Airport Advisory Board

Regular Meeting
June 20, 2018, 7:30 AM
Airport Office
Conference Room 1

AGENDA

A. **CALL THE MEETING TO ORDER/ROLL CALL – INTRODUCTION OF NEW MEMBERS**

B. **ANNOUNCMENTS:** Sparrow Tang's Resignation from the Board.

C. **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.

D. **APPROVAL OF MINUTES:**
   1. APRIL 18, 2018 REGULAR MEETING
   2. MAY 16, 2018 SPECIAL MEETING

E. **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. NONE

F. **BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
   1. PROCESS FOR PROVIDING NEW MEMBERS BACKGROUND AND INFORMATION ON THE AIRPORT (5 Min)
   2. BOARD MEEETING LOCATION (5 Min)
   3. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS
      A. AIRPORT MANAGEMENT UPDATE (10 Min)
      B. BUDGET AMENDMENT – CHANGES IN PROJECTS FOR 2018 (5 Min)
      C. RUNWAY ENHANCEMENT PROJECT UPDATE (5 Min)
      D. JET A FUEL PROGRAM STATUS UPDATE (5 Min)
      E. COMPETATIVE MARKET ASSESSMENT & LONG-TERM RATE STUDY UPDATE (5 Min)
      F. DRAFT CAPITAL FACILITIES PLAN FOR 2019-2024 (15 Min)

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4. 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:

August 15, 2018
October 17, 2018
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: April 18, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1 Auburn WA 98001

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Deanna Clark, Vice Chair
Mark Kornei, Board Member
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Jacob Sweeting, Assistant City Engineer
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
Members of the Public:
Danielle Butsick (Tenant/Citizen)
Wayne Osborne (Citizen)
Gary Miller (Tenant/Citizen)
Sarah Partap (MENG Analysis)

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Sparrow Tang was an excused absence.

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 February 21, 2018.

D. PRESENTATIONS:

MENG Analysis- Sarah Partap. Ms. Partap made a presentation of the Airport Facilities Condition Assessment Study to date. The presentation including key findings; including maintenance items (2017-2022), future Capital needs (2023-2036) and Facility Condition Index.

E. BOARD ACTION ITEMS:

NONE

F. BOARD DISCUSSION ITEMS:

1) Status of Airport Management Group after 2018.
Ms. Gaub discussed the letter received by AMG stating that if the City decided to go out to bid-AMG will not submit a proposal. Mr. Garcia stated if the City decided to take management into the City, AMG will assist the City in any way possible. There was discussion by members of the board, staff and the public regarding this matter.

2) 2018 Work Plan Review of Active Items.

A. Runway Enhancement Project Update. Ms. Gaub discussed the Federal Aviation Administration position on the runway enhancement is limited to 3,600 feet for FAA grant eligibility. She presented 3 options the City is considering. Option 1 was to proceed with design and construction of 3,600 feet. Option 2 proceed with design construction of 4,000-foot runway without full FAA support.

Option 3 leave runway as is for now. All options were discussed in length.

B. Jet Fuel program status update. Ms. Gaub advised the license agreement between the City and Cascade Helicopters has been completed and signed. She also discussed with AMG's decision to not continue past 2018 that retail Jet fuel program will have to be reconsidered.

C. Competitive Market Assessment & Long-Term Rate Study. Ms. Gaub advised a summary of Phase 1 should be completed and ready for review in May 2018. Based on the discussion, Chair requested a special meeting to cover this study. This special meeting will be held May 16, 2018 at 7:30am.

D. Facility Condition Assessment Project update-MENG Analysis (discussed in presentation.)

3) Airport Advisory Board Tracking Matrix. Ms. Gaub reviewed the entire Matrix.

G. BOARD GUIDENCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the March 2018 report which included airport revenues with year-to-year comparisons (2017 versus 2018). Additionally, the occupancy report and current fuel operations were reviewed and discussed. Mr. Garcia gave an update regarding the change in fuel vendor including the level of service and pricing.

H. SCHEDULE FOR UPCOMING MEETINGS:

May 16, 2018 (Special Meeting)
June 20, 2018
August 15, 2018
October 17, 2018
December 19, 2018.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Chairperson adjourned the meeting at 9:22 a.m.

Prepared by:

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

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: May 16, 2018-Special Meeting
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1 Auburn WA 98001

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Deanna Clark, Vice Chair
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Jacob Sweeting, Assistant City Engineer
Doug Lein, Economic Development Manager
Josh Arndt, Real Property Analyst
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
Members of the Public:
Danielle Butsick (Tenant/Citizen)
Robert Jones (Citizen)

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Mark Kornei and Sparrow Tang were both excused absences.

PUBLIC COMMENTS: NONE

D. PRESENTATIONS: FCS Group

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. FCS Group presented the current status and the next milestones of the Auburn Airport Market Assessment and Long-Term Rate Study commissioned by the City of Auburn. Presentation included a discussion on the Facility Planning Options needed for the inclusion in the Rate Study.

H. SCHEDULE FOR UPCOMING MEETINGS:

June 20, 2018
August 15, 2018
October 17, 2018
December 19, 2018.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Chairperson adjourned the meeting at 9:30 a.m.

Prepared by:

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

CITY OF AUBURN WASHINGTON

Memorandum
Engineering Division

To: Airport Advisory Board

From: Ingrid Gaub, Assistant Director of Engineering/City Engineer

Date: June 14, 2018

Re: Airport Project Budget Adjustments for 2018

As the Board is aware, there continues to be issues with the Airport Runway Enhancement Project that are delaying the final design and construction of this project. This project was fully budgeted in 2018 and with the delay, staff has proposed to revise the 2018 budget to address this project and to add some additional work at the Airport that we feel is needed as follows.

Project Name	Description	Original Budget	Budget Revision	Revised Budget
Runway Enhancement	Design and Construction of the extension of the Runway. This is revised to design only for 2018.	$2,155,300	($1,833,300)	$322,000
Fueling Terminal Replacement	Replacement of the Fueling Terminal which is at the end of its service life and has had operational issues.			$20,000
Tree Trimming	Address wildlife habitat issues by cutting down trees on the west side of the Airport that have grown too tall for FAA regulations			$40,000
Weather Reporting System	Interim solution for providing general weather information at the Airport until a full AWOS system can be implemented.			$10,000

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TABLE A-2

CAPITAL FACILITIES PLAN PROJECTS AND FINANCING
AIRPORT FUND

	2019	2020	2021	2022	2023	2024	Total
Capacity Projects:							
None							-
Non-Capacity Projects:							
1 **Runway Enhancements**							
Capital Costs	1,833,400	-	-	-	-	-	**1,833,400**
Funding Sources:							
Airport Fund	91,700	-	-	-	-	-	**91,700**
Grants	1,741,700	-	-	-	-	-	**1,741,700**
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:							
Airport Fund	100,000	100,000	100,000	250,000	500,000	100,000	**1,150,000**
Grants	-	-	-	-	-	-	-
4 **Automated Weather Observation System**							
Capital Costs	-	-	-	-	-	166,700	**166,700**
Funding Sources:							
Airport Fund	-	-	-	-	-	8,400	**8,400**
Grants	-	-	-	-	-	158,300	**158,300**
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	-	-	-	3,666,700	-	-	**3,666,700**
Funding Sources:							
Airport Fund	-	-	-	183,400	-	-	**183,400**
Grants	-	-	-	3,483,300	-	-	**3,483,300**
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	-	52,900	-	-	-	-	**52,900**
Funding Sources:							
Airport Fund	-	2,700	-	-	-	-	**2,700**
Grants	-	50,200	-	-	-	-	**50,200**
10 **Hangar Replacment Program**							
Capital Costs	50,000	50,000	2,750,000	75,000	75,000	3,000,000	**6,000,000**
Funding Sources:							
Airport Fund	50,000	50,000	-	75,000	75,000	-	**250,000**
Bond Proceeds	-	-	2,750,000	-	-	-	**2,750,000**
Other Agencies	-	-	-	-	-	3,000,000	**3,000,000**

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	2019	2020	2021	2022	2023	2024	Total
Non-Capacity Projects:							
11 **West Side Preliminary Environmental Permitting**							
Capital Costs	50,000	-	-	-	-	-	**50,000**
Funding Sources:							
Airport Fund	50,000	-	-	-	-	-	**50,000**
Grants	-	-	-	-	-	-	-

	2019	2020	2021	2022	2023	2024	Total
SUMMARY:							
CAPITAL COSTS							
Capacity Projects	-	-	-	-	-	-	-
Non-Capacity Projects	2,103,400	752,900	3,200,000	4,159,700	575,000	3,266,700	14,057,700
Total Costs	**2,103,400**	**752,900**	**3,200,000**	**4,159,700**	**575,000**	**3,266,700**	**14,057,700**
FUNDING SOURCES:							
Airport Fund	361,700	227,700	100,000	676,400	575,000	108,400	2,049,200
Other Agencies	-	-	350,000	-	-	3,000,000	3,350,000
Bond Proceeds	-	-	2,750,000	-	-	-	2,750,000
Grants (Fed,State,Local)	1,741,700	525,200	-	3,483,300	-	158,300	5,908,500
Total Funding	**2,103,400**	**752,900**	**3,200,000**	**4,159,700**	**575,000**	**3,266,700**	**14,057,700**

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AIRPORT FUND (465)

Six Year Capital Facilities Plan, 2019-2024

Capital Facilities Plan
Enterprise Funds

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

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 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Unrestricted Airport Revenue	13,285	19,300	91,700	-	124,285
Federal - Non-Primary Entitlement	13,992	286,000	150,000	-	449,992
Federal Grant -Secured	215,027	-		-	215,027
Federal Grant -Unsecured	-	-	1,500,000	-	1,500,000
State Grant -Secured	12,161	-		-	12,161
State Grant -Unsecured	-	16,700	91,700	-	108,400
Total Funding Sources:	**254,465**	**322,000**	**1,833,400**	**-**	**2,409,865**
Capital Expenditures:					
Design	15,547	322,000	-	-	337,547
Environmental Assessment	238,918	-	-	-	238,918
Construction	-	-	1,833,400	-	1,833,400
Total Expenditures:	**254,465**	**322,000**	**1,833,400**	**-**	**2,409,865**

Forecasted Project Cost:

	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
Unrestricted Airport Revenue	-	-	-	-	**91,700**
Federal - Non-Primary Entitlement	-	-	-	-	**150,000**
Federal Grant -Unsecured	-	-	-	-	**1,500,000**
State Grant -Unsecured	-	-	-	-	**91,700**
Total Funding Sources:	**-**	**-**	**-**	**-**	**1,833,400**
Capital Expenditures:					
Design	-	-	-	-	**-**
Environmental Assessment	-	-	-	-	**-**
Construction	-	-	-	-	**1,833,400**
Total Expenditures:	**-**	**-**	**-**	**-**	**1,833,400**

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

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AIRPORT FUND (465) — **Capital Facilities Plan**

Six Year Capital Facilities Plan, 2019-2024 — **Enterprise Funds**

Project Title:	**Jet A Fueling Facility**
Project No:	**apbd04**
Project Type:	**Non-Capacity**
Project Manager:	**Ingrid Gaub**

Description:

Construct any necessary site improvements to accommodate a temporary 2,000 gallon fueling truck for Jet A fuel on site in 2018. 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 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Unrestricted Airport Revenue	-	-	-	50,000	
Other -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	-	**50,000**	-
Capital Expenditures:					
Design	-	-	-	50,000	-
Right of Way	-	-	-	-	-
Construction	-	-		-	-
Total Expenditures:	-	-	-	**50,000**	-

Forecasted Project Cost:

	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
Unrestricted Airport Revenue	-	-	-	-	50,000
Other -Unsecured	350,000	-	-	-	350,000
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	**350,000**	-	-	-	**400,000**
Capital Expenditures:					
Design	-	-	-	-	50,000
Right of Way	-	-	-	-	-
Construction	350,000	-	-	-	350,000
Total Expenditures:	**350,000**	-	-	-	**400,000**

Grants / Other Sources:

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AIRPORT FUND (465) — **Capital Facilities Plan**

Six Year Capital Facilities Plan, 2019-2024 — **Enterprise Funds**

Project Title: **Annual Repair and Maintenance of Airport Facilities**
Project No: **apbd05**
Project Type: **Non-Capacity**
Project Manager: **Ingrid Gaub**

Description:

Due to the current conditions of the Facilities at the Airport, this program provides for necessary maintenance and repair work such as slab sealing, roof replacement, hangar beam replacement, painting, electrical repairs, etc. for buildings identified in the 2018 Facility Condition Assessment as being in "Fair" to "Good" condition. Repair and maintenance of these facilities will help prolong the service life of these buildings.

Progress Summary:

Program began in 2017. In 2018, a Facilities Condition Assessment was completed.

Future Impact on Operating Budget:

This project will decrease the need for more costly repairs and maintenance on older buildings.

Activity:

Funding Sources:	Prior to 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Unrestricted Airport Revenue	-	20,000	100,000	100,000	120,000
Grants (Fed, State, Local)	-	-	-	-	-
Other	-	-	-	-	-
Total Funding Sources:	-	**20,000**	**100,000**	**100,000**	**120,000**
Capital Expenditures:					
Design	-	-	20,000	20,000	20,000
Right of Way	-	-	-	-	-
Construction	-	20,000	80,000	80,000	100,000
Total Expenditures:	-	**20,000**	**100,000**	**100,000**	**120,000**

Forecasted Project Cost:

Funding Sources:	2021	2022	2023	2024	Total 2019-2024
Unrestricted Airport Revenue	100,000	250,000	500,000	100,000	**1,150,000**
Grants (Fed, State, Local)	-	-	-	-	-
Other	-	-	-	-	-
Total Funding Sources:	**100,000**	**250,000**	**500,000**	**100,000**	**1,150,000**
Capital Expenditures:					
Design	20,000	50,000	100,000	20,000	**230,000**
Right of Way	-	-	-	-	-
Construction	80,000	200,000	400,000	80,000	**920,000**
Total Expenditures:	**100,000**	**250,000**	**500,000**	**100,000**	**1,150,000**

Grants / Other Sources:

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AIRPORT FUND (465) — **Capital Facilities Plan**

Six Year Capital Facilities Plan, 2019-2024 — **Enterprise Funds**

Project Title:	**Automated Weather Observation System**
Project No:	**cpxxxx**
Project Type:	**Non-Capacity**
Project Manager:	**Ingrid Gaub**

Description:

Install weather reporting equipment for instrument approach.

Progress Summary:

This project is dependent on grant funding which has been delayed 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 2018**	**2018 YE Estimate**	**2019 Budget**	**2020 Budget**	**2019 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:

	2021	**2022**	**2023**	**2024**	**Total 2019-2024**
Funding Sources:					
Unrestricted Airport Revenue	-	-	-	8,400	**8,400**
Federal - Non-Primary Entitlements	-	-	-	150,000	**150,000**
State Grant -Unsecured	-	-	-	8,300	**8,300**
Total Funding Sources:	-	-	-	**166,700**	**166,700**
Capital Expenditures:					
Design	-	-	-	111,100	**111,100**
Right of Way	-	-	-	-	**-**
Construction	-	-	-	55,600	**55,600**
Total Expenditures:	-	-	-	**166,700**	**166,700**

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

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Project Title: **Airport Security Camera & Gate Access Upgrades**
Project No: **apbd07**
Project Type: **Non-Capacity**
Project Manager: **Ingrid Gaub**

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 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Unrestricted Airport Revenue	-	-	70,000	-	70,000
Federal Grant -Unsecured	-	-	-	-	-
State Grant -Unsecured	-	-	-	-	-
Total Funding Sources:	-	-	**70,000**	-	**70,000**
Capital Expenditures:					
Design	-	-	10,500	-	10,500
Right of Way	-	-	-	-	-
Construction	-	-	59,500	-	59,500
Total Expenditures:	-	-	**70,000**	-	**70,000**

Forecasted Project Cost:

	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
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

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

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 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 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:

	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
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:

DRAFT

AIRPORT FUND (465) — **Capital Facilities Plan**

Six Year Capital Facilities Plan, 2019-2024 — **Enterprise Funds**

Project Title:	**Land Acquisition for Future Approaches**
Project No:	**ms1811, cpxxxx**
Project Type:	**Non-Capacity**
Project Manager:	**Seth Wickstrom**

Description:

Acquire a portion of land at the current Park and Ride for addressing the Runway Safety Area (RSA) and acquire 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 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Unrestricted Airport Revenue	-	27,800	-	-	27,800
Federal - Non-Primary Entitlement	-	-	-	-	-
Federal Grant -Unsecured	-	500,000	-	-	500,000
State Grant -Unsecured	-	27,800	-		27,800
Total Funding Sources:	**-**	**555,600**	**-**	**-**	**555,600**
Capital Expenditures:					
Design	-	-	-	-	-
Acquisition	-	555,600			555,600
Construction	-	-	-	-	-
Total Expenditures:	**-**	**555,600**	**-**	**-**	**555,600**

Forecasted Project Cost:

	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
Unrestricted Airport Revenue	-	183,400	-	-	183,400
Federal - Non-Primary Entitlement	-	300,000	-	-	300,000
Federal Grant -Unsecured	-	3,000,000	-	-	3,000,000
State Grant -Unsecured	-	183,300	-	-	183,300
Total Funding Sources:	**-**	**3,666,700**	**-**	**-**	**3,666,700**
Capital Expenditures:					
Design	-	-	-	-	-
Acquisition	-	3,666,700		-	3,666,700
Construction	-	-	-	-	-
Total Expenditures:	**-**	**3,666,700**	**-**	**-**	**3,666,700**

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

DRAFT

AIRPORT FUND (465) | **Capital Facilities Plan**

Six Year Capital Facilities Plan, 2019-2024 | **Enterprise Funds**

Project Title: **Runway RSA Improvements**
Project No: **cpxxxx**
Project Type: **Non-Capacity**
Project Manager: **Ingrid Gaub**

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**	**2018 YE Estimate**	**2019 Budget**	**2020 Budget**	**2019 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:

	2021	**2022**	**2023**	**2024**	**Total 2019-2024**
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:

DRAFT

Project Title: **West Side Fencing**
Project No: **apbd09**
Project Type: **Non-Capacity**
Project Manager: **Ingrid Gaub**

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 2018**	**2018 YE Estimate**	**2019 Budget**	**2020 Budget**	**2019 Year End Project Total**
Unrestricted Airport Revenue	-	-	-	2,700	-
Federal Grant -Unsecured	-	-	-	47,600	-
State Grant -Unsecured	-	-	-	2,600	-
Total Funding Sources:	-	-	-	**52,900**	-
Capital Expenditures:					
Design	-	-	-	5,300	-
Right of Way	-	-	-	-	-
Construction	-	-	-	47,600	-
Total Expenditures:	-	-	-	**52,900**	-

Forecasted Project Cost:

Funding Sources:	**2021**	**2022**	**2023**	**2024**	**Total 2019-2024**
Unrestricted Airport Revenue	-	-	-	-	**2,700**
Federal Grant -Unsecured	-	-	-	-	**47,600**
State Grant -Unsecured	-	-	-	-	**2,600**
Total Funding Sources:	-	-	-	-	**52,900**
Capital Expenditures:					
Design	-	-	-	-	**5,300**
Right of Way	-	-	-	-	-
Construction	-	-	-	-	**47,600**
Total Expenditures:	-	-	-	-	**52,900**

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

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 4th Quarter 2017 Financials in March 2018; staff provided a copy of this report to the Board on March 15, 2018.	On-going	On-going	N/A
City/CW	Runway Enhancement Project – Design	Runway Length Justification Discussion with FAA continues; however, there are delays due to a disagreement between the City and FAA on the Runway Length.	FAA ADO has requested additional evaluation of the proposed runway length. The City continues working with FAA and our designer, Century West; however, additional steps are being taken to elevate this issue. A grant application for additional funding from the State is in process and due April 20, 2018.	06/2017	10/2018	$333,333 (90/10)
City	Runway Enhancement Project – Property Acquisition	Appraisal is complete and Appraisal Review is underway for a portion of the Park and Ride area for the future Runway Safety Area.	After appraisal and appraisal review are complete, the City will work with FAA to get approval to make an offer for fair market value.	01/2018	12/2018	$500,000 (90/5/5)
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.	10/2018	10/2019	$1,833,333 (90/5/5)
City/MENG	Facility Condition Assessment	Facility Condition Assessment is complete.	Incorporation of this information into the 2019-2020 budget process and into the Market Assessment and Long term Rate Study.	10/2017	12/2018	$50,000 ***COMPLETE***
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

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	Comm. Dev. & 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. On September 11, 2017 City Council concurred with the Private Partnership Option and staff are working on the Draft Operating Agreement. License Agreement with Cascade is complete.	1st quarter 2017	Temporary - 1st quarter 2018 (Cascade License is complete 3/2018) Permanent - 4th quarter 2019
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 has begun.	2nd quarter 2017	4th quarter 2018
1	3	1	Competitive Market Assessment Study	Comm. Dev. & 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 begun.	2st quarter 2017	4rd quarter 2018
1	3	2	Recommendations - City's 10-Year Economic Development Strategic Plan	Comm. Dev. & 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]	Comm. Dev. & 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]	Comm. Dev. & 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**
2	2	8	Long-Term Airport Management Strategy	Comm. Dev. & 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	2nd quarter 2018
2	2	9	Airport Marketing Plan	Comm. Dev. & 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
2	3	3	Airport Zoning Regulations Update	Comm. Dev. & 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.	1st quarter 2018	1st quarter 2019
3	1	6	Wildlife Hazard Management Plan Implementation	Comm. Dev. & 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.	2nd quarter 2017	4th 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. Reviewed with the Board at its 09/20/17 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	Comm. Dev. & 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	3rd 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	4th quarter 2017	2nd 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	Annually (first event in 2018) **Target Sept. 2018**	Annually (first event in 2018)