



**Airport Advisory Board
Regular Meeting
December 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:** November 15, 2017
- D. **PRESENTATIONS:**
1. 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. ORDINANCE NO. 6663 – AMENDMENT TO SECTION 2.33.010 OF AUBURN CITY CODE (NUMBER OF BOARD MEMBERS)
- Recommended Motion – Move to Recommend Approval of Ordinance No. 6663 to the Auburn City Council.*
2. 2018 ANNUAL BOARD WORK PLAN
- Recommended Motion – Move to Recommend A) Presentation of the 2018 Annual Work Plan to the Auburn City Council by the Board Chairperson; and B) Approval of the 2018 Annual Board Work Plan to the Auburn City Council.*
- F. **BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
1. SUMMARY OF RESPONSES TO AIRPORT USERS SURVEY
 2. 2018 MEETING SCHEDULE
 3. STATUS UPDATE - COMPETITIVE MARKET ANALYSIS AND LONG-TERM RATE STUDY
 4. STATUS UPDATE - FACILITY CONDITION ASSESSMENT
 5. STATUS UPDATE – JET A FUEL PROGRAM

6. STATUS UPDATE – AIRPORT WAYFINDING SIGNAGE
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

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

2018 Meeting Schedule will be discussed at the Board's December 20, 2017 meeting.

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: November 15, 2017
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
Sparrow Tang, Board Member
Mark Kornei, Board Member
Deanna Clark, Board Member
City Staff:
Kevin Snyder, Community Development & Public Works Director
Ingrid Gaub, Assistant Director of Engineering Services/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)
Bob Meyers, Citizen

A. CALL THE MEETING TO ORDER: Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Gary Gustafson was an unexcused absence.

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

C. APPROVAL OF MINUTES: A motion was made and seconded to approve the Auburn Airport Advisory Board Meeting Minutes of October 18, 2017.

D. PRESENTATIONS: Classic Helicopters was unavailable for their presentation and asked to be rescheduled for the January 2018 meeting.

E. BOARD ACTION ITEMS: None

F. BOARD DISCUSSION ITEMS:

1. Mr. Snyder reviewed the revision to the Auburn City Code to increase the Auburn Municipal Airport Advisory Board from 5 to 7 members. Following discussion, the Board requested staff to bring back the proposed code change to Chapter 2.33 of the Auburn City Code for Board action at its December 20, 2017 meeting
2. Mr. Snyder reviewed the 2018 Annual Board Work Program. The work plan is prepared each calendar year as a focused work plan for the Board to utilize in agenda setting, coordination with the City staff, development of policy and fiduciary recommendations to City Council. This will be an action item for the December 20, 2017 AAB Meeting.
3. Ms. Gaub reported the City has completed all reference checks on FCS Group who was chosen to complete the Analysis and Rate Study for the Auburn Municipal Airport. The City is finalizing the contract and work begins early December.
4. Ms. Gaub updated the status of Facility Condition Assessment. MENG and the City have executed the contract. MENG will complete the Airport walk through on November 20, 2017 and November 21, 2017.
5. Ms. Gaub discussed the current status of Jet A Fuel. A draft agreement was provided to Cascade for review. City Risk Management is going through requirements and a License Agreement for fueling on Cascade's property or a location mutually agreeable between the City and Cascade. Additionally, a separate license agreement from the City offering AMG to provide Jet A fuel to airport tenants and visitors.
6. Mr. Snyder reported the Wayfinding Signage for the Airport is scheduled to be completed by the end of the year. There will be 15 signs in different locations around the City along with two (2) larger signs on Highway 167. Mr. Snyder reported a replacement airport entrance sign is almost completed including the airport logo.

7. Mr. Snyder gave an update on the Wi-Fi status for the Airport and surrounding areas. This project is on hold and will be revisited in a year.
8. The Airport tracking matrix was reviewed along with the 2017 Strategic Business Plan Priority actions items.

G. BOARD GUIDENCE AND INFORMATION ITEMS:

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

H. SCHEDULE FOR UPCOMING MEETINGS:

The Board discussed with staff potential agenda topics for the November 15, 2017 scheduled meeting.

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
November 9, 2017

ORDINANCE NO. 6 6 6 3

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING SECTION 2.33.010 OF CHAPTER 2.33 OF THE AUBURN CITY CODE RELATING TO THE NUMBER OF MEMBERS FOR THE MUNICIPAL AIRPORT ADVISORY BOARD

WHEREAS, the Municipal Airport Advisory Board was previously established by City Council action; and

WHEREAS, the Airport Advisory Board specified in KRA 2/Goal 5i of its Strategic Business Plan (adopted by City Council via Resolution No. 5264, December 19, 2016) its intent to conduct a review of the current number of authorized board members; and

WHEREAS, the Airport Advisory Board reviewed its current board composition of five members and concluded that an increase to seven members would provide additional volunteer service opportunities for individuals interesting in the planning, development and operation of the Auburn Municipal Airport as well as provide additional knowledge, perspective, experience and skills to assist the Airport Advisory Board in its role as an advisory body to the City Council; and,

WHEREAS, at its November 15, 2017 meeting, the Airport Advisory Board took positive motion action to recommend to the City Council a modification to Section 2.33.010 of the Auburn City Code to increase the total board membership from five members to seven members.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,
WASHINGTON, DO ORDAIN as follows

Section 1. AMENDMENT TO CITY CODE. That Chapter 2.33 of the City
Code be, and the same is hereby amended to read as follows:

Chapter 2.33
MUNICIPAL AIRPORT ADVISORY BOARD¹

Sections:

- 2.33.010 Creation.
- 2.33.020 Appointment – Terms.
- 2.33.030 Jurisdiction.
- 2.33.040 Meetings of municipal airport advisory board.

2.33.010 Creation.

There is created a board, which shall be known as the Auburn Municipal Airport advisory board, which shall consist of seven ~~five~~ members, who shall serve without remuneration, from a list provided by the mayor to be appointed by confirmation of a majority of the members of the city council, from time to time, the first members thereof to be appointed within a reasonable time after the ordinance codified in this chapter becomes effective. (Ord. 5924 § 1, 2005; Ord. 2820 § 1, 1974.)

2.33.020 Appointment – Terms.

Annually, or more often as warranted, the members of the board shall elect a chairman and secretary whose duties shall be the duties indicated by such designation. The term of office for the board members shall be set up to five years from the date of appointment. All appointees will serve until successors are appointed and qualified. If the board considers an issue that relates to a board member's business interest at the airport, the board member shall disclose the fact and nature of the business interest prior to the taking of any vote bearing upon said interest. (Ord. 6649 § 3, 2017; Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 5879 § 1, 2004; Ord. 5803 § 3, 2003; Ord. 2820 § 2, 1974.)

2.33.030 Jurisdiction.

The board when organized shall have jurisdiction to advise the city council and/or its committees regarding the following incidents involving the operation of the Auburn Municipal Airport:

- A. Regarding construction, enlargement, improvement, maintenance, equipment and operation of the Auburn Municipal Airport facilities;
- B. Regarding adoption and amendment of all need for rules and regulations for the government and use of the Auburn Municipal Airport facilities;
- C. Regarding leasing or assignment to private parties, municipal or state governments or the national government, or departments of any of the same, for the operation or use of any space, area, improvements or equipment of the Auburn Municipal Airport;
- D. Regarding the determination of charges or rentals for the use of any properties owned or under the control of the Auburn Municipal Airport and regarding the charges for any services or accommodations and the terms and conditions under which such parties may be using it;
- E. Regarding the securing and enforcement of liens as provided by law for liens and enforcements thereof; regarding the repairs of or improvements or storage or care of any personal property to enforce the payment of any such charges;
- F. Regarding the exercise of all powers necessarily incidental to the exercising of the general and public powers granted in this chapter; and also regarding the exercise of all powers granted to the city by the laws of the state regarding the operation of municipal airports;
- G. *Repealed by Ord. 5924.*
- H. Promote and foster the development of the Auburn Municipal Airport for the benefit of the citizens of the city;

- I. Develop comprehensive and long-range plans for airport development and financing;
- J. Maintain liaison with other governmental bodies regarding municipal airport operations and financing. (Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 3, 1974.)

2.33.040 Meetings of municipal airport advisory board.

The board shall meet at least one time per quarter or as needed to perform the duties of the board and to fulfill the role of being an advisory body to the city council. (Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 4, 1974.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

CITY OF AUBURN

NANCY BACKUS, MAYOR

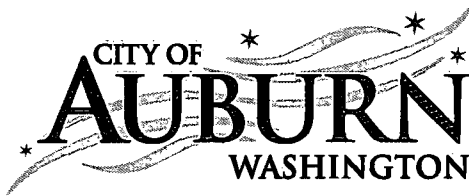
ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

PUBLISHED: _____



Memorandum

To: John Theisen, Chairperson, Airport Advisory Board
Gary Gustafson, Vice-Chairperson, Airport Advisory Board
Sparrow Tang, Member, Airport Advisory Board
Deanna Clark, Member, Airport Advisory Board
Mark Kornei, Member, Airport Advisory Board

From: Kevin Snyder, AICP, Director of Community Development & Public Works

Date: December 14, 2017

Re: AGENDA ITEM E2 – 2018 Annual Board Work Plan

Goal #6 of KRA No. 2 of the adopted Airport Strategic Business Plan directs that the Board should annually develop a work plan for the upcoming calendar. Specifically, this Goal states:

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.

Work plans serve two important key functions for an advisory body such as the Airport Advisory Board. First, a work plan will assist the Board in insuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.33 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the focuses of the Board during the upcoming calendar year.

Work plans do not need to be overly detailed, but should present enough information to provide clear guidance as to what the Board would like to work on. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board's overall availability and ability to complete its advisory responsibilities.

In developing its work plan, the Board should consider the following:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.

- Departmental work priorities of the Community Development and Public Works Department (department responsible for overseeing the airport).
- Board members' knowledge, interest, and expertise.

The 2018 Annual Work Plan approved by the Board will be presented to the Auburn City Council at a future City Council meeting for potential Council adoption. During this presentation, the Board chairperson accompanied by a staff representative from the Community Development and Public Works Department should inform the Council of 1) the past year accomplishments of the Board; 2) the Board's reasons for the proposed work task items; and 3) resources availability for the Board and staff to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.

During its review, the City Council may change or modify the Board's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Once adopted by City Council, the work plan serves as the basis for the Board's focus and effort during the year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.

During its November 15, 2017 meeting, the Board determined to take additional time to consider potential work plan items. The Board requested staff place the consideration of the 2018 Annual Work Plan as a motion action item on the Board's December 20, 2017 agenda. In taking any action, the Board is reminded that its action is a recommendation only to the Auburn City Council.

To assist the Board in thinking about potential 2018 Annual Work Plan items, I have excerpted relevant action items (annual and starting or ending in 2018) from the adopted 2017-2020 Strategic Business Plan. Also, please note that the Competitive Market Assessment and Long-Term Rate Study project was funded by the City Council and will be completed in 2018. In addition, the Facilities Assessment was also funded and the final work product for this project will be available in January 2018, after which potential next steps will have to be evaluated that could impact the Board's workload as well as the staff workload.

I have also prepared a working matrix that is included as part of this memorandum for Boardmembers to write down their thoughts for potential work plan items.

Relevant Excerpts from the 2017-2020 Strategic Business Plan

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
Airport Portion of City Six-Year Capital Facilities Plan	Airport Advisory Board	Based on input from the Board drawing from the currently approved Master Plan and identified needs through other documentation, City staff will prepare updates to the Airport Element of the City's Six-Year Capital Facilities Plan for consideration and action by the City Council as part of the biennial	Year 2 of Biennial Budget	Year 2 of Biennial Budget

		budget process		
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	2 nd Quarter 2017	4 th Quarter 2018
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
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
Aviation Day	Community Development & Public Works Director/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,	Annually (first event in 2018)	Annually (first event in 2018)

		Kids Zone, food trucks, and more. Pursue sponsors to cover 100 percent of event cost		
Enhanced Phone System	Innovation & Technology Department	Implement a more robust phone system for features like call tree, integration with Outlook. This could be accomplished by extending the City's IP Phone system to the Airport thereby implementing unified communications including 4 digit dialing and voice mail	1 st quarter 2018	3 rd quarter 2018
Unmanned Aerial Vehicle (UAV) Training Area	Innovation & Technology Department/ Airport Management	Investigate the potential establishment of a UAV training area at the Airport for use by City staff for required UAV flight training subject to FAA approval	4 th quarter 2017	2 nd quarter 2018
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
Airport Zoning Regulations Update	Community Development & 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	1 st quarter 2018	1 st quarter 2019

		Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts		
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Board Working Matrix for Development of 2018 Annual Work Plan

Proposed Work Plan Item	Proposer	Proposed Work Plan Description	Relevant City or Strategic Business Plan Goal	Comments

Board Working Matrix for Development of 2018 Annual Work Plan

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Board Working Matrix for Development of 2018 Annual Work Plan

Proposed Work Plan Item	Proposer	Proposed Work Plan Description	Relevant City or Strategic Business Plan Goal	Comments

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 2017 only priority matrix action items at March 15, 2017, April 19, 2017, May 17, 2017, June 21, 2017, July 19, 2017, August 23, 2017, and September 20, 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 2 nd Quarter 2017 Financials on August 14, 2017; staff provided airport related information to the Board from this update. 3 rd Quarter 2017 Financials to be presented to the City Council on 11/27/17. Copy of the financial report presented to City Council on 11/27/17 was separately emailed to the Board.	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 has been closed out.	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.	Federal grant obligation is complete with FAA. Completing the consultant design agreement pending FAA approvals.	06/2017	06/2018	\$333,333 (90/10)
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 in 2018.	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.	Evaluation is underway and a draft for review is anticipated by the end of 2017.	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.	Report is complete and we have received the data from WSDOT/FAA.	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. On September 11, 2017 City Council concurred with the Private Partnership Option and staff are working on the Draft Operating Agreement. Draft License Agreement with Cascade in process and Operating Procedures being finalized. Amendment to AMG's contract is anticipated in the 1 st Quarter of 2018.	1 st Quarter 2017	4 th 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. Contract executed and work has begun.	2 nd Quarter 2017	4 th Quarter 2018
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. Contract executed and work has begun.	2 st quarter 2017	4 rd quarter 2018
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.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference ³	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date ⁴	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 ⁵	1 st quarter 2017	4 th 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 ⁶	1 st quarter 2017	4 th quarter 2017
2	2	1	Airport Vision/Mission/Values	Airport Advisory Board	Develop Airport specific vision statement, mission statement and values – completed.	1 st 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.	1 st quarter 2017	4 th Quarter 2017

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

⁴ Please note that actions that start in 2017 and extend into 2018 are listed.

⁵ 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.

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 – 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
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	3 rd Quarter 2017	2 nd Quarter 2018
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. Century West is currently reviewing the Plan and will prepare a technical memorandum to City staff recommending key next steps.	2 nd Quarter 2017	4 th Quarter 2018
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. 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	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	1 st Quarter 2017	3 rd 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	4 th quarter 2017	2 nd quarter 2018

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	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. City installation of signs is anticipated before the end of 2017. Received notification from WSDOT that it would not approve 2 additional signs on SR-18.	2 nd quarter 2017	3 rd quarter 2017
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. City staff is currently working with IT Department staff on extension of WiFi and MiFi to the airport office and hangars.	3 rd quarter 2017	4 th quarter 2017

Monthly Report for December 2017

Year to Date Totals through November 2017

	<u>2016</u>	<u>2017</u>	<u>% of Change</u>
Income	\$790,343	\$832,376	+5.3%
Fuel Gallons Sold	79,416	83,229	+4.8%

Occupancy

51 of 89	Tie Downs
71 of 71	Closed
63 of 68	Open Hangars (Holding open during repairs will be 68 of 68 January 2018)
14 of 17	Storage Units
Wait List	29 on the list - all waiting on Closed Hangars