



**Airport Advisory Board
Regular Meeting
April 17, 2019, 7:00 AM
Airport Office
Conference Room 1**

AGENDA

A. CALL THE MEETING TO ORDER/ROLL CALL

- a. Introduction of New Board Member: Joe Nessel

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. FEBRUARY 20, 2018 REGULAR MEETING

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS: Please note that no action will be taken on Board discussion items.

- 1. CAPITAL/FINANCIAL PLANNING DISCUSSION(60 MIN)
- 2. 2019 CAPITAL PROJECT STATUS (5 MIN)
 - A. RUNWAY ENHANCEMENT PROJECT UPDATE
- 3. AIRPORT ADVISORY BOARD – TRACKING MATRIX (GENERAL BUSINESS) (10 Min)

G. BOARD GUIDANCE AND INFORMATION ITEMS:

- 1. AIRPORT MANAGER'S REPORT (15 Min)
- 2. AIRPORT MAINTENANCE REPORT (5 MIN)
- 3. AIRPORT APPRECIATION DAY REPORT (5 MIN)

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

2019 Regular Meeting Schedule:

June 19, 2019
August 21, 2019
October 16, 2019
December 18, 2019

2019 Special Meeting Schedule:

September 18, 2019

Unless otherwise noted and advertised, all meetings will start at 7:00 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.

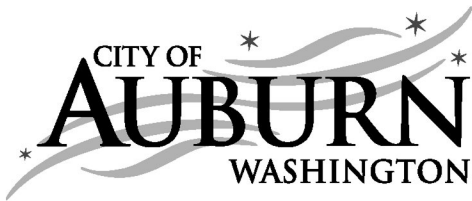
- I. **ADJOURNMENT OF MEETING**

Capital and Financial Planning for Airport Development

Number	Staff Priority (1= High, 2 = Medium, 3= Low)	Project Name	Project Description	Facility Maintenance	Development	Safety/Regulatory	Estimated Cost	Duration	Source	Constraints and Considerations
1	1	Annual Repair and Maintenance for the Airport Facilities	This is an annual program for the replacement of facilities and the completion of deferred maintenance needs on all existing Airport Building Facilities	X		X	\$100,000 to \$500,000	Annually	Facility Condition	
2	1	Retrofit and Upgrade of the Open T-hangars	Complete improvements to the Open T-Hangars as identified in the Facility Condition Assessment	X			\$ 516,000	3 years	Facility Condition	
3	1	Runway Enhancement/Extension	Complete the extension of the runway to 3841 feet.		X	X	\$ 2,900,000	1 year	Master Plan	FAA Funded and to begin construction in late 2019/early 2020
4	1	AVGas Fuel Tank Replacement	Replacement of the existing fuel tank when at the end of it's Service Life			X	\$ 500,000	1 year	Master Plan	
5	1	Taxiway Alpha Fog Seal	This project is preventative maintenance for Taxiway A and was identified in the recently complete pavement condition assessment at the Airport	X		X	\$ 150,000	1 Year	New	
6	1	Runway Rehabilitation	This project will complete a 3-inch grind and overlay of the Runway. This effort also incorporates the Mag Var change that is needed for the runway.	X		X	\$ 2,500,000	2 years	New	
7	1	Annual Pavement Maintenance	This project is to complete necessary preventative maintenance to prolong the life of the runway and taxiways	X		X	\$ 100,000	Annually	New	
8	1	Hangar Facility Construction	Construction of a new Hangar facility.	X	X		\$ 2,850,000	3 years	Facility Condition	
9	1	Purchase of the Armstrong Property - Partial East Side	This is the purchase of the Armstrong property for the expansion of the Airport property for facilities and economic development.		X		\$ 4,429,810	1 year	Master Plan	
10	1	Purchase of Property - Partial East Side Terminal Area	Purchase of the 3 parcels (not Armstrong) for East Side Terminal Area		X		\$ 952,000	1 year	Master Plan	
11	2	Airport Security Camera & Gate Access Upgrades	Complete the replacement of the operators for the gates and install additional security cameras at the Airport.			X	\$ 70,000	1 year	New	Currently budgeted in 2019
12	2	Hangar Facility Replacement	Construction of a new Hangar facility and demolition of an existing Hangar	X	X		\$ 3,150,000	3 years	Facility Condition	
13	2	Automated Weather Observation Station (AWOS)	Complete a siting study and installation of an Automated Weather Observation Station.		X	X	\$ 166,700	2 years	Master Plan	
14	2	Precision Approach Path Indicator (PAPI) for Runway	Installation of a PAPI System	X	X	X	\$ 168,000	1 year	Master Plan	
15	2	Precision Instrument Approach	Approval process with FAA to allow Instrument approach		X	X	\$ 50,000	2 years	New	Could depend on PAPI installation (14), obstruction removal, AWOS installation (13) and update of runway markings (6)
16	2	South end RSA Improvements - Park and Ride Property	Purchase and complete grading work to address the modified Runway Safety Area on the south end.			X	\$ 1,055,000	2 years	Master Plan	Acquisition is underway and funded. Grading work is a priority for FAA.
17	2	West Side Preliminary Environmental Permitting	Initial effort to identify environmental issues and develop a process to achieve permitting to allow development of the west side of the Airport		X		\$ 50,000	1 year	Master Plan	

Capital and Financial Planning for Airport Development

Number	Staff Priority (1= High, 2 = Medium, 3= Low)	Project Name	Project Description	Facility Maintenance	Development	Safety/Regulatory	Estimated Cost	Duration	Source	Constraints and Considerations
18	2	West Side Airport Infrastructure Design	Complete the design of improvements for the development of the west side in order to further potential development.		X		\$ 150,000	1 year	Competitive Market Assessment	Dependent on the West Side Environmental Permitting work. (17)
19	2	South Terminal Development	Develop alternatives and complete design and construction of a new Facility on the South Development Site.		X		\$ 22,000,000	3 years	Master Plan	Need to identify Funding Partners or strategy to complete the improvement.
20	2	Airport Office/Middle Ramp Reconfiguration	Re-configuration of the Airport office and parking lot area to allow for additional development of an FBO/Restaurant		X		\$ 5,900,000	3 years	Master Plan	
21	2	Rotating Beacon	Replacement of the existing beacon at the end of it's life	X		X	\$ 150,000	1 year	New	
22	2	East side Property Remediation	Remediation of the potential contaminated property on the East side terminal area			X	\$ 428,400	2 years	Master Plan	Dependent on the 2 east side property purchases. (9, 10)
23	3	East Terminal Development	Develop alternatives and complete design and construction of a new Facility on the East Development Site.		X		\$ 5,000,000	3 years	Master Plan	Dependent on the Armstrong and other Eastside property purchase and remediation. (9, 10, 22)
24	3	Land Acquisition for Future Approaches - South end	Purchase of additional land on the south end to address the Runway Protection Zone. Purchase of remaining Park and Ride area.			X	\$ 3,666,700	2 years	Master Plan	Dependent on King County's willingness to Surplus the park and ride lot. FAA has identified as a priority for them to fund.
25	3	Jet A Fueling Facility	Complete the implementation of Jet A Fueling at the Airport		X		\$ 400,000	1 year	Master Plan	Dependent on the completion of the Runway Extension (3) and on Customer Demand. Significant costs to begin and to operate as current staffing is not 24/7.
26	3	West Side Perimeter Fencing	Complete the gap in fencing along the west side of the Airport to help address wildlife.			X	\$ 150,000	1 year	Master Plan	
27	3	Purchase of Property for Access - West Side	Purchase of area for access and development of the West Side		X		\$ 5,100,000	2 years	Master Plan	
28	3	West Terminal Development	Develop alternatives and complete design and construction of a new Facility on the West Development Site.		X		\$ 5,000,000	3 years	Master Plan	Dependent on the West Side environmental work (17), infrastructure design (18), and property purchase (27)
29	3	Purchase of Property for RPZ - South end	Purchase of the Days Inn property area needed		X		\$ 5,000,000	2 years	Master Plan	
30	3	Conversion of Open Storm Ponds to Underground or Relocated Facilities	Complete Improvements to underground the storage needs for the open ponds on the airport to reduce wildlife hazards and maintenance	X		X	\$ 1,500,000	2 years	New	
31	3	Emergency Generator	Replace the emergency generator with a generator complete with an automatic transfer switch			X	\$ 300,000	1 year	New	
32	3	Update Airport Master Plan	Complete an update of the Airport Master Plan	X	X	X	\$ 400,000	2 years	Master Plan	



Memorandum

To: Airport Advisory Board

From: Ingrid Gaub, Director of Public Works
Tim Mensonides, Airport Manager

Date: April 5, 2019

Re: AGENDA ITEM F1 – Capital/Financial Planning

At the February 20, 2019 Board meeting, we discussed the following schedule for this effort.

Long Term Capital and Financial Planning for Airport Development

April 17, 2019 – Regular AAB Meeting

- Kickoff and Summary of items identified in previous efforts
- Discuss additional considerations and options not previously identified
- Discuss options to develop funding scenarios

June 19, 2019 – Regular AAB Meeting

- Review of the Funding Scenarios
- Revision/Refinement of the Options and/or addition of Options for consideration

August 21, 2019 – Regular AAB Meeting

- Review of Revised Funding Scenarios
- Determination of a Preferred Option (If possible. Additional funding scenarios may be identified as well. If additional funding scenarios are needed the final product will be delayed into 2020)

October 16, 2019 – Regular AAB Meeting

- Draft Plan of the Preferred Option for review

December 18, 2019 – Regular AAB Meeting

- Final Plan of the Preferred Option for review and recommendation to City Council

For this meeting, we have compiled the attached list of the projects identified in the Market Assessment, Master Plan and the Facility Condition Assessment and will review them with the Board at the meeting. In addition, since these efforts and with the implementation of new management at the Airport, we have identified some additional capital needs that have also been included.

This is a significant list and is well beyond the Airport's ability to fund all identified projects. So as part of the attached table, staff has also indicated the improvement projects that we feel are a priority to help facilitate the discussion.

At the meeting we will review the project list and discuss why we have selected the priorities we have and discuss options for various scenarios that we will consider and run through the rate model for discussion at the June meeting.

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
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 approved by the FAA and WSDOT and design is underway. WSDOT Grant for Design has been awarded.	Complete plans, specification and estimate (PS&E) and environmental permitting to bid project in June 2019.	Wickstrom/Mensonides	Jun-17	Dec-19	\$ 333,333 (90/5/5)
City	Runway Enhancement Project – Property Acquisition	New appraisal company issued task order and appraisal is underway. WSDOT Grant request was unsuccessful.	After the appraisal is complete in early April 2019 an appraisal review will be completed. City will work with FAA to get approval to make an offer for fair market value.	Wickstrom/Mensonides	Jan-18	Jul-19	\$ 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 completion and applying for and obligating State and Federal Grant funding in 2019.	Wickstrom/Mensonides	Sep-19	Mar-20	\$ 1,833,333 (90/5/5)
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.	Mensonides	Aug-18	Jun-19	TBD
City	Annual Maintenance and Repair	This project will begin necessary maintenance and repair work as identified in the 2018 Facility Condition Assessment.	Identify scope of work for 2019 funding and begin any design or contracting necessary to complete the work.	TBD	Mar-19	Dec-19	\$ 100,000
City	Airport Security Camera and Gate Access Upgrade	This project will install security cameras and replace obsolete gate operator access control units. Staff is meeting with other airports to see what system would be a good fit at Auburn.	Identify the gates that are still in need of new operators and determine the camera system to install and locations.	TBD	May-19	Oct-19	\$ 70,000
City/Consultant	West Side Preliminary Environmental Permitting	This project will conduct an analysis of the expected environmental permitting requirements associated with potential development of the west side of the Airport.	Project scoping.	TBD	Mar-19	Dec-19	\$ 50,000
City	Hangar Replacement Program	This program will replace hangar facilities as they reach their end of service life. Funding in 2019 is intended to begin the design process which will continue through 2020.	Begin to scope the project.	TBD	Aug-19	Dec-20	\$ 50,000

OPERATING & CAPITAL FUNDS	ENTERPRISE FUNDS									INTERNAL SERVICE FUNDS		
	SOLID WASTE			AIRPORT			CEMETERY			INSURANCE		
	Budget	YE Actual	Variance	Budget	YE Actual	Variance	Budget	YE Actual	Variance	Budget	YE Actual	Variance
Cash Basis through December 2018												
OPERATING FUND:												
OPERATING REVENUES												
Charges For Service	15,555,350	15,379,517	(175,833)	843,300	939,741	96,441	933,000	1,367,875	434,875	-	-	-
Grants	88,600	15,862	(72,738)	-	-	-	-	-	-	-	-	-
Interest Earnings	9,000	94,592	85,592	2,500	16,129	13,629	800	13,015	12,215	1,500	27,223	25,723
Rents, Leases, Concessions, & Other	-	882	882	3,000	8,590	5,590	-	-	-	-	-	-
TOTAL OPERATING REVENUES	15,652,950	15,490,854	(162,096)	848,800	964,460	115,660	933,800	1,380,890	447,090	1,500	27,223	25,723
OPERATING EXPENSES												
Salaries & Wages	339,207	338,300	907	49,200	5,662	43,538	490,917	484,803	6,114	-	-	-
Benefits	159,496	157,456	2,040	33,700	1,869	31,831	277,863	262,143	15,720	237,000	57,248	179,752
Supplies	33,400	12,503	20,897	2,500	3,586	(1,086)	221,700	233,733	(12,033)	-	-	-
Other Service Charges	1,655,795	1,526,393	129,402	588,550	545,161	43,389	157,980	160,890	(2,910)	4,230	52,708	(48,478)
Intergovernmental Services (Less Transfers Out)	367,050	361,202	5,848	-	-	-	-	-	-	-	-	-
Waste Management Payments	12,901,000	12,774,505	126,495	-	-	-	-	-	-	-	-	-
Sewer Metro Services	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Interest	-	-	-	16,425	7,342	9,083	-	-	-	-	-	-
Interfund Operating Rentals & Supplies	114,279	114,276	3	1,500	1,500	-	48,898	48,900	(2)	-	-	-
TOTAL OPERATING EXPENSES	15,570,227	15,284,635	285,592	691,875	565,120	126,755	1,197,358	1,190,469	6,889	241,230	109,956	131,274
OPERATING REVENUES LESS EXPENSES BEFORE DEPRECIATION	82,723	206,219	123,496	156,925	399,340	242,415	(263,558)	190,421	453,979	(239,730)	(82,733)	156,997
NON-OPERATING REVENUES												
Operating Transfers-in	-	-	-	-	-	-	250,000	-	(250,000)	-	-	-
Intergovernmental Loan	-	-	-	-	-	-	-	-	-	-	-	-
Other Non-Operating Revenues	-	-	-	-	-	-	-	3,100	3,100	-	-	-
NON-OPERATING EXPENSES												
Transfer to Capital Subfund	-	-	-	5,000	3,040	1,960	1,033	632	401	-	-	-
Other Operating Transfers-out	-	-	-	175,000	176,402	(1,402)	-	-	-	-	-	-
Debt Service Principal	-	-	-	-	(176,886)	176,886	-	3,100	(3,100)	-	-	-
Net Change in Restricted Net Assets	-	-	-	40,100	40,573	(473)	-	-	-	-	-	-
Interfund Loan Repayment	-	-	-	-	-	-	-	-	-	-	-	-
Period 13 Adjustments	-	392,966	392,966	-	(187,901)	(187,901)	-	46,081	46,081	-	(241)	(241)
BEGINNING WORKING CAPITAL - January 1, 2018	5,083,854	5,083,854	-	422,608	422,608	-	514,788	514,788	-	2,015,500	2,015,500	-
ENDING WORKING CAPITAL - December 31, 2018	5,166,577	5,683,039	516,462	359,433	590,918	231,485	500,197	750,658	250,461	1,775,770	1,932,526	156,756
NET CHANGE IN WORKING CAPITAL (see Note)	82,723	599,185	516,462	(63,175)	168,310	231,485	(14,591)	235,870	250,461	(239,730)	(82,975)	156,756
CAPITAL FUND:												
CAPITAL REVENUES												
Interest Revenue	-	-	-	-	4,270	4,270	-	4,807	4,807	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	44,467	-	(44,467)	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Increase In Contributions - System Development	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Revenues	-	-	-	-	-	-	-	-	-	-	-	-
Increase In Contributions - FAA	-	-	-	786,000	18,896	(767,104)	-	-	-	-	-	-
Proceeds of Debt Activity	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In from Operating Sub-Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In from Other Funds	-	-	-	-	-	-	75,000	7,558	(67,442)	-	-	-
TOTAL CAPITAL REVENUES	-	-	-	830,467	23,166	(807,301)	75,000	12,365	(62,635)	-	-	-
CAPITAL EXPENSES												
Increase In Fixed Assets - Salaries	-	-	-	106,429	626	105,803	-	-	-	-	-	-
Increase In Fixed Assets - Benefits	-	-	-	42,571	234	42,337	-	-	-	-	-	-
Increase In Fixed Assets - Services	-	-	-	-	-	-	-	33	(33)	-	-	-
Increase In Fixed Assets - Site Improvements	-	-	-	-	-	-	-	-	-	-	-	-
Increase In Fixed Assets - Equipment	-	-	-	-	-	-	12,000	8,207	3,793	-	-	-
Increase In Fixed Assets - Construction	-	-	-	829,034	123,130	705,904	63,000	9,808	53,192	-	-	-
Operating Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	-	-	-	978,034	123,990	854,044	75,000	18,048	56,952	-	-	-
Period 13 Adjustments	-	-	-	-	51,732	51,732	-	(2)	(2)	-	-	-
BEGINNING WORKING CAPITAL - January 1, 2018	-	-	-	260,972	260,972	-	259,037	259,037	-	-	-	-
ENDING WORKING CAPITAL - December 31, 2018	-	-	-	113,405	211,881	98,476	259,037	253,352	(5,685)	-	-	-
NET CHANGE IN WORKING CAPITAL (see Note)	-	-	-	(147,567)	(49,091)	98,476	-	(5,685)	(5,685)	-	-	-
Total Change in Working Capital	82,723	599,185	516,462	(210,742)	119,219	329,961	(14,591)	230,185	244,776	(239,730)	(82,975)	156,755

(*) Depreciation

Working Capital = Current Assets
minus Current Liabilities

Quarterly Report April 2019

Occupancy

59 of 89	Tie Downs
71 of 71	Closed Hangars
68 of 68	Open Hangars
17 of 17	Storage Units
Wait List	51 Waiting on Closed Hangars
Wait List	24 Waiting on Open T Hangars

Fuel Sales: \$98,590.22

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Fuel Gallons Sold:	14,745	16,023	19,726
<i>Year to Date Totals Through March</i>			