



**Airport Advisory Board
Regular Meeting
March 19, 2025 - 8:00 AM
Airport Office
Conference Room 1**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Airport Advisory Board Meeting scheduled for Wednesday, March 19, 2025, at 8:00 a.m. will be held in person and virtually.

To attend the meeting virtually, call into the meeting at 1.509.530.1507, Phone Conference ID: 830 767 780#

ROLL CALL

AGENDA MODIFICATIONS

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. Participants can provide comments in person or submit written comments in advance of the scheduled meeting. Participants can submit written comments via mail or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:
City of Auburn
Attn: Angela Klein, Airport Office Assistant
2143 E St NE Suite 1
Auburn, WA 98002

Email comments to:
airport@auburnwa.gov

If an individual requires an accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, notice of the need for accommodation is needed by 7:00 a.m. on the day of the scheduled meeting. Participants can request an accommodation to be able to provide remote oral comment by contacting the Airport Office in person, by phone (253) 333-6821, or email to airport@auburnwa.gov.

APPROVAL OF MINUTES

- A. NOVEMBER 20, 2024 REGULAR MEETING

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. OPEN PUBLIC MEETINGS ACT TRAINING (20 MIN)

ACTION ITEMS

- A. 2025 BOARD CHAIR AND VICE CHAIR ELECTIONS (5 MIN)

DISCUSSION ITEMS

- A. 2025 AIRPORT MARKETING FOCUS (10 MIN)
- B. AIRPORT BUDGET AND 2024 PERFORMANCE (5 MIN)
- C. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (5 MIN)

GUIDANCE AND INFORMATION ITEMS

- A. AIRPORT MANAGER REPORT (10 MIN)
- B. AIRPORT ADMINISTRATION REPORT (5 MIN)
- C. AIRPORT MAINTENANCE REPORT (5 MIN)

SCHEDULE FOR UPCOMING MEETINGS

- A. 2025 Regular Meeting Schedule:

May 14
September 17
November 19

Unless otherwise noted and advertised, all meetings will start at 8 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.

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

NOVEMBER 20, 2024 REGULAR MEETING

Meeting Date:

March 19, 2025

Department:

Public Works

Attachments:

AAB Minutes 11.20.24

Budget Impact:

Administrative Recommendation:

Approve the minutes for the meeting on November 20, 2024.

Background for Motion:

Move to approve the minutes for the meeting on November 20, 2024.

Background Summary:

See attached.

Councilmember:

Staff: Ingrid Gaub



**Airport Advisory Board
Regular Meeting
November 20, 2024 - 8:00 AM
Airport Office
Conference Room 1**

MINUTES

CALL TO ORDER

Chairperson Prasse called the meeting to order and welcomed attendees.

PUBLIC PARTICIPATION

There was no public comment.

ROLL CALL

Present: Andrea Prasse, Wayne Osborne, Joe Nessel (late), Jay Miner, Justin Heater, Chad Ellison (virtual, late)

Excused absence: Deanna Clark

City Staff: Public Works Director Ingrid Gaub, Airport Manager Tim Mensonides, Airport Administrative Specialist Angela Klein, Airport Operations Specialist Ethan Kimes

AGENDA MODIFICATIONS

None.

AUDIENCE PARTICIPATION

None.

APPROVAL OF MINUTES

A. SEPTEMBER 18, 2024 REGULAR MEETING

A motion was made by Board Member Osborne to approve the Sept 18, 2024 Auburn Airport Advisory Board Meeting Minutes. Board Member Miner seconded the motion.

MOTION CARRIED, 4-0

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

None.

ACTION ITEMS

A. 2025 MEETING SCHEDULE (10 MIN)

The proposed meeting schedule for 2025 was reviewed. Member Osborne moved for approval and Member Heater seconded.

PASSED, 4-0

DISCUSSION ITEMS

A. AIRPORT BOARD COMPOSITION REVIEW (5 MIN)

The board composition was discussed and no changes were proposed.

B. CAPITAL PROJECT STATUS AND TRACKING MATRIX (10 MIN)

Manager Mensonides shared the status of completed capital projects noting the PAPIs as outstanding as they wait for a flight check. The AWOS and beacon project are scheduled for the end of 2025, beginning of 2026. Electrical upgrades continue in hangar row F, and new, thicker hangar pins have been installed in the Z and Y rows.

Manager Mensonides shared that all projects on the tracking matrix have been completed. He then discussed potential hangar development and the possibility of new airport office space. Questions and discussion followed.

C. ANNUAL WORK PLAN UPDATE FOR 2025 (15 MIN)

Manager Mensonides also discussed the annual work plan, mentioning the AWOS and master plan as well as middle ramp development.

GUIDANCE AND INFORMATION ITEMS

A. AIRPORT MANAGER REPORT (10 MIN)

Manager Mensonides reported on new website improvements, including a new 180-degree camera installed at the airport for viewing as well as a tracking company called 1200 Aero that shows both real-time and daily operations at the airport. He told the board that the majority of the complaints received by airport staff were due to law enforcement aircraft. Mensonides also discussed the airport user group meeting held in October, thanked retiring Board Member Joe Nessel for his service, and discussed the growth of Rainier Flight Service. Discussion regarding a control tower followed.

B. AIRPORT ADMINISTRATION REPORT (5 MIN)

Administrative Specialist Klein reported on current fuel sales and tenancy numbers, the hangar wait list, tours that included the Auburn Civics Academy and Green River College, attendance at the WSCAA conference, and the annual veterans' day chili feed held at the airport.

C. AIRPORT MAINTENANCE REPORT (5 MIN)

Operations Specialist Kimes shared on the completion of the helicopter Hs, area wildlife and a new USDA employee to help with wildlife mitigation efforts, rekeying of the locks on the south side of the airport, LED light upgrades, Z and Y row hangar pin upgrades, changes at the fuel farm including a new filter and replacement keypad at the terminal, and new equipment on order for FOD removal. Questions from the board and

discussion followed.

SCHEDULE FOR UPCOMING MEETINGS

A. Scheduled meetings of the Airport Advisory Board are as follows*:

Regular Meeting Schedule:

March 19, 2025

May 14, 2025

September 17, 2025

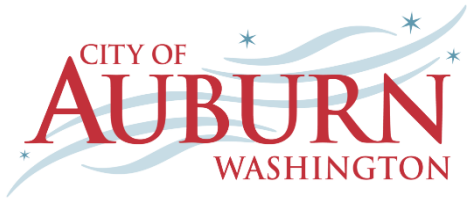
November 19, 2025

ADJOURNMENT

There being no other business, Board Member Osborne made a motion to adjourn the meeting. Board Member Nessel seconded the motion. The motion carried unanimously, 6-0, and the meeting adjourned at 9:04 a.m.

APPROVED this ____ day of _____ 2025.

Angela Klein, Board Secretary



AGENDA BILL APPROVAL FORM

Agenda Subject:

2025 AIRPORT MARKETING FOCUS (10 MIN)

Meeting Date:

March 19, 2025

Department:

Public Works

Attachments:

None

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Each year, the Board discusses its airport marketing focus in order to be responsive to changing market conditions and needs. The current focus for on-airport business development includes expanded flight training, additional permanent maintenance facilities, expansion of avionics, and restaurant opportunities. The Board's SWOT analysis (2020), past Airport User Surveys, and airport staff experience recommend also adding the following focus areas: a full-service FBO, pilot supply/parts store and other opportunities presented as nearby airports displace general aviation and their corresponding support services.

In 2024, the primary areas of progress in these areas were in hangar development and flight training expansion. In the fall, FBO Partners executed a lease for 4 acres on the southeast ramp. As part of their lease, there is a requirement to develop a minimum of 35,000 square feet of additional hangar space by 2029. Many of the planned hangars are box style, which could accommodate aviation businesses. In addition, in late 2024, Rainier Flight School expanded their training operations at the airport. Rainier leases 14 tie downs and is occupying 100% of the available leased space in the airport office building with a need for additional office space. Unfortunately, the airport saw a loss in aircraft mechanics on the field, a service which was already in high demand before their departures.

The main focus for staff in 2025 is supporting S50-based mechanics and finding additional mechanics to bring their services to the airport. An added focus will be assisting FBO Partners in filling their new hangar spaces. This could be mutually beneficial for the airport in locating additional aircraft maintenance services in the new units. To execute these focus areas staff will tour multiple airports, attend tradeshow, aviation conferences and other aviation events over the course of the year.

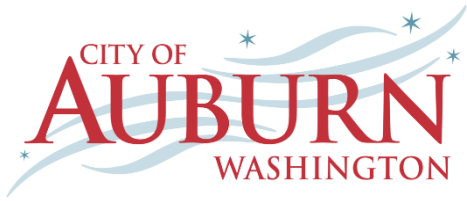
Existing aviation businesses and services on the airport include:

Fixed-wing and rotorcraft maintenance
Avionics

Fixed-wing and rotorcraft flight instruction
Aircraft sales
Scenic helicopter tours
Commercial helicopter operator
Aircraft recovery

Councilmember:

Staff: Tim Mensonides



AGENDA BILL APPROVAL FORM

Agenda Subject:

AIRPORT BUDGET AND 2024 PERFORMANCE (5 MIN)

Meeting Date:

March 19, 2025

Department:

Public Works

Attachments:

2024 Aiport Financials (Capital),
2024 Aiport Financials
(Operations), Airport Operations
Budget 2025-2026

Budget Impact:

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Airport staff will provide an overview of the adopted 2025 and 2026 Airport Budget and a review of the revenues and expenditures that occurred in 2024.

Councilmember:

Staff: Tim Mensonides

2024 Airport Capital Fund (F465) - Through Dec - 2024

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2024 YTD	Budget		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total - Dec	2024 Total Budget	Variance to Budget - \$'s	Percent of Budget
Airport Capital Revenues																
FAA Direct Federal Grant	-	6,777	-	132,543	299,696	-	-	2,673,260	-	-	-	287,304	3,399,580	5,142,122	(1,742,542)	134%
State Grants	-	-	-	315	-	-	148,514	-	-	-	-	-	148,829	226,185	(77,356)	134%
Operating Transfer In	-	184,979	-	-	821,114	-	-	-	200,000	-	300,000	-	1,506,093	1,571,114	(65,021)	104%
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Investment Income	79	539	-	-	419	-	-	-	-	-	-	-	1,037	200	837	-319%
Total Capital Revenues	\$79	\$192,296	\$0	\$132,858	\$1,121,229	\$0	\$148,514	\$2,673,260	\$200,000	\$0	\$300,000	\$287,304	\$5,055,540	\$6,939,621	\$ (1,884,082)	127%

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2024 YTD	Budget		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total - Dec	2024 Total Budget	Variance to Budget - \$'s	Percent of Budget
Capital Expenditures																
Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Services and Charges	-	-	-	-	-	2	-	-	-	-	-	-	2	100	98	2%
Capital - Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Capital - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Capital - Construction Projects	-	147,301	544,639	416,919	261,125	2,559,594	498,049	58,471	45,927	82,319	281,220	116,160	5,011,725	7,063,587	2,051,862	71%
Total Capital Expenditures	\$0	\$147,301	\$544,639	\$416,919	\$261,125	\$2,559,597	\$498,049	\$58,471	\$45,927	\$82,319	\$281,220	\$116,160	\$5,011,727	\$ 7,063,687	\$ 2,051,960	71%
Net Change to Ending Working Capital	\$79	\$44,995	(\$544,639)	(\$284,062)	\$860,104	(\$2,559,597)	(\$349,534)	\$2,614,788	\$154,073	(\$82,319)	\$18,780	\$171,144	\$43,813	(\$124,066)	\$ 167,878	

Budgeted Beginning W/C: Jan 1, 2024
Ending Working Capital, YTD 2024

\$237,738
\$281,550

2024 Airport Operating Fund (F435) - Through Dec 2024

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2024 YTD	Budget		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total - Dec	2024 Total Budget	Variance to Budget - \$'s	Percent of Budget
Airport Revenues																
Airport Security Service	3,243	3,227	3,217	3,138	3,052	3,335	3,257	3,278	3,329	3,371	3,348	3,407	39,201	38,700	501	101%
Aviation Fuel Sales	37,719	43,189	59,501	53,560	10,764	79,351	96,274	89,454	69,409	63,437	43,659	42,114	688,430	840,000	(151,570)	82%
Property Lease	32,456	32,456	32,456	32,456	31,274	32,456	32,456	42,456	32,456	31,918	32,435	32,435	397,709	469,000	(71,291)	85%
Tie Down & Hangar Rent	64,328	64,121	64,536	61,728	64,059	69,430	70,115	67,813	69,578	70,074	70,367	69,958	806,106	754,400	51,706	107%
Total Charges for Services	\$137,745	\$142,993	\$159,710	\$150,881	\$109,149	184,571	\$202,101	\$203,000	\$174,771	\$168,800	\$149,810	\$147,915	\$1,931,446	\$2,102,100	\$ (170,654)	92%

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2024 YTD	Budget		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total - Dec	2024 Total Budget	Variance to Budget - \$'s	Percent of Budget
Operating Expenditures																
Salaries & Wages	24,816	25,000	25,000	25,098	25,231	25,267	26,498	25,988	25,509	25,509	25,509	25,509	304,934	274,128	(30,806)	111%
Benefits	11,685	11,397	11,616	11,892	12,157	12,380	12,664	12,212	11,745	11,790	11,315	11,869	142,721	148,527	5,806	96%
Other Wages	1,370	1,650	3,178	4,143	6,291	8,513	9,942	8,034	4,405	3,422	1,176	738	52,862	45,050	(7,812)	117%
Office & Operating Supplies	678	1,868	398	3,897	905	795	85	608	1,306	484	662	364	12,052	12,000	(52)	100%
Fuel Consumed	-	-	183	342	-	146	387	-	40	144	35	144	1,420	2,000	580	71%
Fuel Purchased for Resale	33,851	35,485	46,448	40,478	8,174	62,368	79,280	71,791	59,070	54,034	36,644	35,167	562,791	699,975	137,184	80%
Small Tools and Equipment	1,471	-	496	-	-	229	-	-	-	-	-	-	2,196	7,000	4,804	31%
Professional Services	1,517	2,943	4,711	4,071	4,466	6,121	6,107	6,575	22,210	5,587	4,526	4,470	73,304	99,000	25,696	74%
Communication	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	1,023	-	195	-	-	-	-	1,217	3,500	2,283	35%
Advertising	1,200	-	130	-	-	-	774	-	-	-	-	-	2,104	3,500	1,396	60%
Insurance	12,096	4,391	4,391	39,520	-	866	-	-	-	-	-	-	61,264	51,005	(10,259)	120%
Public Utility Service	-	19,591	11,672	-	20,729	1,445	18,040	1,657	8,268	20,085	10,732	22,832	135,051	111,600	(23,451)	121%
Repairs and Maintenance	1,426	2,887	4,957	3,652	6,871	16,051	15,595	8,906	4,578	4,392	1,055	10,318	80,689	83,650	2,961	96%
Miscellaneous	1,758	569	2,189	500	360	1,475	4,218	1,112	1,098	382	3,338	1,007	18,006	17,700	(306)	102%
Interfund Charges	19,343	19,343	11,918	16,868	16,868	16,868	16,868	16,868	16,868	16,868	16,868	16,868	202,416	218,750	16,334	93%
Total Operating Expenditures	\$ 111,210	\$ 125,125	\$ 127,288	\$ 150,462	\$ 102,051	\$ 153,547	\$ 190,457	\$ 153,946	\$ 155,098	\$ 142,698	\$ 111,862	\$ 129,284	\$ 1,653,029	\$1,777,385	\$124,356	93%

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2024 YTD	Budget		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total - Dec	2024 Total Budget	Variance to Budget - \$'s	Percent of Budget
Other Revenues																
Interest Revenue	7,058	3,557	4,968	3,494	338	1,375	4,253	5,805	12,614	4,670	3,466	3,820	55,419	10,400	45,019	533%
Miscellaneous Revenue	3,015	895	287	920	425	985	895	810	1,420	855	740	495	11,742	4,000	7,742	294%
Gifts, Pledges, Grants - Private Sources	-	-	-	2,095	4,000	500	-	1,344	-	-	-	-	7,939	-	7,939	-
Intergovernmental Loan	-	-	-	-	221,744	-	603,256	-	-	-	-	-	825,000	-	825,000	-
Increase in Restricted Deposits	(797)	34	822	(360)	(544)	5,377	515	(1,510)	-	822	1,238	(1,316)	4,281	-	4,281	-
Increase in Deferred Credits	(20,562)	19,175	3,135	(9,197)	44,950	(41,718)	20,375	(21,810)	(942)	26,354	(20,631)	46,950	46,080	-	46,080	-
Total Non Operating Revenues	\$ (11,286)	\$ 23,662	\$ 9,212	\$ (3,047)	\$ 270,913	\$ (33,480)	\$ 629,294	\$ (15,361)	\$ 13,092	\$ 32,701	\$ (15,187)	\$ 49,949	\$ 950,462	\$ 14,400	\$ 936,062	6600%

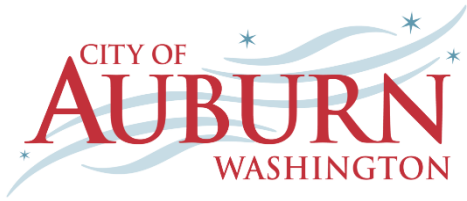
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2024 YTD	Budget		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total - Dec	2024 Total Budget	Variance to Budget - \$'s	Percent of Budget
Other Expenditures																
Net Change in Restricted Net Assets	-	-	-	-	-	-	-	-	-	(4,046)	-	-	(4,046)	-	4,046	-
Operating Transfer Out	-	184,979	-	-	821,114	-	-	-	200,000	-	300,000	-	1,506,093	1,571,114	65,021	96%
Total Other Expenditures	\$ -	\$ 184,979	\$ -	\$ -	\$ 821,114	\$ -	\$ -	\$ -	\$ 200,000	\$ (4,046)	\$ 300,000	\$ -	\$ 1,502,048	\$1,571,114	\$69,067	96%

NET Change in Working Capital	\$15,250	(\$143,449)	\$41,634	(\$2,628)	(\$543,104)	(\$2,456)	\$640,939	\$33,693	(\$167,235)	\$62,848	(\$277,239)	\$68,579	(\$273,168)	(\$1,231,999)
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Budgeted Beginning W/C: Jan 1, 2024 **\$1,984,342**
 Ending Working Capital, YTD 2024 **\$1,711,174**

City of Auburn					
435 Airport	2023 Actual	2024 Adjusted Budget	2024 Estimate	2025 Budget	2026 Budget
OPERATING REVENUES					
Aviation Fuel Sales	\$ 789,595	\$ 840,000	\$ 915,130	\$ 1,060,600	\$ 1,229,200
Other Charges for Service	38,780	38,700	39,100	38,700	38,700
Interest Earnings	222,636	10,600	55,000	10,400	10,400
Rents, Leases and Concessions	1,028,170	1,223,400	1,141,143	1,206,060	1,230,100
Miscellaneous Revenue	30,886	4,000	4,000	4,000	4,000
TOTAL OPERATING REVENUES	\$ 2,110,067	\$ 2,116,700	\$ 2,154,373	\$ 2,319,760	\$ 2,512,400
OPERATING EXPENDITURES					
Salaries & Wages	\$ 322,891	\$ 319,178	\$ 346,041	\$ 408,270	\$ 419,474
Benefits	142,404	148,527	144,428	165,987	177,511
Supplies	646,995	720,975	774,485	919,000	1,062,300
Services & Charges	428,017	386,305	386,305	355,400	339,400
Debt Service Principal	-	69,865	-	75,344	76,851
Interfund Payments for Service	197,208	202,400	202,400	398,898	344,496
TOTAL OPERATING EXPENDITURES	\$ 1,737,515	\$ 1,847,250	\$ 1,853,659	\$ 2,322,899	\$ 2,420,032
REVENUES LESS EXPENDITURES	\$ 372,552	\$ 269,450	\$ 300,714	\$ (3,139)	\$ 92,368
NON-OPERATING REVENUE					
Grants	\$ 446,033	\$ 5,130,052	\$ 5,130,052	\$ -	\$ -
Developer Contributions	-	-	-	-	-
Capital - System Development Charges	-	-	-	-	-
Revenue Bond Proceeds	-	-	-	-	-
Intergovernmental Loan	-	603,256	603,256	-	-
Interfund Transfers In	377,382	1,571,114	1,571,114	-	-
Other Sources	-	-	-	-	-
TOTAL RESOURCES	\$ 823,414	\$ 7,304,422	\$ 7,304,422	\$ -	\$ -
NON-OPERATING EXPENSE					
Salaries & Wages	\$ 375	\$ -	\$ -	\$ -	\$ -
Benefits	144	-	-	-	-
Services & Charges	9	100	100	-	-
Interfund Transfers Out	377,382	1,571,114	1,571,114	-	-
Construction Projects	827,565	6,825,332	6,497,473	263,460	538,000
Debt Service Interest	-	13,630	-	16,500	14,993
Net Change in Restricted Assets	55,468	-	-	-	-
TOTAL USES	\$ 1,260,942	\$ 8,410,176	\$ 8,068,687	\$ 279,960	\$ 552,993
BEGINNING WORKING CAPITAL - January 1	2,221,477	2,156,501	2,156,501	1,692,950	1,409,851
ENDING WORKING CAPITAL - December 31	2,156,501	1,320,197	1,692,950	1,409,851	949,226
NET CHANGE IN WORKING CAPITAL (*)	\$ (64,975)	\$ (836,304)	\$ (463,551)	\$ (283,099)	\$ (460,625)

(*) Working Capital = Current Assets minus Current Liabilities



AGENDA BILL APPROVAL FORM

Agenda Subject: CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (5 MIN) **Meeting Date:** March 19, 2025

Department: Public Works **Attachments:** Capital Project and Board Tracking Matrix **Budget Impact:**

Administrative Recommendation:
For discussion only.

Background for Motion:

Background Summary:
Airport staff will review the status of the Airport capital projects and the strategic plan items with the Board.

Councilmember: **Staff:** Tim Mensonides

Capital Projects

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City/CW	Runway Rehab, RSA, Grading, New PAPI installation, Taxiway Alpha lighting, Runway Designation:17/35, New Inst. Approach	Project Close Out & Grant Reimbursement		Wickstrom/ Mensonides	Nov-21	Jun-25	\$4,055,555 (90/10)
City/CW	AWOS, Beacon, Emergency Generator	Pre bid meeting March 21st	Execute contract with low/responsible bidder	Wickstrom/ Mensonides	Nov-23	Sep-26	\$1,111,110 (95/5)
City	Annual Maintenance and Repair (including pavement)	Identified taxilanes B-J next in line for next pavement maintenance	Obtain quotes and look into partner projects with City Transportation projects.	Mensonides	May-25	Nov-25	\$150,000
City	Annual Maintenance and Repair of Facilities	Complete upgrading interior lights and electrical in the 7 units remaining in F hangar row.	Identify other possible projects: Paint the Classic Helicopter building, Replace all fading signage, Install exterior lighting on open hangars	Mensonides	Jan-25	Feb-25	\$100,000
City/CW	Airport Master Plan	Planning & Securing FAA funding	Scoping	Mensonides	Jan-30	Jan-32	\$5,000,000 (90/10)

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date	Completion Date
1-1	Continued Hangar Development	Public Works Director/Airport Manager	Develop new hangars on the SE corner of the airport with multiple businesses placed in larger box style hangars. Seek opportunities for additional hangar development on the airport to address the high demand for hangar space within the region.	1Q 2020	On going
1-3	Middle Ramp Development	Airport Manager/Public Works Director	Redevelopment of the middle ramp area to accommodate the Airport Office, improve access and parking. Seek partnerships for development of space for additional business use.	3Q 2022	On going
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board/Economic Development	Annual review of the Airport Marketing Focus to be responsive to changing market conditions and needs with a focus on marketing and leasing the two on airport development sites approved in the approved Airport Master Plan to prospective tenants and developers. Other areas of focus are emerging technologies, alternative fuels, recruitment of on airport Businesses, and better incorporation of the Airport into other City events. Current focus for on airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.	1Q 2025	2Q 2025
2-3	Airport Expansion Areas	Airport Manager/Public Works Director	Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including a runway extension and opportunities for partnerships for both on-airport and adjacent property development.	1Q 2023	On going
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	<ol style="list-style-type: none"> 1. Annual Fee Update 2. Capital Improvement Plan Update 3. Board Composition Review 4. Board Work Plan Update for 2026 		<i>Anticipated: September</i> <i>Anticipated: March</i> <i>Anticipated: November</i> <i>Anticipated: November</i>

[1] KRA 1 = Facility & Infrastructure; KRA 2 = Economic/Community Development; KRA 3 = Operation Enhancement/Expansion