater of Cascade Helicopter Services made a presentation highlighting their business operations at the Auburn Municipal Airport.

E: BOARD ACTION ITEMS: 1. Motion was made to forward to Auburn City Council the recommendation of AMG's proposed two (2) phased approach for implementation of Jet A fuel service by a Private Entity. (AMG will work with City staff to outline the Jet A service requirements.)

F: BOARD DISCUSSION ITEMS: 1. Ms. Gaub reviewed the draft for Request for Proposal of Market Analysis and Rate Study for the Auburn Municipal Airport.

2. Ms. Gaub updated the status of Facility Condition Assessment Request for Proposal which should be completed by the October 18, 2017 AAB Meeting.

3. Mr. Garcia presented, as requested a proposed 2018 Airport Rates and Fees schedule. After debate and discussion, the AAB made a recommendation to forward to Council the proposed 2018 airport rates for the City of Auburn's Fee Schedule effective January 1, 2018.

4. Mr. Theisen review the appropriate areas of the tracking matrix and the strategic business plan. Matrix was updated as required.

G: BOARD GUIDENCE AND INFORMATION ITEMS: 1. AIRPORT MANAGER'S REPORT: Mr. Garcia reviewed the report which included airport revenues to-date and compared 2017 to 2016 year-to-year variations. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

There being no other business the meeting was adjourned.

ADJOURNMENT OF MEETING – 9:30 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

DRAFT

TABLE A-2

CAPITAL FACILITIES PLAN PROJECTS AND FINANCING
AIRPORT FUND

	2018	2019	2020	2021	2022	2023	Total
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 Replacement of Airport Facilities**							
Capital Costs	20,000	20,000	20,000	20,000	20,000	20,000	**120,000**
Funding Sources:							
Airport Fund	20,000	20,000	20,000	20,000	20,000	20,000	**120,000**
Grants	-	-	-	-	-	-	-
4 **Automated Weather Observation System**							
Capital Costs	-	-	-	-	-	166,666	**166,666**
Funding Sources:							
Airport Fund	-	-	-	-	-	8,333	**8,333**
Grants	-	-	-	-	-	158,333	**158,333**
5 **Airport Security Camera & Gate Access Upgrades**							
Capital Costs	-	70,000	-	-	-	-	**70,000**
Funding Sources:							
Airport Fund	-	70,000	-	-	-	-	**70,000**
Grant	-	-	-	-	-	-	-
6 **Precision Approach Path Indicator (PAPI) for Runway**							
Capital Costs	-	-	-	-	168,000	-	**168,000**
Funding Sources:							
Airport Fund	-	-	-	-	168,000	-	**168,000**
Grants	-	-	-	-	-	-	-
7 **Land Acquisition for Future Approaches**							
Capital Costs	555,555	-	-	3,666,667	-	-	**4,222,222**
Funding Sources:							
Airport Fund	27,777	-	-	183,333	-	-	**211,110**
Grants	527,778	-	-	3,483,334	-	-	**4,011,112**
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	-	-	-	-	-	52,920	**52,920**
Funding Sources:							
Airport Fund	-	-	-	-	-	2,646	**2,646**
Grants	-	-	-	-	-	50,274	**50,274**

DRAFT

	2018	2019	2020	2021	2022	2023	Total
SUMMARY:							
CAPITAL COSTS							
Capacity Projects	-	-	-	-	-	-	-
Non-Capacity Projects	2,408,889	590,000	70,000	4,036,667	188,000	239,586	7,533,142
Total Costs	**2,408,889**	**590,000**	**70,000**	**4,036,667**	**188,000**	**239,586**	**7,533,142**
FUNDING SOURCES:							
Airport Fund	139,444	115,000	70,000	203,333	188,000	30,979	746,756
Other	-	-	-	350,000	-	-	350,000
Grants (Fed,State,Local)	2,269,445	475,000	-	3,483,334	-	208,607	6,436,386
Total Funding	**2,408,889**	**590,000**	**70,000**	**4,036,667**	**188,000**	**239,586**	**7,533,142**

Project Title: **Runway Enhancements**
Project No: **cp1516**
Project Type: **Non-Capacity**
Project Manager: **Seth Wickstrom**

DRAFT

Description:

Enhance Runway 16/34 per Airport Layout Plan & Master Plan Update for increased safety and utilization. This also includes the As-built AGIS Survey that is required following the runway construction.

Progress Summary:

Environmental Assessment is complete. Design planned for Federal FY 2017 and construction is anticipated to begin in Federal FY 2018. Budget has been adjusted to account for the anticipated funding plan identified by FAA for Design and Construction of the project per their letter of April 17, 2017.

Future Impact on Operating Budget:

Activity:

Funding Sources:	**Prior to 2017**	**2017 YE Estimate**	**2018 Budget**	**2019 Budget**	**2018 Year End Project Total**
Unrestricted Airport Revenue	11,633	16,666	91,667		119,966
Federal - Non-Primary Entitlement		300,000	150,000		450,000
Federal Grant -Secured	209,384				209,384
Federal Grant -Unsecured			1,500,000		1,500,000
State Grant -Secured	11,632				11,632
State Grant -Unsecured		16,667	91,667		108,334
Total Funding Sources:	**232,649**	**333,333**	**1,833,334**	**-**	**2,399,316**
Capital Expenditures:					
Design		317,674			317,674
Environmental Assessment	232,649	15,659			248,308
Construction			1,833,334		1,833,334
Total Expenditures:	**232,649**	**333,333**	**1,833,334**	**-**	**2,399,316**

Forecasted Project Cost:

Funding Sources:	**2020**	**2021**	**2022**	**2023**	**Total 2018-2023**
Unrestricted Airport Revenue	-	-	-	-	**91,667**
Federal - Non-Primary Entitlement	-	-	-	-	**150,000**
Federal Grant -Unsecured	-	-	-	-	**1,500,000**
State Grant -Unsecured	-	-	-	-	**91,667**
Total Funding Sources:	**-**	**-**	**-**	**-**	**1,833,334**
Capital Expenditures:					
Design	-	-	-	-	**-**
Environmental Assessment	-	-	-	-	**-**
Construction	-	-	-	-	**1,833,334**
Total Expenditures:	**-**	**-**	**-**	**-**	**1,833,334**

Grants / Other Sources: Federal Aviation Administration and Washington State Department of Transportation

AIRPORT FUND (465)

Capital Facilities Plan

Six Year Capital Facilities Plan, 2018-2023

Enterprise Funds

Project Title: **Jet A Fueling Facility**
Project No: **apbd04**
Project Type: **Non-Capacity**
Project Manager: **Kevin Snyder**

DRAFT

Description:

Construct any necessary site improvements to accommodate a temporary 2,200 gallon fueling truck for Jet A fuel on site in 2017. Design and Construct a permanent 12,000 gallon Fuel Tank for Jet A service at Airport in 2020 and 2021 after the runway extension is complete and demand for Jet A fuel is established.

Progress Summary:

Future Impact on Operating Budget:

On-going operational costs will be minimal as the estimated $5,000/month expenses will be offset by fuel sale revenues.

Activity:

Funding Sources:	Prior to 2017	2017 YE Estimate	2018 Budget	2019 Budget	2018 Year End Project Total
Unrestricted Airport Revenue	-	10,000		-	
Other -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	**10,000**	-	-	-
Capital Expenditures:					
Design	-	-	-	-	-
Right of Way	-	-	-	-	-
Construction	-	-		-	-
Total Expenditures:	-	-	-	-	-

Forecasted Project Cost:

Funding Sources:	2020	2021	2022	2023	Total 2018-2023
Unrestricted Airport Revenue	50,000			-	**50,000**
Other -Unsecured	-	350,000		-	**350,000**
State Grant -Unsecured	-			-	-
Total Funding Sources:	**50,000**	**350,000**	-	-	**400,000**
Capital Expenditures:					
Design	50,000			-	**50,000**
Right of Way	-			-	-
Construction	-	350,000		-	**350,000**
Total Expenditures:	**50,000**	**350,000**	-	-	**400,000**

Grants / Other Sources:

AIRPORT FUND (465)

Capital Facilities Plan

Six Year Capital Facilities Plan, 2018-2023

Enterprise Funds

Project Title:	**Annual Repair and Replacement of Airport Facilities**
Project No:	**apbd05**
Project Type:	**Non-Capacity**
Project Manager:	**Kevin Snyder**

DRAFT

Description:

This is an annual repair and replacement program for the purpose of completing repairs to site fencing, hanger doors, fueling facilities, roof repairs, etc.

Progress Summary:

Future Impact on Operating Budget:

None

Activity:

Funding Sources:	**Prior to 2017**	**2017 YE Estimate**	**2018 Budget**	**2019 Budget**	**2018 Year End Project Total**
Unrestricted Airport Revenue	-	**20,000**	20,000	20,000	40,000
Grants (Fed,State,Local)	-	-	-	-	-
Other	-	-	-	-	-
Total Funding Sources:	-	**20,000**	**20,000**	**20,000**	**40,000**
Capital Expenditures:					
Design	-	-	-	-	-
Right of Way	-	-	-	-	-
Construction	-	20,000	20,000	20,000	60,000
Total Expenditures:	-	**20,000**	**20,000**	**20,000**	**40,000**

Forecasted Project Cost:

Funding Sources:	**2020**	**2021**	**2022**	**2023**	**Total 2018-2023**
Unrestricted Airport Revenue	20,000	20,000	20,000	20,000	**120,000**
Grants (Fed,State,Local)	-	-	-	-	-
Other	-	-	-	-	-
Total Funding Sources:	**20,000**	**20,000**	**20,000**	**20,000**	**120,000**
Capital Expenditures:					
Design	-	-	-	-	-
Right of Way	-	-	-	-	-
Construction	20,000	20,000	20,000	20,000	**120,000**
Total Expenditures:	**20,000**	**20,000**	**20,000**	**20,000**	**120,000**

Grants / Other Sources:

Project Title: **Automated Weather Observation System**
Project No: **cpxxxx**
Project Type: **Non-Capacity**
Project Manager: **Kevin Snyder**

DRAFT

Description:

Install weather reporting equipment for instrument approach.

Progress Summary:

This project is dependant on grant funding which has been delayed from 2019 to 2022 in order to complete the Runway Enhancement project per FAA requirements.

Future Impact on Operating Budget:

$2,000 annually for on-going maintenance and repair

Activity:

Funding Sources:	Prior to 2017	2017 YE Estimate	2018 Budget	2019 Budget	2018 Year End Project Total
Unrestricted Airport Revenue	-	-	-	-	-
Federal - Non-Primary Entitlements	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	-	-	-
Capital Expenditures:					
Design	-	-	-	-	-
Right of Way	-	-	-	-	-
Construction	-	-	-	-	-
Total Expenditures:	-	-	-	-	-

Forecasted Project Cost:

	2020	2021	2022	2023	Total 2018-2023
Funding Sources:					
Unrestricted Airport Revenue				8,333	**8,333**
Federal - Non-Primary Entitlements				150,000	**150,000**
State Grant -Unsecured				8,333	**8,333**
Total Funding Sources:	-	-	-	**166,666**	**166,666**
Capital Expenditures:					
Design			-	111,112	**111,112**
Right of Way			-	-	-
Construction			-	55,554	**55,554**
Total Expenditures:	-	-	-	**166,666**	**166,666**

Grants / Other Sources: Federal Aviation Administration and Washington State Department of Transportation

Project Title:	**Airport Security Camera & Gate Access Upgrades**
Project No:	**cpxxxx**
Project Type:	**Non-Capacity**
Project Manager:	**Kevin Snyder**

DRAFT

Description:

Increased security identified by the Federal Aviation Administration and the Transportation Security Administration for Airport control access gates (both vehicle and personnel). This project will install security cameras and replace the obsolete gate operator access control units. The proposed system will include cards and keypad operation with both inbound and outbound tracking of the authorized tenant/guest. Personnel gates will also have the same system.

Progress Summary:

Future Impact on Operating Budget:

Estimated to be $2,000 annually to conduct maintenance and repair activities as needed.

Activity:

Funding Sources:	Prior to 2017	2017 YE Estimate	2018 Budget	2019 Budget	2018 Year End Project Total
Unrestricted Airport Revenue	-	-	-	70,000	-
Federal Grant -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	-	**70,000**	-
Capital Expenditures:					
Design	-	-	-	10,500	-
Right of Way	-	-	-		-
Construction	-	-	-	59,500	-
Total Expenditures:	-	-	-	**70,000**	-

Forecasted Project Cost:

Funding Sources:	2020	2021	2022	2023	Total 2018-2023
Unrestricted Airport Revenue	-			-	70,000
Federal Grant -Unsecured	-	-		-	-
State Grant -Unsecured	-	-		-	-
Total Funding Sources:	-	-	-	-	**70,000**
Capital Expenditures:					
Design	-	-	-	-	10,500
Right of Way	-	-	-	-	-
Construction	-	-		-	59,500
Total Expenditures:	-	-	-	-	**70,000**

Grant / Other Sources: Project is not AIP Eligible

Project Title: **Precision Approach Path Indicator (PAPI) for Runway**
Project No: **cpxxxx**
Project Type: **Non-Capacity**
Project Manager: **Kevin Snyder**

DRAFT

Description:

Install Precision Approach Path Indicator (PAPI) for Runway to replace aging Visual Approach Slope Indicator (VASI) system.

Progress Summary:

Future Impact on Operating Budget:

$2,000 annually for on-going maintenance and repair

Activity:

Funding Sources:	Prior to 2017	2017 YE Estimate	2018 Budget	2019 Budget	2018 Year End Project Total
Unrestricted Airport Revenue	-	-	-	-	-
Federal Grant -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	-	-	-
Capital Expenditures:					
Design	-	-	-	-	-
Right of Way	-	-	-	-	-
Construction	-	-	-	-	-
Total Expenditures:	-	-	-	-	-

Forecasted Project Cost:

Funding Sources:	2020	2021	2022	2023	Total 2018-2023
Unrestricted Airport Revenue	-	-	168,000		**168,000**
Federal - Non-Primary Entitlement		-	-	-	-
Federal Grant -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	**168,000**	-	**168,000**
Capital Expenditures:					
Design	-	-	33,600	-	**33,600**
Right of Way	-	-		-	-
Construction	-	-	134,400	-	**134,400**
Total Expenditures:	-	-	**168,000**	-	**168,000**

Grants / Other Sources:

AIRPORT FUND (465)

Capital Facilities Plan

Six Year Capital Facilities Plan, 2018-2023

Enterprise Funds

Project Title: **Land Acquisition for Future Approaches**
Project No: **cpxxxx**
Project Type: **Non-Capacity**
Project Manager: **Kevin Snyder**

DRAFT

Description:

Acquire a portion of land at the current Park and Ride for addressing the Runway Safety Area (RSA) and acuire the remainder of the Park and Ride for addressing the Runway Protection Zone (RPZ).

Progress Summary:

Per discussions with FAA, the acquisition for the RSA was moved from 2021 to 2018 and the acquisition for the RPZ area was added to 2021. Budget has been adjusted to account for the anticipated funding plan identified by FAA for Design and Construction of the project per their letter of April 17, 2017.

Future Impact on Operating Budget:

None

Activity:

Funding Sources:	Prior to 2017	2017 YE Estimate	2018 Budget	2019 Budget	2018 Year End Project Total
Unrestricted Airport Revenue	-	-	27,777	-	27,777
Federal - Non-Primary Entitlement	-	-	-	-	-
Federal Grant -Unsecured	-	-	500,000	-	500,000
State Grant -Unsecured	-	-	27,778		27,778
Total Funding Sources:	-	-	**555,555**	-	**555,555**
Capital Expenditures:					
Design	-	-	-	-	-
Acquisition	-	-	555,555		555,555
Construction	-	-	-	-	-
Total Expenditures:	-	-	**555,555**	-	**555,555**

Forecasted Project Cost:

Funding Sources:	2020	2021	2022	2023	Total 2018-2023
Unrestricted Airport Revenue	-	183,333		-	211,110
Federal - Non-Primary Entitlement		300,000		-	800,000
Federal Grant -Unsecured	-	3,000,000		-	3,500,000
State Grant -Unsecured	-	183,334		-	211,112
Total Funding Sources:	-	**3,666,667**	-	-	**4,722,222**
Capital Expenditures:					
Design	-	-	-	-	-
Acquisition	-	3,666,667		-	4,222,222
Construction	-	-	-	-	-
Total Expenditures:	-	**3,666,667**	-	-	**4,222,222**

Grants / Other Sources: Federal Aviation Administration and Washington State Department of Transportation

AIRPORT FUND (465)

Capital Facilities Plan

Six Year Capital Facilities Plan, 2018-2023

Enterprise Funds

Project Title: **Runway RSA Improvements**
Project No: **cpxxxx**
Project Type: **Non-Capacity**
Project Manager: **Kevin Snyder**

DRAFT

Description:

This project will complete necessary improvements to the property purchased from the Park and Ride to be in compliance with the FAA requirements for the Runway Safety Area.

Progress Summary:

Future Impact on Operating Budget:

Activity:

Funding Sources:	**Prior to 2017**	**2017 YE Estimate**	**2018 Budget**	**2019 Budget**	**2018 Year End Project Total**
Unrestricted Airport Revenue	-			25,000	
Federal - Non-Primary Entitlement	-	-	-	150,000	-
Federal Grant -Unsecured				300,000	
State Grant -Unsecured	-	-	-	25,000	-
Total Funding Sources:	-	-	-	**500,000**	-
Capital Expenditures:					
Design	-	-	-	125,000	-
Right of Way	-	-	-	-	-
Construction	-	-	-	375,000	-
Total Expenditures:	-	-	-	**500,000**	-

Forecasted Project Cost:

	2020	**2021**	**2022**	**2023**	**Total 2018-2023**
Funding Sources:					
Unrestricted Airport Revenue	-		-	-	**25,000**
Federal - Non-Primary Entitlement	-		-	-	**150,000**
Federal Grant -Unsecured					**300,000**
State Grant -Unsecured	-		-	-	**25,000**
Total Funding Sources:	-		-	-	**500,000**
Capital Expenditures:					
Design	-		-	-	**125,000**
Right of Way	-		-	-	-
Construction	-		-	-	**375,000**
Total Expenditures:	-	-	-	-	**500,000**

Grants / Other Sources:

Project Title: **West Side Fencing**
Project No: **cpxxxx**
Project Type: **Non-Capacity**
Project Manager: **Kevin Snyder**

DRAFT

Description:

Install fence on west side of property to complete perimeter security fencing and help control wildlife on the airport.

Progress Summary:

Future Impact on Operating Budget:

Activity:

Funding Sources:	Prior to 2017	2017 YE Estimate	2018 Budget	2019 Budget	2018 Year End Project Total
Unrestricted Airport Revenue	-	-	-	-	-
Federal Grant -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	-	-	-
Capital Expenditures:					
Design	-	-	-	-	-
Right of Way	-	-	-	-	-
Construction	-	-	-	-	-
Total Expenditures:	-	-	-	-	-

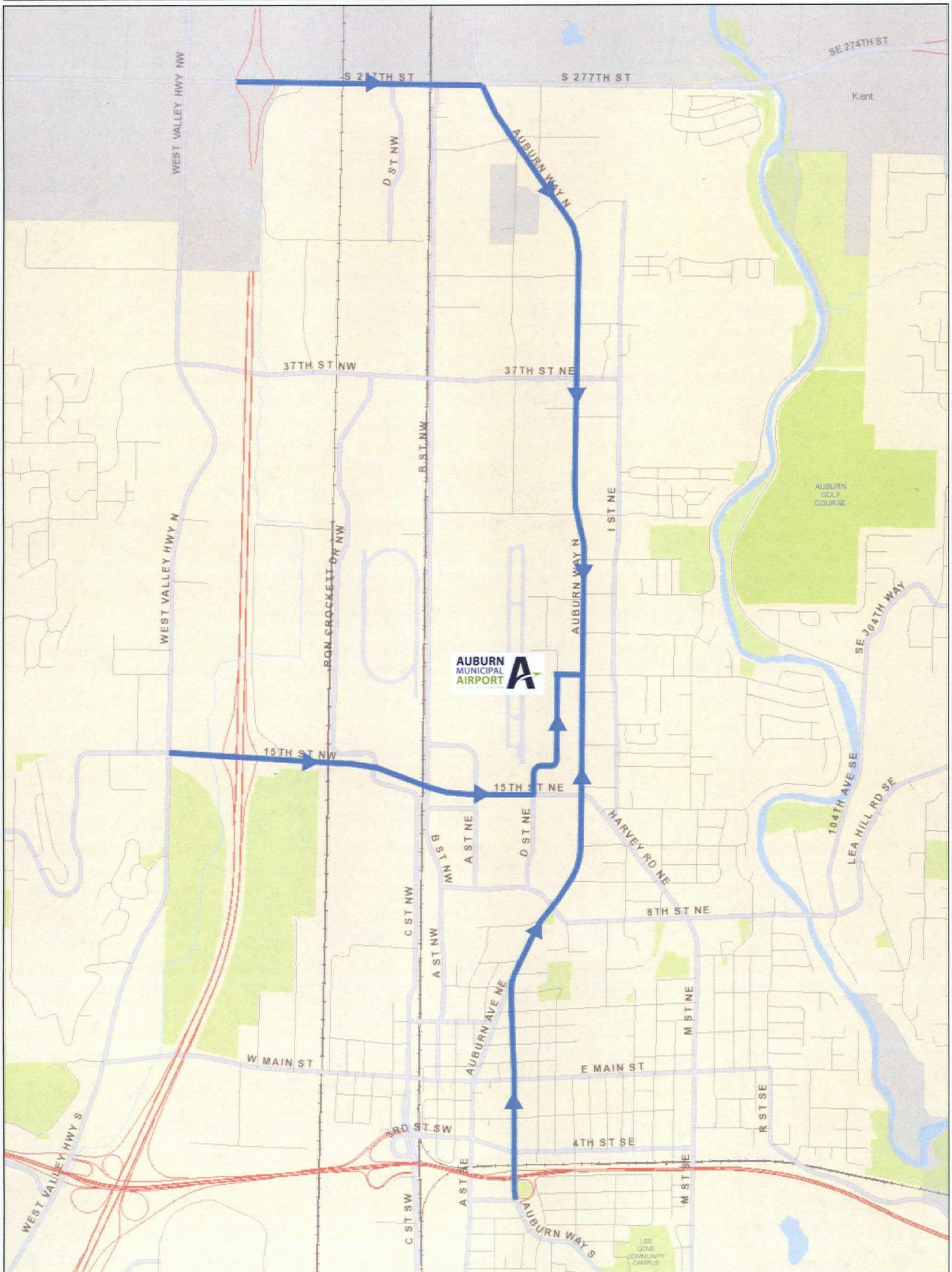
Forecasted Project Cost:

	2020	2021	2022	2023	Total 2018-2023
Funding Sources:					
Unrestricted Airport Revenue	-	-	-	2,646	**2,646**
Federal Grant -Unsecured	-	-	-	47,628	**47,628**
State Grant -Unsecured	-	-	-	2,646	**2,646**
Total Funding Sources:	-	-	-	**52,920**	**52,920**
Capital Expenditures:					
Design	-	-	-	5,292	**5,292**
Right of Way	-	-	-		-
Construction	-	-	-	47,628	**47,628**
Total Expenditures:	-	-	-	**52,920**	**52,920**

Grants / Other Sources: Federal Aviation Administration and Washington State Department of Transportation

Auburn Municipal Airport -Wayfinding Routes

Printed Date: 9/15/2017
Map Created by City of Auburn eGIS
Imagery Date: May 2015



0.6 0 0.28 0.6 Miles

1 in = 0.28 ft

1: 18,056

NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet

Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.

U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Seattle Airports District Office
1601 Lind Avenue S.W., Suite 250
Renton, Washington 98057-3356

April 17, 2017

City of Auburn
Attention: Mr. Kevin Snyder
25 West Main Street
Auburn, WA 98001

AUBURN MUNICIPAL AIRPORT, AUBURN, WA
FY2018-2022
CAPITAL IMPROVEMENT PLAN (CIP)

Dear Mr. Snyder:

Over the past few years the Federal Aviation Administration (FAA) and WSDOT Aviation have partnered together with sponsors in a continued effort towards developing solid Capital Improvement Plans (CIPs). Through the development of the State Capital Improvement Program (SCIP), WSDOT and the FAA have been able to work together to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective.

Last October through November we met with you during Joint Planning Conferences to review and compile a list of projects. Over the past few months your FAA PM, FAA State Planner and WSDOT have worked together to review, analyze and coordinate your airport's CIP.
The summary below represents the plan the FAA will move forward with at this time. Our office believes that this plan is both eligible and justified; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year. We appreciate your willingness to work through this process with us, and look forward to continuing to do so in the future.

Your non primary entitlements balance prior to any FY2017 funding actions are listed below.

(2014 Expiring)	**FY 2014**	**$0**
	FY 2015	**$0**
	FY 2016	**$150,000**
	FY 2017	**$150,000**
	TOTAL	**$300,000**

AUBURN MUNICIPAL AIRPORT
5-YEAR PROJECTS & REQUESTED FUNDING

Year	Project Name	NPE*	ST/DI	Total
2018	RW Extension – Construction (PH 2)	$150,000	$1,500,000	$1,650,000
2018	Land Acquisition – RSA (PH 3)	$0	$500,000	$500,000
2019	Grade RSA (PH 4)	$150,000	$300,000	$450,000
2020	Carryover			
2021	Land Acquisition - RPZ	$300,000	$3,000,000	$3,300,000
2022	Carryover			

*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated as follows; the lesser of $150,000 or 1/5 of an airport's 5-year development cost.

Please be reminded that you need to coordinate with WSDOT to ensure this plan is updated in the SCIP database, along with the CIP Datasheet detailing your projects.

To improve response timing due to Airport Improvement Program (AIP) grant schedule constraints we require that you submit your next FY19-23 SCIP to your ADO Project Manager between September 1st, and October 31st, 2017.

If you have any questions, please call your Project Manager, Randal Anton, at (425)227-2652.

Sincerely,

Joelle Briggs

Joelle Briggs
Manager, Seattle Airports District Office

AIRPORT ADVISORY BOARD – TRACKING MATRIX

LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	EST. COMPL. DATE	EST. COST
GENERAL AIRPORT BUSINESS						
City	Airport Beam Replacement Project	Beam replacement is complete. Re-painting of the 16 existing beams is complete. Repairs to loose ceiling boards in various hangers is complete.	Project close out and City Council acceptance of the work as complete on 8/21/2017.	01/2017	08/2017	$275,000
City	Strategic Business Plan	Board reviewed and discussed 2017 only priority matrix action items at March 15, 2017, April 19, 2017, May 17, 2017, June 21, 2017, and July 19, 2017 meetings.	Board to continue to review and discuss 2017 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 2017-2022 Capital Improvement Program	Finance Director Coleman provided City Council an update on the 2nd Quarter 2017 Financials on August 14, 2017; staff provided airport related information to the Board from this update.	On-going	On-going	N/A
City/CW	Runway Enhancement Project – Environmental Review	Federal environmental review effort complete. FAA issued a Finding of No significant Impact and Record of Decision (FONSI/ROD) on January 20, 2017 and the public informational review period ended on February 6, 2017	Federal grant closeout underway. FAA is currently reviewing the closeout documents.	03/2015	07/2017	$248,308 (90/5/5)
City/CW	Runway Enhancement Project – Design	Scoping for consultant design work underway. Working with FAA on their grant process. Submitted grant application on May 12, 2017 for 5% State funding match. FAA has indicated that it may require that property acquisition occurs with project construction.	~~Obligating the~~ Federal grant obligation is complete~~funds is in process~~ with FAA. ~~Executing~~ Working on the consultant design agreement so design work may begin this fall. ~~Completed the 2017 DBE Program and the 2018-2020 DBE Program plans and goals which were approved by FAA.~~ Waiting to hear on the State Grant.	06/2017	06/2018	$333,333 (90/5/5)
City/CW	Runway Enhancement Project – Construction	Scheduled to begin this phase in 2018 following the completion of the Design Phase.	Design phase approval and applying for and obligating State and Federal Grant funding.	06/2018	06/2019	$1,833,333 (90/5/5)
City	Facility Condition Assessment	Consultant Selection is in process with an RFP to be published in Mid- August.	Selecting a consultant and completing the scope of work for the Assessment. Proposals were due September 14th and the City received 8 proposals.	07/2017	12/2017	$50,000
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
WSDOT/ PSRC/FAA	AGIS Study	Project work completed in December 2016.	Carter Timmerman, WSDOT has notified AMG that the final report is done and will be provided to City at a later date when the FAA has completed its review which is underway.	08/2015	10/2017	FAA/WSDOT 100%

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 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	Community Development & 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. Funding for the temporary pilot program has been included in the proposed 2017-2022 City Capital Facilities Plan September 11, 2017 City council concurred with the Private Partnership Option and staff are working on the Draft Operating Agreement.	1st Quarter 2017	4th Quarter 2017
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
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 RFP Issued and Proposals are Due September 27, 2017.	2nd Quarter 2017	4th Quarter 2017
1	3	1	Competitive Market Assessment Study	Community Development & 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 RFP Issued and Proposals are Due September 27, 2017[3]	2st quarter 2017	4rd quarter 2017
1	3	2	Recommendations - City's 10-Year Economic Development Strategic Plan	Community Development & 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] 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] This Goal anticipates the hiring of a qualified professional to conduct the specified work that is anticipated to cost between $30,000 to $50,000 depending on the to be determined scope of work. The hiring of this qualified professional is not identified in the 2017-2018 Biennial Budget. As such, Council authorization through a future budget amendment may be needed to address this specific funding need.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 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	Community Development & 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]	1st quarter 2017	4th quarter 2017
1	3	6	Airport Growth Areas	*Community Development & 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[7]	1st quarter 2017	4th quarter 2017
2	*2*	*1*	*Airport Vision/Mission/Values*	*Airport Advisory Board*	*Develop Airport specific vision statement, mission statement and values*	*1st quarter 2017*	***July 19, 2017***
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**
2	2	8	Long-Term Airport Management strategy	*Community Development & Public Works Director*	Evaluate with Board, City Council, City Administration and appropriate stakeholders a long-term airport management strategy Anticipate beginning Board Discussion on this soon.	1st quarter 2017	4th Quarter 2017
2	2	9	Airport Marketing Plan	*Community Development & 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	3rd Quarter 2017	2nd 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.
7 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 – 2017 ONLY ACTION ITEMS							
AAB Priority Ranking	**KRA Reference**	**Goa l #**	**Key Result Area/Goals** *(Not in Priority Order)*	**Lead**	**Narrative Description**	**Start Date**	**Completion Date**
3	1	6	Wildlife Hazard Management Plan Implementation	Community Development & 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	2nd Quarter 2017	4th Quarter 2018
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
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	Annually	Annually **9/20/2017**
Purposely left blank – being done or to be done	2	4	Updated Airport Documents and Forms	Airport Management	Conduct an update of all airport related documents and forms to ensure that they are legally compliant, easy to use and are available for fill in and download on all appropriate websites	1st Quarter 2017	3rd Quarter 2017 **Complete**
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	4th quarter 2017	2ndquarter 2018
Purposely left blank – being done or to be done	2	12	Airport Wayfinding Signage	Community Development & Public Works Director	Design, fabrication and installation of new and additional airport way-finding signs on key City transportation corridors	2nd quarter 2017	3rd quarter 2017

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 ONLY ACTION ITEMS							
AAB Priority Ranking	**KRA Reference**	**Goal #**	**Key Result Area/Goals** *(Not in Priority Order)*	**Lead**	**Narrative Description**	**Start Date**	**Completion Date**
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	16	Airport Municipal Broadband Service	Innovation & Technology	Extend City's Municipal Broadband service to the Airport. Currently, the City's high speed fiber optic network has been extended to the Airport. Building off of this network, wireless broad band services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience	3rd quarter 2017	4th quarter 2017