



**Airport Advisory Board
Regular Meeting
December 19, 2018, 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:**
1. OCTOBER 17, 2018 REGULAR MEETING
- D. 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.
- F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
1. SAYWEATHER UPDATE (5 Min)
 2. AIRPORT MANAGEMENT AND TRANSITION UPDATE (10 Min)
 3. 2019-2020 AIRPORT BUDGET OVERVIEW (15 MIN)
 4. 2019 BOARD WORK PLAN DISCUSSION (15 MIN)
 5. BOARD COMPOSITION DISCUSSION (5 MIN)
 6. 2018 WORK PLAN REVIEW OF ACTIVE PROJECT ITEMS
 - A. RUNWAY ENHANCEMENT PROJECT UPDATE (10 Min)
 - B. JET A FUEL PROGRAM STATUS UPDATE (5 Min)
 7. 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:** Board to discuss the regular meeting schedule for 2019 to determine frequency and time of the meetings. The Board rules require that the Board meet at least quarterly throughout the year. (5 MIN)

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: October 17, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E Street NE.
Auburn, WA 98002

Meeting Attendance Record:

Board Members:	
John Theisen, Chairperson	
Deanna Clark, Vice Chair	
Danielle Butsick, Board Member (by phone)	
Wayne Osborne, Board Member	
Sean Morrow, Board Member	
Mark Kornei, Board Member (excused)	
City Staff:	
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer	
Jacob Sweeting, Assistant City Engineer	
Airport Management:	
Jamelle Garcia, Aviation Management Group, LLC	
Tanya Rottkamp, Aviation Management Group, LLC	
Guillermo Arevalo, Aviation Management Group, LLC	
Members of the Public:	
Rock Snodgrass (Tenant)	
Calvin Hunziker (AOPA)	

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 Board Member Mark Kornei is excused absence. Chair Danielle Butsick attended by phone.

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 the August 15, 2018 meeting.

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. A motion was made, seconded and unanimously passed effective January 1, 2019 Deanna Clark has been elected as Board Chair.
2. A motion was made, seconded and unanimously passed effective January 1, 2019 Danielle Butsick has been elected as Vice Chair.

F. BOARD DISCUSSION ITEMS:

1. SAYWEATHER SYSTEM UPDATE. Jamelle Garcia presented a delivery date of October 19, 2018 and install date of October 25, 2018.
2. 2019 FEE SCHEDULE ADJUSTMENTS UPDATE. Ms. Gaub discussed the City Council will be approving the City fee schedule which includes the 2019 Airport fee schedule.
3. 2019-2023 CAPITAL PROJECT LIST FOR WSDOT/FAA. Ms. Gaub discussed each year in October and November staff works with the Washington State Department of Transportation and the Federal Aviation Administration to update the capital projects for the coming years where we may be seeking grant funding. The major changes to the project list proposed by staff include the following:
 1. Movement of the Runway Enhancement project to construction in 2019 due to the delays related to the runway length discussion.
 2. Moving the Runway Safety Area (RSA) Improvement project to 2019 instead of delaying this project to 2020. This is due to the availability and potential allocation of grant funding in 2019.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

3. Movement of the West Side Fencing to 2020 as this address's safety and potential wildlife concerns. This will be dependent on availability of grant funding.
4. Last year, the FAA required that we include a siting study for the Automated Weather Observation Station which is proposed to be added to 2023 because of funding constraints in earlier years.
5. The environmental permitting, design and construction for the Automated Weather Observation Station, the Precision Approach Indicator, additional tree trimming, and the Runway/Taxiway Seal Coating are proposed to be combined into one project to begin the federal process in 2024 again due to funding constraints. These projects will span several years due to the linear process required by the FAA to complete the work.

4. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS

A. AIRPORT MANAGEMENT UPDATE. Ms. Gaub discussed the City Council approved the hiring 3 employees for the Airport Management. The Airport Managers position has been posted and 8 applications have been received of which 3 have interviews next week. Once Airport Manager is hired the other 2 positions will be posted.

B. RUNWAY ENHANCEMENT PROJECT UPDATE. Ms. Gaub advised the City continues working with the FAA and the City's consultant Century West for Runway Enhancement Project. The FAA has approved the 3841-foot runway length. Ms. Gaub advised that April, May 2019 will be the time frame the City of Auburn will be accepting Bids for the construction of the runway enhancement. Completion date scheduled for October of 2019.

C. JET A FUEL PROGRAM STATUS UPDATE. Ms. Gaub advised that Cascade has successfully taken a Jet A Fuel Delivery. Ms. Gaub commented that a Jet A Fuel truck is a planned purchased by the City of Auburn in 2020.

D. AVIATION DAY UPDATE. Ms. Rottkamp reported that Aviation Day was successful and next year's will be even better.

5. MS. GAUB REVIEWED THE AIRPORT TRACKING MATRIX.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

G. BOARD GUIDANCE 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:

December 19, 2018.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Vice Chairperson adjourned the meeting at 8:30 a.m.

Prepared by:

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

Airport Management Transition	2018												2019					
	August			September			October			November			December			January		
Airport Board Chair Discussion with Council																		
City Council Budget Workshop to consider Decision																		
City Council Budget Decision Final																		
Airport Manager Anticipated hiring																		
Additional Airport Staff (2 FTE's) Anticipated hiring																		
AMG's Management Contract Expires																		
Airport Staff in place at Airport																		

Other Transitions Tasks in process:

Fuel Contracting

Phone Service Transition

Airport Website Transition

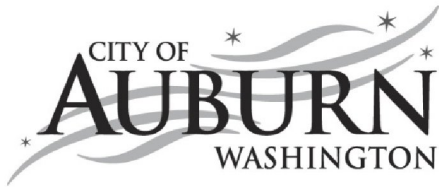
Security Services

Porta Potty Services

Credit Card Acceptance for non-fuel charges

Airport Management Software System

Equipment Purchases



Memorandum Public Works Department

To: Airport Advisory Board Members
From: Ingrid Gaub, Public Works Director
Date: December 12, 2018
Re: 2019-2020 Airport Budget Overview

As requested at the last Board meeting an overview of the Airport Budget for 2019-2020 is included in the December meeting.

Attached you will find two documents. The first is the draft Budget as discussed with the City Council in August of 2018 which shows a typical Airport Budget as done in the prior years with Airport Management being contracted out and the Decision Package considered by Council for the changes to the line item budgets to bring the management in-house to the City.

The second document attached is the Preliminary Budget document as reviewed by Council and approved on December 3, 2018. This document is a role up of the previous detailed information and incorporates the changes within the Decision Package into the various budget line items.

AIRPORT FUND

Vision

Provide our community superior aviation facilities, custom solutions, and continued and sustainable economic development as judged by our customers and community.

Mission

Our Mission is to:

- Be a gateway to Auburn and the Puget Sound Region.
- Promote Aviation at the Airport and within the community.
- Provide a high level of operational excellence.
- Be environmentally and economically responsible.
- Provide safe and secure aviation facilities.

Department Overview

The Auburn Municipal Airport provides hangar and tie-down facilities, which will accommodate over 370 based aircraft. The City has long-term land-only leases which provide for private condominium-type aircraft hangars and one maintenance facility. In addition, there are several businesses operating on the airfield that provide aviation-related services to the public and users of the Airport. The City currently contracts for the operations and management of the Airport including aircraft tie-downs, hangars and facility leases, as well as the daily management, maintenance, and operation of the fuel facility.

2017-2018 Goals	Progress Towards 2017-2018 Goals	Major Goals for 2019-2020
• Evaluate the need for additional hangar retrofit to closed hangars.	• Completed a Facility Condition Assessment in 2018 to identify deficiencies.	
• Promote Request for Proposal for aeronautical business development at the Airport.	• Ongoing.	• Promote Business Development within the Airport and surrounding the Airport consistent with the Master Plan and the Market Assessment.
• Apply to the Federal Aviation Administration (FAA) for replacement of obsolete Visual Approach Slope Indicator (VASI) with new FAA-approved Precision Approach Path Indicator (PAPI) Systems.	• Project has been delayed due to the funding needs for the Airport Runway Enhancement Project and is beyond 2020.	
• Secure funding for and complete the design and construction of the Runway Enhancement project.	• Completed the Environmental Assessment. Preliminary design was started in 2017. Construction is dependent on FAA funding approvals.	• Continue efforts to obtain FAA support for a full Runway Enhancement project as identified in the Master Plan.
• Continue efforts to support Jet A fuel sales at the Airport.	• Temporary Jet A fuel has been addressed for Cascade Helicopter.	• Prepare a Jet A Fuel Plan for Airport Management to facilitate.

2019-2020 Preliminary Budget

2017-2018 Goals	Progress Towards 2017-2018 Goals	Major Goals for 2019-2020
Complete annual repairs and maintenance as needed.	Completed.	
Maintain compliance with the Airport's Industrial Storm Water Permit requirements.	Permit requirements and reporting were completed as required.	Maintain compliance with the Airport's Industrial Storm Water Permit requirements.
		Implement new Airport Management Strategy.
		Continue implementation of the tasks identified in the Airport Strategic Business Plan.
		Develop a Facility Maintenance Program and funding options to begin implementation within the budget period.

2019-2020 Preliminary Budget

2019-2020 Working Capital Budget

435 Airport (includes 465 Airport - Capital)	2017 Actual	2018 Adjusted Budget	2018 Estimate	2019 Budget	2020 Budget
OPERATING FUND:					
OPERATING REVENUES					
341.930 Airport Security Service	35,460	35,000	35,000	35,000	35,000
344.602 Avgas	-	-	-	280,000	300,000
344.604 Flowage Fee	35,290	28,000	35,000	30,000	30,000
362.501 Property Leases	246,910	244,000	250,000	258,300	265,500
362.502 Tie Down & Hangar Rent	557,130	536,300	590,000	602,400	614,400
362.503 Fuel Facility Rent	-	-	-	-	-
361.110 Investment Income	6,451	2,500	11,000	6,900	7,800
369.900 Miscellaneous Revenue	18,592	3,000	3,000	6,000	6,100
TOTAL OPERATING REVENUES	\$ 899,833	\$ 848,800	\$ 924,000	\$ 1,218,600	\$ 1,258,800
OPERATING EXPENDITURES					
546.000.10 Salaries & Wages	-	49,200	49,200	207,803	221,143
546.000.20 Benefits	(3,519)	33,700	33,700	149,490	166,958
546.000.30 Supplies	435	2,500	2,500	202,200	214,000
546.000.40 Other Service Charges	482,003	588,550	588,550	173,800	154,700
546.000.50 Intergovernmental Services	-	5,000	5,000	360,000	250,000
546.000.60 Capital	-	-	-	-	-
546.000.75 Debt Service Principal	210,923	215,100	215,100	228,600	12,200
546.000.81 Debt Service Interest	20,759	16,425	16,425	3,700	100
590.100.05 Net Increase in Restricted Assets	1,870	-	-	-	-
546.000.90 Interfund Payments for Service	1,404	1,500	1,500	70,000	78,800
TOTAL OPERATING EXPENDITURES	\$ 713,874	\$ 911,975	\$ 911,975	\$ 1,395,593	\$ 1,097,901
REVENUES LESS EXPENDITURES	\$ 185,959	\$ (63,175)	\$ 12,025	\$ (176,993)	\$ 160,899
BEGINNING WORKING CAPITAL - January 1	236,649	422,608	422,608	434,633	257,640
ENDING WORKING CAPITAL - December 31	422,608	359,433	434,633	257,640	418,539
NET CHANGE IN WORKING CAPITAL (*)	\$ 185,959	\$ (63,175)	\$ 12,025	\$ (176,993)	\$ 160,899
CAPITAL FUND:					
CAPITAL REVENUES					
361.110 Investment Income	3,378	-	3,000	2,000	500
465.000 Federal and State Grants	20,161	830,467	830,467	1,741,700	525,200
397.100 Operating Transfers In	274,937	-	-	350,000	250,000
396/399 Other Revenues	-	-	-	-	-
TOTAL CAPITAL REVENUES	\$ 298,476	\$ 830,467	\$ 833,467	\$ 2,093,700	\$ 775,700
CAPITAL EXPENDITURES					
590.100.10 Salaries & Wages	-	106,429	17,500	4,300	4,300
590.100.20 Benefits	-	42,571	7,000	1,700	1,700
590.100.40 Professional Services	46	-	-	100	100
590.100.6 Construction Projects	398,059	799,034	923,534	2,097,400	746,900
590.100.55 Operating Transfers Out	-	-	-	37,000	25,000
TOTAL CAPITAL EXPENDITURES	\$ 398,106	\$ 948,034	\$ 948,034	\$ 2,140,500	\$ 778,000
BEGINNING WORKING CAPITAL - January 1	360,602	260,972	260,972	146,405	99,605
ENDING WORKING CAPITAL - December 31	260,972	143,405	146,405	99,605	97,305
NET CHANGE IN WORKING CAPITAL (*)	\$ (99,630)	\$ (117,567)	\$ (114,567)	\$ (46,800)	\$ (2,300)
Total Change in Working Capital	\$ 86,329	\$ (180,742)	\$ (102,542)	\$ (223,793)	\$ 158,599

(*) Working Capital = Current Assets
minus Current Liabilities

Department Employees

435 Airport FTEs	2016	2017	2018	2019	2020
Airport FTEs	0.00	0.00	3.00	3.00	3.00
TOTAL AIRPORT FTEs	0.00	0.00	3.00	3.00	3.00

Full Time Equivalent (FTE)

3.0 FTEs - Effective in 2018 via Budget Amendment #6, Ordinance No. 6684, 3.0 FTEs were approved to be added to the Airport as the Airport will be managed in-house.

Budget Detail Report
City of Auburn

07/31/2018 3:15PM

435 AIRPORT							
00 AIRPORT							
546 AIRPORT							
546.100 ADMINISTRATION							
546.100.40 OTHER SERVICES & CHARGES							
546.100.47 PUBLIC UTILITY SERVICE							
				2018		2019	
1	Water, Sewer, Storm Drainage Expenditures	59,000.00		1	Water, Sewer, Storm Drainage Expenditures	55,000.00	57,000.00
Line Items Total		59,000.00		2	AIR.0001 - Water and Sewer	1,500.00	1,500.00
				3	AIR.0001 - Electricity	1,500.00	1,500.00
Line Items Total				Line Items Total			60,000.00
				Change in Budget		-1,000.00	2,000.00
546.100.49 MISCELLANEOUS							
				2018		2019	
1	Publications	50.00		1	Publications	50.00	50.00
2	Conferences	1,000.00		2	Conferences	1,000.00	1,000.00
3	Training	250.00		3	Training	250.00	250.00
4	Membership Dues (WAMA)	600.00		4	Membership Dues (WAMA)	600.00	600.00
5	Tax Expense	200.00		Line Items Total		1,900.00	1,900.00
Line Items Total		2,100.00		Change in Budget		-200.00	0.00
546.100.80 DEBT SERVICE INTEREST							
546.100.81 DEBT SERVICE INTEREST							
				2018		2019	
1	2005 LTGO Airport Refi Bonds - Interest	16,425.00		1	2016 Airport Refunding Bonds - Interest	3,100.00	100.00
Line Items Total		16,425.00		2	Interest for 5-year interfund loan (hangar project)	600.00	
				Line Items Total		3,700.00	100.00
				Change in Budget		-12,725.00	-3,600.00
546.100.90 INTERFUND PAYMENTS FOR SERVICES							
546.100.97 INTERFUND PRINTING SERVICES							
				2018		2019	
1	Multimedia Allocation	1,500.00		Line Items Total		0.00	0.00
Line Items Total		1,500.00		Change in Budget		-1,500.00	0.00

Budget Detail Report
City of Auburn

07/31/2018 3:15PM

435	AIRPORT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
-----	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

Budget Detail Report
City of Auburn

07/31/2018 3:15PM

435 AIRPORT			
00 AIRPORT			
546 AIRPORT			
546.800 OPERATIONS			
546.800.40 OTHER SERVICES & CHARGES			
546.800.41 PROFESSIONAL SERVICES			
		2019	2020
2	Airport Management Services (Moved from Admin)	395,000.00	427,000.00
3	Security Services (Moved from Admin)	17,000.00	1,500.00
4	Testing Laboratory Services (Moved from Admin)	1,500.00	2,000.00
5	Industrial Storm Permit Fees		19,000.00
Line Items Total		420,100.00	-436,000.00
2	Airport Management Services		436,000.00
3	Testing Laboratory Services		1,500.00
4	Industrial Storm Permit Fees		2,000.00
5	Airport Security Services		19,000.00
6	AIR.0001 - Remove Budget for Airport Management Services, to be managed In-House.		-436,000.00
7	AIR.0001 - Contract Services During Transition (AMG)		2,000.00
8	AIR.0001 - Fire System Monitoring and Service		3,500.00
9	AIR.0001 - Janitorial Services		2,500.00
10	AIR.0001 - Snow and Ice Removal		15,000.00
11	AIR.0001 - Fuel System Inspection and Services		
Line Items Total		64,500.00	51,500.00
Change in Budget		-355,600.00	-13,000.00
546.800.48 REPAIRS & MAINTENANCE			
		2019	2020
1	Facility Repairs and Maintenance	5,000.00	5,000.00
2	HVAC Services	5,000.00	5,000.00
3	AIR.0001 - Fuel System Maintenance	15,000.00	15,000.00
Line Items Total		25,000.00	25,000.00
Change in Budget		15,000.00	0.00
546.800.90 INTERFUND PAYMENTS FOR SERVICES			
546.800.93 INTERFUND SUPPLIES			
		2019	2020
1	AIR.0001 - ER&R Fuel Allocation	3,800.00	3,800.00
Line Items Total		3,800.00	3,800.00
Change in Budget		3,800.00	0.00
546.800.95 INTERFUND OPERATING RENTALS & LEASES			
		2019	2020
Line Items Total		0.00	
1	AIR.0001 - ER&R Fuel Allocation		3,800.00
Line Items Total		0.00	6,500.00
Change in Budget		0.00	6,500.00
546.800.98 INTERFUND FACILITIES			
		2019	2020
Line Items Total		0.00	
1	AIR.0001 - Facilities Allocation	33,400.00	34,700.00
Line Items Total		33,400.00	34,700.00
Change in Budget		386	

Budget Detail Report
City of Auburn

07/31/2018 3:15PM

436	AIRPORT				
00	AIRPORT				
546	AIRPORT				
546.800	OPERATIONS				
546.800.90	INTERFUND PAYMENTS FOR SERVICES				
546.800.98	INTERFUND FACILITIES				
		2018	2019	2020	
			Change In Budget	Change In Budget	Change In Budget
546.800.99	INTERFUND IS SERVICES		33,400.00		1,300.00
		2018	2019	2020	
		Line Items Total			Line Items Total
		0.00			
			32,800.00	1	AIR.0001 - IT Allocation
			32,800.00		33,800.00
			Change In Budget		Change In Budget
			32,800.00		1,000.00

Budget Detail Report
City of Auburn

07/31/2018 3:15PM

435	AIRPORT								
00	AIRPORT								
590	CAPITAL OUTLAY								
590.100	CAPITAL EXPENDITURES								
590.100.00	CAFR ONLY								
590.100.06	ENDING WORKING CAPITAL								
2018									
1	Estimated Ending Working Capital	459,990.00	1	Estimated Ending Working Capital	257,640.00	1	Estimated Ending Working Capital	418,539.00	
		Line Items Total			Line Items Total			Line Items Total	418,539.00
		459,990.00			257,640.00			Change in Budget	160,899.00
					Change in Budget				
					-202,350.00				
590.100.60	CAPITAL OUTLAY								
590.100.63	IMPROVEMENTS OTHER THAN BLDG								
2018									
		Line Items Total			Line Items Total			Line Items Total	0.00
		0.00			0.00			Change in Budget	0.00
					Change in Budget				
					0.00				
590.100.70	DEBT SERVICE PRINCIPAL								
590.100.71	DEBT SERVICE PRINCIPAL								
2018									
1	2005 LTGO Airport Refi Bonds - Principal	175,000.00	1	2016 Airport Refunding Bonds - Principal	186,500.00				
		Line Items Total			Line Items Total			Line Items Total	0.00
		175,000.00			186,500.00			Change in Budget	-186,500.00
					Change in Budget				
					11,500.00				

Budget Detail Report
City of Auburn

07/31/2018 3:15PM

435 AIRPORT		2018		2019		2020	
00 AIRPORT							
597 OTHER FINANCING							
597.100 OPERATING TRANSFER OUT							
597.100.50 INTERGOVERNMENTAL/INTERFUND							
597.100.55 OPERATING TRANSFERS OUT							
		Line Items Total		Line Items Total		Line Items Total	
		0.00		350,000.00		250,000.00	
				1 Transfer Out to Airport Capital Fund for Project Expenses		1 Transfer Out to Airport Capital Fund for Project Expenses	
				2 AIR.0001 - T/O to Fund 518 for 2 PC's at the Airport			
				3 AIR.0001 - T/O to Fund 518 for Software Purchase at the Airport			
				Line Items Total		Line Items Total	
				360,000.00		250,000.00	
				Change in Budget		Change in Budget	
				360,000.00		-110,000.00	

Budget Detail Report
City of Auburn

07/30/2018 3:54PM

AIRPORT CAPITAL PROJECTS									
465	*** Title Not Found ***								
590	CAPITAL OUTLAY								
590.100	CAPITAL EXPENDITURES								
590.100.00	CAFR ONLY								
590.100.06	ENDING WORKING CAPITAL								
2018									
1	Estimated Ending Working Capital	76.00	1	Estimated Ending Working Capital	99,605.00	1	Estimated Ending Working Capital	97,305.00	
		Line Items Total			Line Items Total			Line Items Total	
		76.00			99,605.00			97,305.00	
			Change in Budget		99,529.00	Change in Budget		-2,300.00	
590.100.20	PERSONNEL BENEFITS								
590.100.24	INDUSTRIAL INSURANCE								
2018									
1	Allocate In Capital Salaries & Benefits	1,437.00	1	Allocate In Capital Salaries & Benefits	100.00	1	Allocate In Capital Salaries & Benefits	100.00	
		Line Items Total			Line Items Total			Line Items Total	
		1,437.00			100.00			100.00	
			Change in Budget		-1,337.00	Change in Budget		0.00	
590.100.25	MEDICAL & LIFE INSURANCE								
2018									
1	Allocate In Capital Salaries & Benefits	29,373.00	1	Allocate In Capital Salaries & Benefits	1,100.00	1	Allocate In Capital Salaries & Benefits	1,100.00	
		Line Items Total			Line Items Total			Line Items Total	
		29,373.00			1,100.00			1,100.00	
			Change in Budget		-28,273.00	Change in Budget		0.00	
590.100.40	OTHER SERVICES & CHARGES								
590.100.41	PROFESSIONAL SERVICES								
2018									
		Line Items Total			Line Items Total			Line Items Total	
		0.00			100.00			100.00	
			Change in Budget		100.00	Change in Budget		0.00	
590.100.60	CAPITAL OUTLAY								
590.100.65	CONSTRUCTION PROJECTS								
2018									
1	cp1516 - Runway Enhancements	1,833,334.00	1	cp1516 - Runway Enhancements	1,833,400.00	1	apbd05 - Annual Repair and Replacement of Airport Facilities	100,000.00	
2	apbd05 - Annual Repair and Replacement of Airport Facilities	20,000.00	2	apbd05 - Annual Repair and Replacement of Airport Facilities	100,000.00	2	apbd04 - Jet A Fueling Facility	50,000.00	
3	Less Capital Salary & Benefits Allocation	-149,000.00	3	apbd07 - Airport Security Camera & Gate Access Upgrades	70,000.00	3	apbd08 - Runway RSA Improvements	500,000.00	
		Line Items Total			1,704,334.00			52,900.00	
								50,000.00	
								50,000.00	
								-6,000.00	
								746,900.00	
			Change in Budget		393,066.00	Change in Budget		-1,350,500.00	

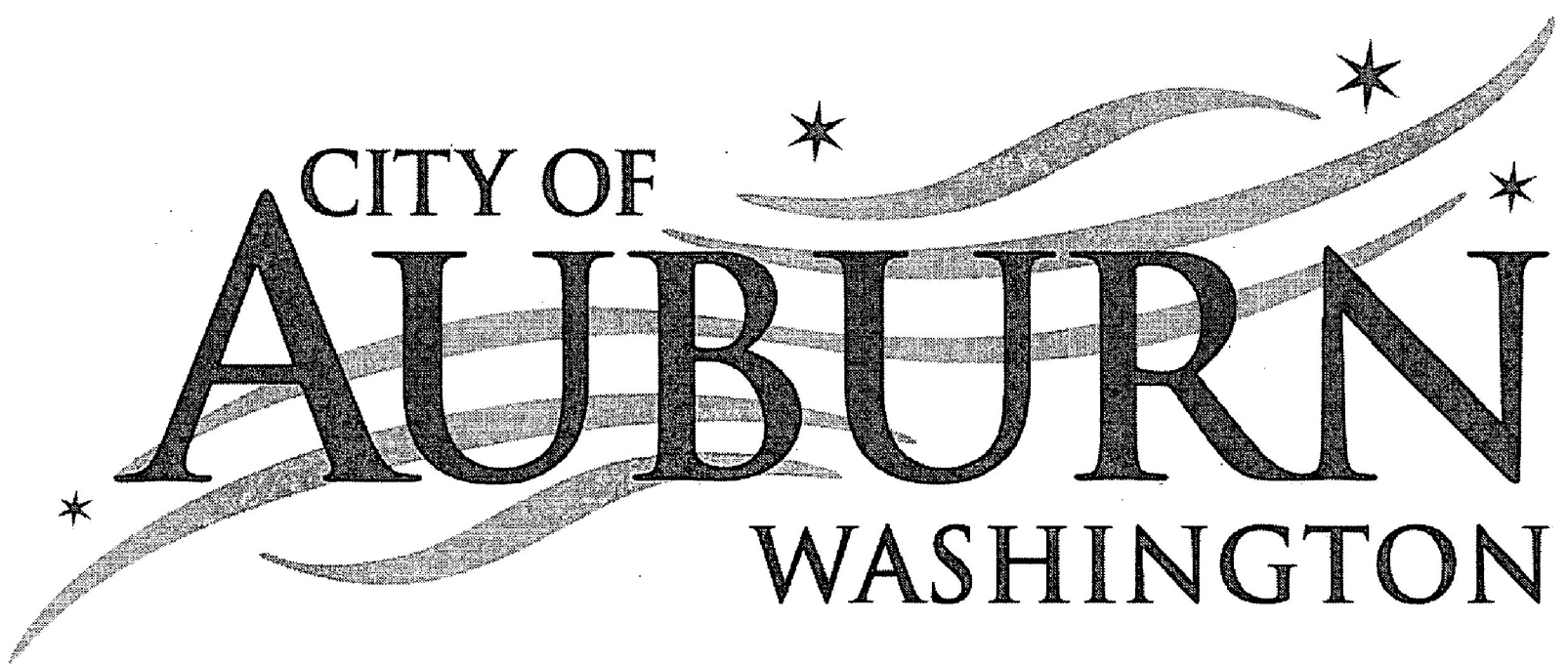


TABLE A-2

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 Replacement 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

	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	-	-	-	-	-	-	-
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

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

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	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:

AIRPORT FUND (465)

Six Year Capital Facilities Plan, 2019-2024

Capital Facilities Plan

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:

	Prior to 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Funding Sources:					
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:

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

Grants / Other Sources:

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

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

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					

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:

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

Project Title: Runway RSA Improvements
Project No: apbd08
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:

AIRPORT FUND (465)

Six Year Capital Facilities Plan, 2019-2024

Capital Facilities Plan

Enterprise Funds

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:

	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
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

Project Title: Hangar Replacement Program
Project No: apbd10
Project Type: Non-Capacity
Project Manager: Ingrid Gaub

Description:
Due to the current conditions of the hangar facilities at the Airport, this program will replace hangar facilities as they reach the end of their service life. A Facility Condition Assessment was completed in 2018 which determined several hangar buildings were nearing the end of their service life. For planning purposes, it is assumed that the hangar replacements may occur over up to 3 separate design and construction phases.

Progress Summary:

Future Impact on Operating Budget:
This project will decrease the need for more costly repairs and maintenance on older buildings.

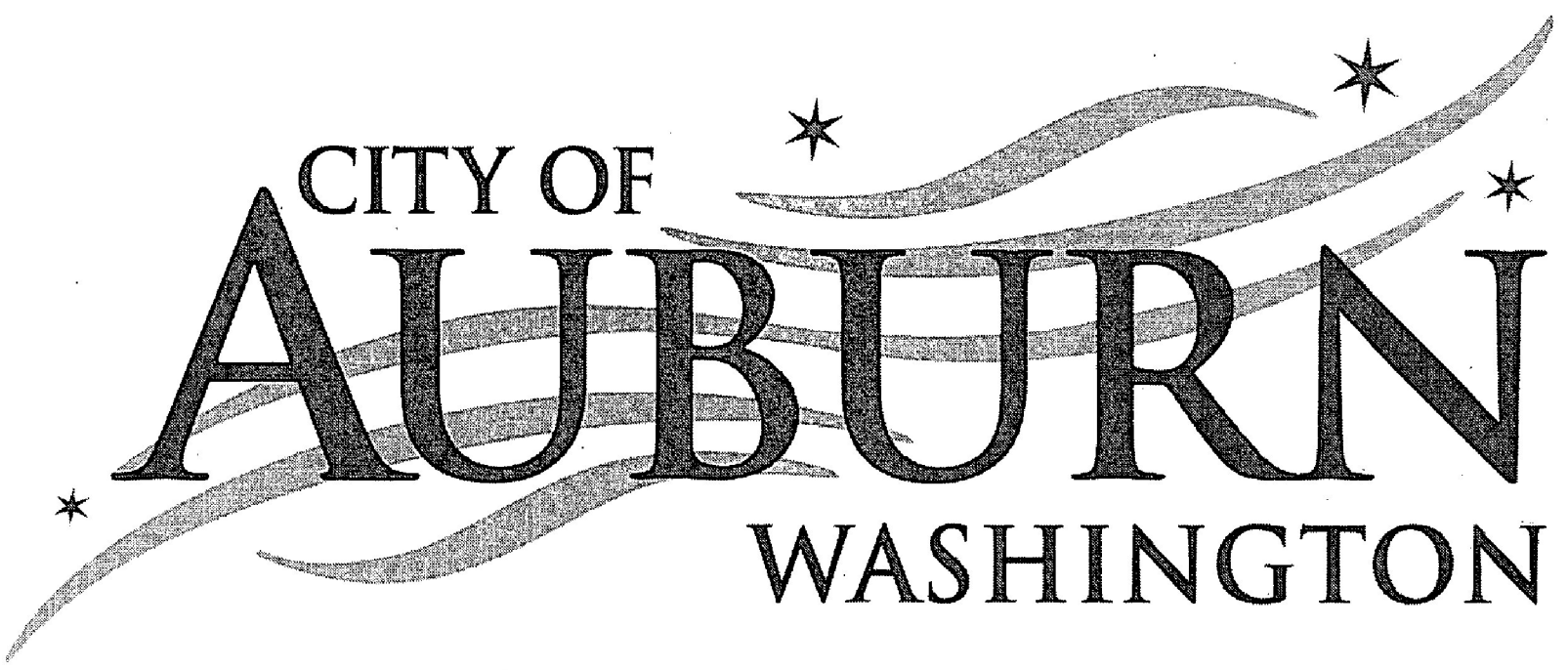
Activity:					
	Prior to 2018	2018 YE Estimate	2019 Budget	2020 Budget	2019 Year End Project Total
Funding Sources:					
Unrestricted Airport Revenue	-	-	50,000	50,000	50,000
Bond Revenue	-	-	-	-	-
Grants (Fed, State, Local)	-	-	-	-	-
Other (Public/Private Partnership)	-	-	-	-	-
Total Funding Sources:	-	-	50,000	50,000	50,000
Capital Expenditures:					
Design	-	-	50,000	50,000	50,000
Right of Way	-	-	-	-	-
Construction	-	-	-	-	-
Total Expenditures:	-	-	50,000	50,000	50,000

Forecasted Project Cost:					
	2021	2022	2023	2024	Total 2019-2024
Funding Sources:					
Unrestricted Airport Revenue		75,000	75,000		250,000
Bond Revenue	2,750,000	-	-	-	2,750,000
Grants (Fed, State, Local)	-	-	-	-	-
Other (Public/Private Partnership)	-	-	-	3,000,000	3,000,000
Total Funding Sources:	2,750,000	75,000	75,000	3,000,000	6,000,000
Capital Expenditures:					
Design		75,000	75,000		250,000
Right of Way	-	-	-	-	-
Construction	2,750,000	-	-	3,000,000	5,750,000
Total Expenditures:	2,750,000	75,000	75,000	3,000,000	6,000,000

Grants / Other Sources:

AIRPORT FUND (465)		Capital Facilities Plan				
Six Year Capital Facilities Plan, 2019-2024		Enterprise Funds				
Project Title: West Side Preliminary Environmental Permitting						
Project No: apbd11						
Project Type: Non-Capacity						
Project Manager: Ingrid Gaub						
Description:						
This project will conduct an analysis of the expected environmental permitting requirements associated with the potential development of the undeveloped areas along the west side of the airport.						
Progress Summary:						
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		-	-	50,000		50,000
Grants (Fed, State, Local)		-	-	-	-	-
Other		-	-	-	-	-
Total Funding Sources:		-	-	50,000	-	50,000
Capital Expenditures:						
Design		-	-	50,000		50,000
Right of Way		-	-	-	-	-
Construction		-	-	-	-	-
Total Expenditures:		-	-	50,000	-	50,000
Forecasted Project Cost:						
		2021	2022	2023	2024	Total 2019-2024
Funding Sources:						
Unrestricted Airport Revenue						50,000
Grants (Fed, State, Local)		-	-	-	-	-
Other		-	-	-	-	-
Total Funding Sources:		-	-	-	-	50,000
Capital Expenditures:						
Design		-	-	-	-	50,000
Right of Way		-	-	-	-	-
Construction		-	-	-	-	-
Total Expenditures:		-	-	-	-	50,000

Grants / Other Sources:



Decision Package: AIR.0001 - Airport Management

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
05/09/2018	2020	igaub	0	1	Ongoing	Pending

Title

Airport Management - Change to In-House Staffing

Description of Improvement

The City's contract with the Airport Management Group (AMG) for airport management and operations expires on December 31, 2018. AMG has indicated that they do not intend to submit a proposal for continued management of the Airport for 2019 and beyond. This decision package is to modify the Airport budget to accommodate the inclusion of Airport Management by City staff instead of through a private contract management firm.

Incorporation of the airport management to be done by City staff will also mean bringing the management, operations and sales of aviation fuel (AVGas) at the Airport. This process is currently managed by the contract management firm with profits being split 50% with the City. Therefore, the costs and revenues for AVGas have been incorporated into this Decision Package and result in an approximate increase in Airport revenues of \$30,000 per year.

It is estimated that one time expenditures for this decision package are \$55,200 in 2019 and \$25,000 in 2020.

Therefore, the annual decrease in costs from estimated contract management amounts is a reduction of \$23,707 in 2019 and a reduction of \$8,099 in 2020.

Alternatives

The alternative is to solicit for a new firm to provide airport management by contract. There is limited interest by firms that can complete this work.

Advantages of Approval

Moving the Airport Management to in-house staff will provide the following: 1) A slight increase in revenues to the Airport due to the current practice of profit sharing on aviation fuel sales at the Airport. 2) More direct communication and coordination for operation and maintenance of the Airport. 3) More public transparency in how Airport funds are being spent. Bringing this work in house also opens up considerable resources through the City's other departments such as Fleet management, Information Technology, Facilities maintenance, and Multimedia support for marketing.

Implications of Denial

If the decision package is not implemented, the City will need to solicit for contract management and obtain a new contract firm by 12/31/18 as the Airport cannot operate without management, and the ability to close the Airport is not a viable option with the Federal Aviation Administration.

Staffing

3 FTE (note: these were approved by Council in 2018 BA#6):

Airport Manager - this position would be responsible for the management, operations and capital improvement plan for the Auburn Airport.

Administrative Assistant - this position would assist with the daily management of the Airport including tenant relations, collection of rents and fees, issuance of hangar and storage rental agreements, etc.

Maintenance and Operations Technician - this position would be responsible for the daily maintenance of the airport facilities, both property and building, and required checks on runway and taxiway.

Equipment Make & Model

Equipment necessary for the incorporation of the Airport to an in house management structure includes an ATV and tractor for traversing the Airport property and completing maintenance activities on the runway and taxiways.

FISCAL DETAILS

2019

2020

Operating Expenditures

Decision Package Budget Report
City of Auburn

435.00.546.100.31 OFFICE & OPERATING SUPPLIES	1,500.00	1,500.00
435.00.546.100.44 ADVERTISING	1,000.00	1,000.00
435.00.546.100.46 INSURANCE	7,500.00	7,500.00
435.00.546.100.47 PUBLIC UTILITY SERVICE	3,000.00	3,000.00
435.00.546.800.11 REGULAR SALARIES & WAGES	202,803.00	216,143.00
435.00.546.800.12 OVERTIME & OTHER WAGES	5,000.00	5,000.00
435.00.546.800.21 F.I.C.A.	16,414.00	17,435.00
435.00.546.800.23 PENSIONS	26,364.00	28,596.00
435.00.546.800.24 INDUSTRIAL INSURANCE	6,147.00	6,577.00
435.00.546.800.25 MEDICAL & LIFE INSURANCE	100,565.00	114,350.00
435.00.546.800.32 FUEL CONSUMED	190,000.00	210,000.00
435.00.546.800.35 SMALL TOOLS & MINOR EQUIPMENT	8,200.00	0.00
435.00.546.800.41 PROFESSIONAL SERVICES	-389,000.00	-413,000.00
435.00.546.800.48 REPAIRS & MAINTENANCE	15,000.00	15,000.00
435.00.546.800.93 EQUIPMENT RENTAL CHARGE - FUEL	3,800.00	3,800.00
435.00.546.800.95 INTERFUND OPERATING RENTALS & LEASES	0.00	6,500.00
435.00.546.800.98 INTERFUND FACILITIES	33,400.00	34,700.00
435.00.546.800.99 INTERFUND IS SERVICES	32,800.00	33,800.00
435.00.597.100.55 OPERATING TRANSFERS OUT	10,000.00	0.00
518.00.518.880.35 SMALL TOOLS AND EQUIPMENT	5,000.00	0.00
518.00.518.880.49 MISCELLANEOUS	5,000.00	0.00
Total Operating Expenditures	284,493.00	291,901.00
Capital Expenditures		
465.00.597.100.55 OPERATING TRANSFERS OUT	37,000.00	25,000.00
560.00.590.100.64 MACHINERY & EQUIPMENT	37,000.00	25,000.00
Total Capital Expenditures	74,000.00	50,000.00
Total Expenditures	358,493.00	341,901.00
Revenues		
435.344.602 100 OCTANE FUEL SALES	-280,000.00	-300,000.00
518.397.110 OPERATING TRANSFERS-IN	-10,000.00	0.00
560.397.100 OPERATING TRANSFERS-IN	-37,000.00	-25,000.00
Total Revenues	-327,000.00	-325,000.00
Net Budget	31,493.00	16,901.00

Approval History

Approver	Lvl	In	Out	Action
DARCIE HANSON	1	5/9/2018 12:29:47PM	5/17/2018 8:57:11AM	Approved

Approver	Lvl	In	Out	Action
INGRID GAUB	2	5/17/2018 8:57:11AM	5/17/2018 6:42:34PM	Approved

AIRPORT FUND

Vision

Provide our community superior aviation facilities, custom solutions, and continued and sustainable economic development as judged by our customers and community.

Mission

Our Mission is to:

- Be a gateway to Auburn and the Puget Sound Region.
- Promote aviation at the Airport and within the community.
- Provide a high level of operational excellence.
- Be environmentally and economically responsible.
- Provide safe and secure aviation facilities.

Department Overview

The Auburn Municipal Airport provides hangar and tie-down facilities, which will accommodate over 370 based aircraft. The City has long-term land-only leases which provide for private condominium-type aircraft hangars and one maintenance facility. In addition, there are several businesses operating on the airfield that provide aviation-related services to the public and users of the Airport. Between 2004 and 2018, the daily operations and management of the Airport was through a contract with a private firm. In 2019, the management of the Airport will move from a contracted service to being managed by City resources. The operations and management of the Airport includes aircraft tie-downs, hangars and facility leases, daily management, maintenance, and operation of the fuel facility, compliance with all appropriate regulations, tenant relations, marketing, grounds maintenance, facility maintenance, and capital program management.

2017-2018 Goals	Progress Towards 2017-2018 Goals	Major Goals for 2019-2020
Evaluate the need for additional hangar retrofit to closed hangars.	Completed a Facility Condition Assessment in 2018 to identify deficiencies.	
Promote Request for Proposal for aeronautical business development at the Airport.	Ongoing.	Promote Business Development within the Airport and surrounding the Airport consistent with the Master Plan and the Market Assessment.
Apply to the Federal Aviation Administration (FAA) for replacement of obsolete Visual Approach Slope Indicator (VASI) with new FAA-approved Precision Approach Path Indicator (PAPI) Systems.	Project has been delayed due to the funding needs for the Airport Runway Enhancement Project and is beyond 2020.	

2017-2018 Goals	Progress Towards 2017-2018 Goals	Major Goals for 2019-2020
Secure funding for and complete the design and construction of the Runway Enhancement project.	Completed the Environmental Assessment. Preliminary design was started in 2017. Construction is dependent on FAA funding approvals.	Continue efforts to obtain FAA support for a full Runway Enhancement project as identified in the Master Plan.
Continue efforts to support Jet A fuel sales at the Airport.	Temporary Jet A fuel has been addressed for Cascade Helicopter.	Prepare a Jet A Fuel Plan for Airport Management to facilitate.
Complete annual repairs and maintenance as needed.	Completed.	
Maintain compliance with the Airport's Industrial Storm Water Permit requirements.	Permit requirements and reporting were completed as required.	Maintain compliance with the Airport's Industrial Storm Water Permit requirements.
		Implement new Airport Management Strategy.
		Continue implementation of the tasks identified in the Airport Strategic Business Plan.
		Develop a Facility Maintenance Program and funding options to begin implementation within the budget period.

2019-2020 Working Capital Budget

435 Airport (includes 465 Airport - Capital)		2017 Actual	2018 Adjusted Budget	2018 Estimate	2019 Budget	2020 Budget
OPERATING FUND:						
OPERATING REVENUES						
341.930	Airport Security Service	35,460	35,000	35,000	35,000	35,000
344.602	Avgas	-	-	-	280,000	300,000
344.604	Flowage Fee	35,290	28,000	35,000	30,000	30,000
362.501	Property Leases	246,910	244,000	250,000	258,300	265,500
362.502	Tie Down & Hangar Rent	557,130	536,300	590,000	602,400	614,400
361.110	Investment Income	6,451	2,500	11,000	6,900	7,800
369.900	Miscellaneous Revenue	18,592	3,000	3,000	6,000	6,100
TOTAL OPERATING REVENUES		\$ 899,833	\$ 848,800	\$ 924,000	\$ 1,218,600	\$ 1,258,800
OPERATING EXPENDITURES						
546.000.10	Salaries & Wages	-	49,200	49,200	207,803	221,143
546.000.20	Benefits	(3,519)	33,700	33,700	149,490	166,958
546.000.30	Supplies	435	2,500	2,500	202,200	214,000
546.000.40	Other Service Charges	482,003	588,550	588,550	173,800	154,700
546.000.50	Intergovernmental Services	-	5,000	5,000	360,000	250,000
546.000.75	Debt Service Principal	210,923	215,100	215,100	228,600	12,200
546.000.81	Debt Service Interest	20,759	16,425	16,425	3,700	100
590.100.05	Net Increase in Restricted Assets	1,870	-	-	-	-
546.000.90	Interfund Payments for Service	1,404	1,500	1,500	70,000	78,800
TOTAL OPERATING EXPENDITURES		\$ 713,874	\$ 911,975	\$ 911,975	\$ 1,395,593	\$ 1,097,901
REVENUES LESS EXPENDITURES		\$ 185,959	\$ (63,175)	\$ 12,025	\$ (176,993)	\$ 160,899
BEGINNING WORKING CAPITAL - January 1		236,649	422,608	422,608	434,633	257,640
ENDING WORKING CAPITAL - December 31		422,608	359,433	434,633	257,640	418,539
NET CHANGE IN WORKING CAPITAL (*)		\$ 185,959	\$ (63,175)	\$ 12,025	\$ (176,993)	\$ 160,899
CAPITAL FUND:						
CAPITAL REVENUES						
361.110	Investment Income	3,378	-	3,000	2,000	500
331/334	Federal and State Grants	20,161	830,467	830,467	1,741,700	525,200
397.100	Operating Transfers In	274,937	-	-	350,000	250,000
TOTAL CAPITAL REVENUES		\$ 298,476	\$ 830,467	\$ 833,467	\$ 2,093,700	\$ 775,700
CAPITAL EXPENDITURES						
590.100.10	Salaries & Wages	-	106,429	17,500	4,300	4,300
590.100.20	Benefits	-	42,571	7,000	1,700	1,700
590.100.40	Professional Services	46	-	-	100	100
590.100.60	Construction Projects	398,059	799,034	923,534	2,097,400	746,900
590.100.55	Operating Transfers Out	-	-	-	37,000	25,000
TOTAL CAPITAL EXPENDITURES		\$ 398,106	\$ 948,034	\$ 948,034	\$ 2,140,500	\$ 778,000
BEGINNING WORKING CAPITAL - January 1		360,602	260,972	260,972	146,405	99,605
ENDING WORKING CAPITAL - December 31		260,972	143,405	146,405	99,605	97,305
NET CHANGE IN WORKING CAPITAL (*)		\$ (99,630)	\$ (117,567)	\$ (114,567)	\$ (46,800)	\$ (2,300)
Total Change in Working Capital		\$ 86,329	\$ (180,742)	\$ (102,542)	\$ (223,793)	\$ 158,599

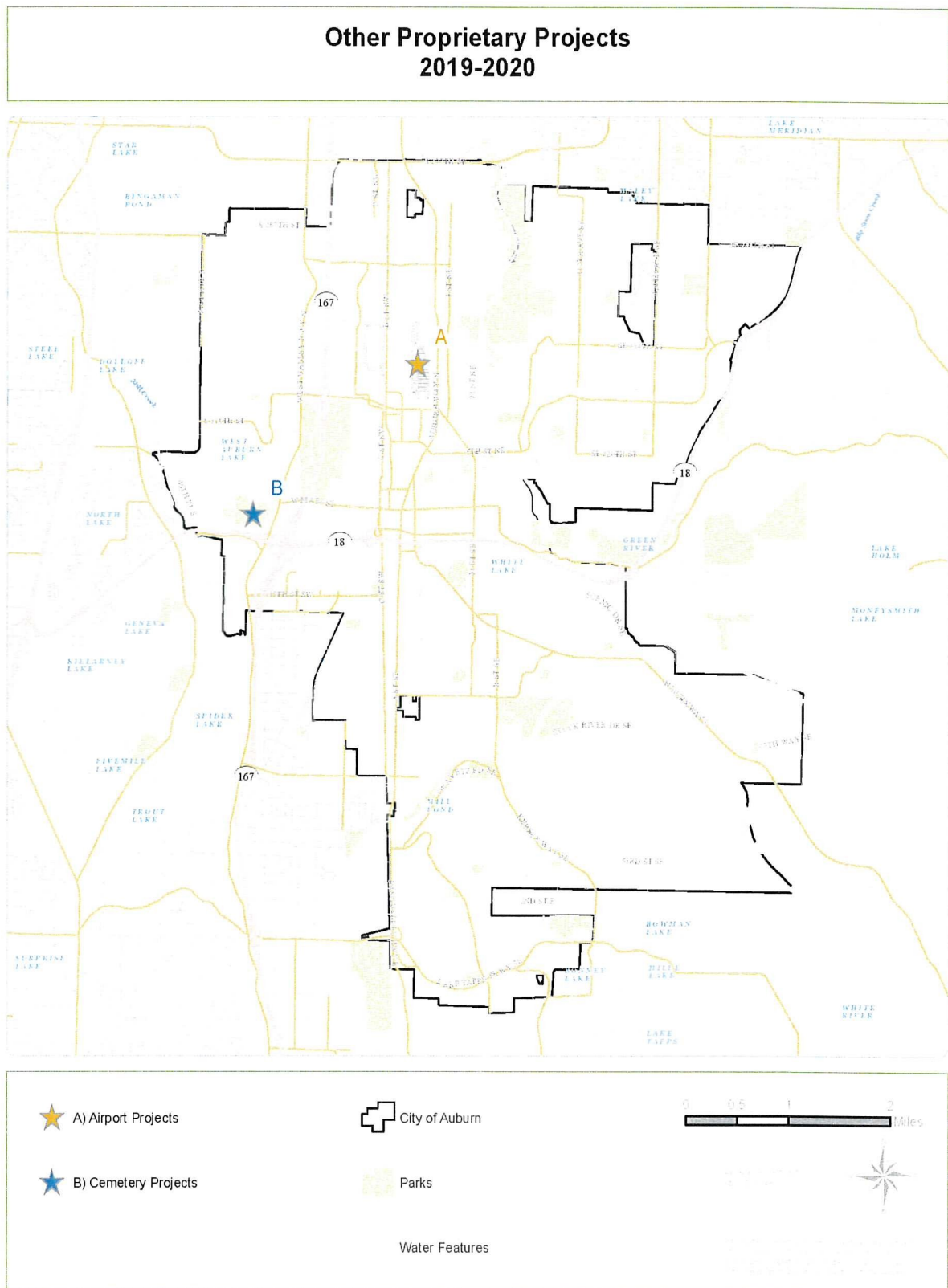
(*) Working Capital = Current
Assets minus Current Liabilities

Department Employees

435 Airport FTEs	2016	2017	2018	2019	2020
Airport FTEs	0.00	0.00	3.00	3.00	3.00
TOTAL AIRPORT FTEs	0.00	0.00	3.00	3.00	3.00

Full Time Equivalent (FTE)

3.0 FTEs - Effective in 2018 via Budget Amendment #6, Ordinance No. 6684, 3.0 FTEs were approved to be added to the Airport as the Airport will be managed in-house.



Other Proprietary Fund Projects

Airport Fund: (See Map – “A”)

Five capital projects totaling \$2,103,400 are budgeted for 2019 and five capital project totaling \$752,900 are budgeted for 2020 in the Airport fund.

The Airport Projects includes the following:

- The Runway Enhancement Project (\$1,833,400 in 2019) will provide funding the enhancement of Runway 16/34 per the Airport Layout Plan and the Master Plan Update for increased safety and utilization.
- The Jet Fueling Facility Project (\$50,000 in 2020) will design and construct a permanent 12,000-gallon fuel tank for Jet A service at the Airport in 2020 and 2021.
- Runway Safety Area Improvements (\$500,000 in 2020) will complete improvements to property purchased from the Park and Ride to meet FAA requirements at the airport.
- The Annual Repair and Replacement of Airport Facilities Project (\$100,000 in 2019 and \$100,000 in 2020) will provide funding for completing various capital repairs at the Airport.

Cemetery Fund: (See Map – “B”)

Two capital projects totaling \$358,000 are budgeted for 2019 and one capital project totaling \$25,000 is budgeted for 2020 in the Cemetery fund.

- The Cemetery Road Improvements project (\$333,000 in 2019) will repair and overlay cemetery roads that are in poor condition.
- The Mausoleum Building project (\$25,000 in 2019 and \$25,000 in 2020) will fund the design phase of a 96-crypt mausoleum.

The Runway Enhancement project that is scheduled for construction in 2019 will extend the length of runway 16/34 for increased safety and utilization.



2019 -2020 Other Proprietary Fund Projects

Title	Project #	2019 Budget	2020 Budget	Page
Airport Security Camera & Gate Access Upgrades	apbd07	70,000	-	389
Annual Repair and Maintenance of Airport Facilities	apbd05	100,000	100,000	389
Hangar Replacement Program	apbd10	50,000	50,000	389
Jet A Fueling Facility	apbd04	-	50,000	390
Runway Enhancements	cp1516	1,833,400	-	390
Runway Safety Area Improvements	apbd08	-	500,000	390
West Side Fencing	apbd09	-	52,900	391
West Side Preliminary Environmental Permitting	apbd11	50,000	-	391
Subtotal Airport Fund Projects		2,103,400	752,900	
Cemetery Road Improvements	cmbd01	333,000	-	391
Mausoleum Building	cmbd02	25,000	25,000	392
Subtotal Cemetery Fund Projects		358,000	25,000	
Total Other Proprietary Fund Projects		2,461,400	777,900	

Project Name: Airport Security Camera & Gate Access Upgrades								
Project No: apbd07		Capacity Project:		NO		Anticipated Year of Completion:		2019
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.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund		70,000						70,000
Federal								-
State								-
Local								-
Bond Revenue								-
Other -Public/Private Partnership								-
Subtotal	-	70,000	-	-	-	-	-	70,000
Capital Costs:								
Design		10,500						10,500
Environmental Assessment								-
Construction		59,500						59,500
Subtotal	-	70,000	-	-	-	-	-	70,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$2,000								

Project Name: Annual Repair and Replacement of Airport Facilities								
Project No: apbd05		Capacity Project:		NO	Anticipated Year of Completion:		Beyond 2024	
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.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund	37,000	100,000	100,000	100,000	250,000	500,000	100,000	1,150,000
Federal								-
State								-
Local								-
Bond Revenue								-
Other -Public/Private Partnership								-
Subtotal	37,000	100,000	100,000	100,000	250,000	500,000	100,000	1,150,000
Capital Costs:								
Design		20,000	20,000	20,000	50,000	100,000	20,000	230,000
Right of Way								-
Construction	37,000	80,000	80,000	80,000	200,000	400,000	80,000	920,000
Subtotal	37,000	100,000	100,000	100,000	250,000	500,000	100,000	1,150,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): This project will decrease the need for more costly repairs and maintenance on older buildings.								

Project Name: Hangar Replacement Program								
Project No: apbd10			Capacity Project: NO		Anticipated Year of Completion:		Beyond 2024	
Due to the current conditions of the hangar facilities at the Airport, this program will replace hangar facilities as they reach the end of their service life. A Facility Condition Assessment was completed in 2018 which determined several hangar buildings were nearing the end of their service life. For planning purposes, It is assumed that the hangar replacements may occur over up to 3 separate design and construction phases.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund		50,000	50,000		75,000	75,000		250,000
Federal								-
State								-
Local								-
Bond Revenue				2,750,000				2,750,000
Other -Public/Private Partnership							3,000,000	3,000,000
Subtotal	-	50,000	50,000	2,750,000	75,000	75,000	3,000,000	6,000,000
Capital Costs:								
Design		50,000	50,000		75,000	75,000		250,000
Right of Way								-
Construction				2,750,000			3,000,000	5,750,000
Subtotal	-	50,000	50,000	2,750,000	75,000	75,000	3,000,000	6,000,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): This project will decrease the need for more costly repairs and maintenance on older buildings.								

Project Name: Jet A Fueling Facility								
Project No: apbd04			Capacity Project: NO		Anticipated Year of Completion: 2021			
Construct any necessary site improvements to accommodate a temporary 2,200 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.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund		-	50,000					50,000
Federal								-
State								-
Local								-
Bond Revenue								-
Other -Public/Private Partnership				350,000				350,000
Subtotal	-	-	50,000	350,000	-	-	-	400,000
Capital Costs:								
Design			50,000					50,000
Right of Way								-
Construction				350,000				350,000
Subtotal	-	-	50,000	350,000	-	-	-	400,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$5,000/month to be offset by fuel sale revenues								

Project Name: Runway Enhancements								
Project No: cp1516		Capacity Project: NO		Anticipated Year of Completion:		2019		
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.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund	32,585	91,700						91,700
Federal	515,019	1,650,000						1,650,000
State	28,861	91,700						91,700
Local								-
Bond Revenue								-
Other -Public/Private Partnership								-
Subtotal	576,465	1,833,400	-	-	-	-	-	1,833,400
Capital Costs:								
Design	337,547							-
Environmental Assessment	238,918							-
Construction	-	1,833,400						1,833,400
Subtotal	576,465	1,833,400	-	-	-	-	-	1,833,400
Anticipated Impact on Future Operating Budgets: \$0								

Project Name: Runway Safety Area Improvements								
Project No: apbd08		Capacity Project: NO			Anticipated Year of Completion: 2020			
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.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund			25,000					25,000
Federal			450,000					450,000
State			25,000					25,000
Local								-
Bond Revenue								-
Other -Public/Private Partnership								-
Subtotal	-	-	500,000	-	-	-	-	500,000
Capital Costs:								
Design			125,000					125,000
Environmental Assessment								-
Construction			375,000					375,000
Subtotal	-	-	500,000	-	-	-	-	500,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$0								

Project Name: West Side Fencing								
Project No: apbd09			Capacity Project: NO		Anticipated Year of Completion: 2020			
Install fence on west side of property to complete perimeter security fencing and help control wildlife on the airport.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund			2,700					2,700
Federal			47,600					47,600
State			2,600					2,600
Local								-
Bond Revenue								-
Other -Public/Private Partnership								-
Subtotal	-	-	52,900	-	-	-	-	52,900
Capital Costs:								
Design			5,300					5,300
Environmental Assessment			-					-
Construction			47,600					47,600
Subtotal	-	-	52,900	-	-	-	-	52,900
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$0								

Project Name: West Side Preliminary Environmental Permitting								
Project No: apbd11			Capacity Project: NO		Anticipated Year of Completion: 2019			
This project will conduct an analysis of the expected environmental permitting requirements associated with the potential development of the undeveloped areas along the west side of the airport.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Airport Fund		50,000						50,000
Federal								-
State								-
Local								-
Bond Revenue								-
Other -Public/Private Partnership								-
Subtotal	-	50,000	-	-	-	-	-	50,000
Capital Costs:								
Design		50,000						50,000
Environmental Assessment								-
Construction								-
Subtotal	-	50,000	-	-	-	-	-	50,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$0								

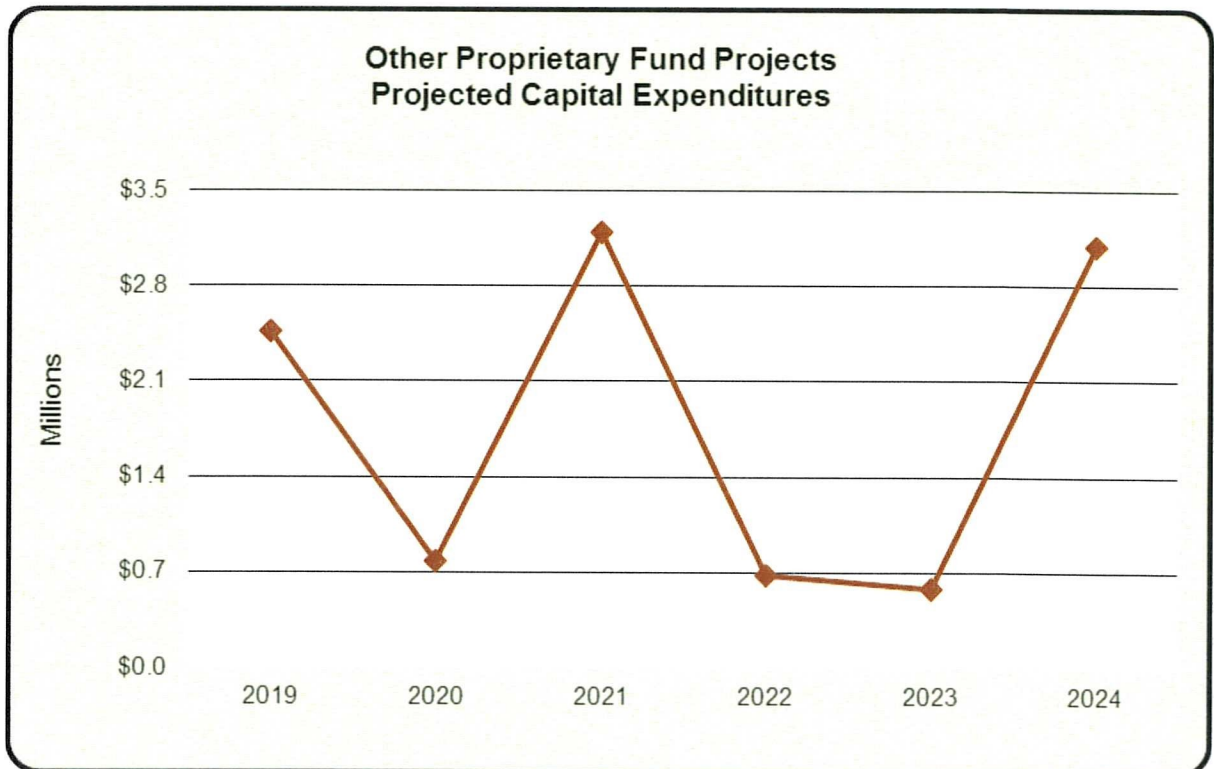
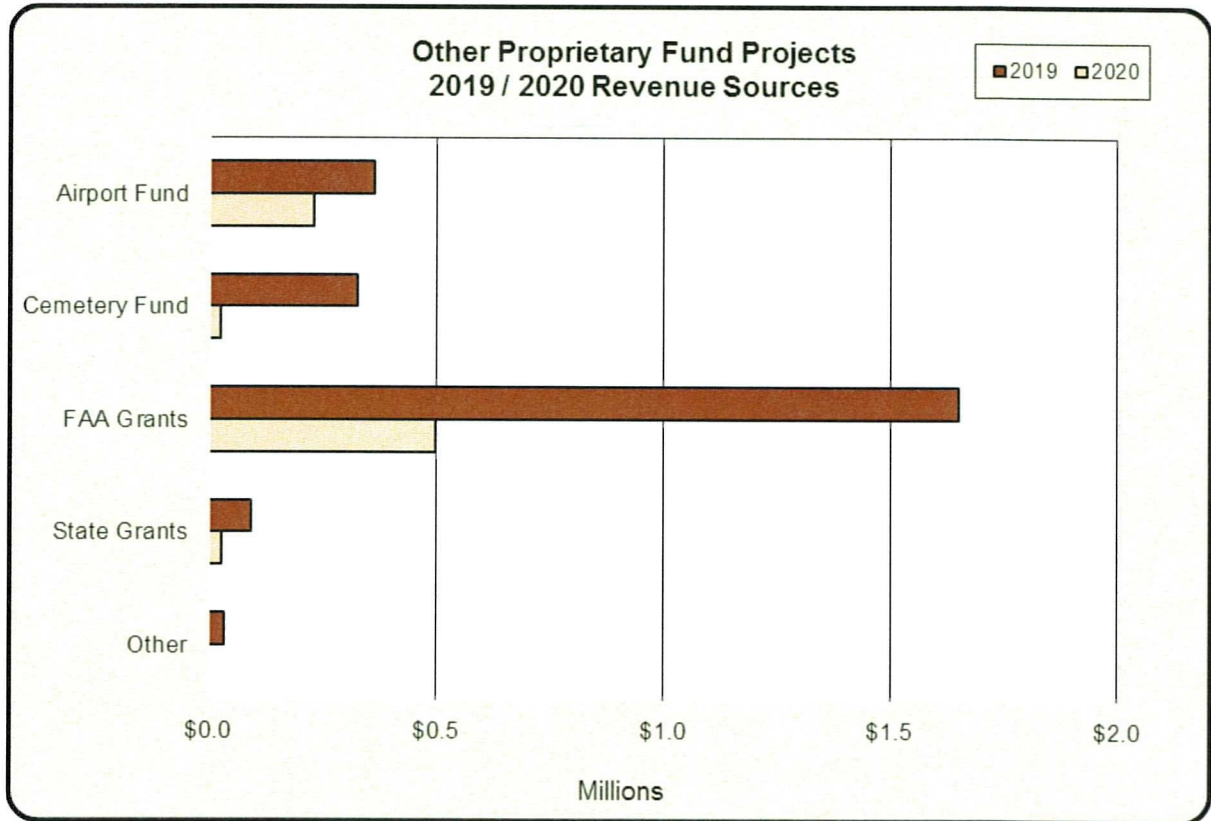
Project Name: Cemetery Road Improvements								
Project No: cmbd01			Capacity Project: NO		Anticipated Year of Completion: 2019			
Repair and overlay cemetery roads that are in poor condition.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Cemetery Fund		300,000						300,000
Federal								-
State								-
Local								-
Bond Revenue								-
Cemetery Endowed Care Fund	30,000	33,000						33,000
Subtotal	30,000	333,000	-	-	-	-	-	333,000
Capital Costs:								
Design								-
Environmental Assessment								-
Construction	30,000	333,000						333,000
Subtotal	30,000	333,000	-	-	-	-	-	333,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$0								

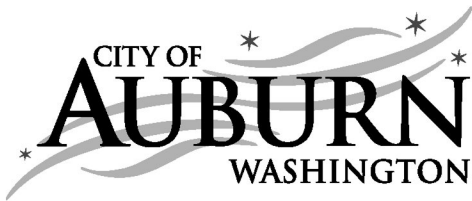
Project Name: Mausoleum Building								
Project No: cmbd02			Capacity Project: YES		Anticipated Year of Completion:		2022	
This project will design and construct a 96 crypt mausoleum for above ground internment option. The public has expressed desire to have this option available as the current mausoleum is at capacity.								
	Prior	Budget	Budget	Estimate	Estimate	Estimate	Estimate	2019-2024
Funding Sources:	Years	2019	2020	2021	2022	2023	2024	Total
Cemetery Fund		25,000	25,000		355,000			405,000
Federal								-
State								-
Local								-
Bond Revenue								-
Cemetery Endowed Care Fund								-
Subtotal	-	25,000	25,000	-	355,000	-	-	405,000
Capital Costs:								
Design		25,000	25,000		-			50,000
Environmental Assessment								-
Construction					355,000			355,000
Subtotal	-	25,000	25,000	-	355,000	-	-	405,000
Anticipated Impact on Future Operating Budgets (Annual Maintenance Cost): \$0								

TOTAL CAPITAL COSTS and FUNDING SOURCES - OTHER PROPRIETARY FUNDS								
	Prior Years	Budget 2019	Budget 2020	Estimate 2021	Estimate 2022	Estimate 2023	Estimate 2024	2019-2024 Total
Funding Sources:								
Airport Fund	69,585	361,700	227,700	100,000	325,000	575,000	100,000	1,689,400
Cemetery Fund	-	325,000	25,000	-	355,000	-	-	705,000
Federal	515,019	1,650,000	497,600	-	-	-	-	2,147,600
State	28,861	91,700	27,600	-	-	-	-	119,300
Local	-	-	-	-	-	-	-	-
Bond Revenue	-	-	-	2,750,000	-	-	-	2,750,000
Cemetery Endowed Care Fund	30,000	33,000	-	-	-	-	-	33,000
Other -Public/Private Partnership	-	-	-	350,000	-	-	3,000,000	3,350,000
Total	643,465	2,461,400	777,900	3,200,000	680,000	575,000	3,100,000	10,794,300
Capital Costs:								
Design	337,547	155,500	275,300	20,000	125,000	175,000	20,000	770,800
Environmental Assessment	238,918	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-
Construction	67,000	2,305,900	502,600	3,180,000	555,000	400,000	3,080,000	10,023,500
Total	643,465	2,461,400	777,900	3,200,000	680,000	575,000	3,100,000	10,794,300

Summary of Impacts of 2019 -2020 Capital Projects on Future Operating Expenses

Other Proprietary Projects	2020	2021	2022	2023	2024	2025	6 Year Total
Airport Security Camera & Gate Access Upgrades	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,000
Total Other Proprietary Projects	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,000





Memorandum

To: Airport Advisory Board
From: Ingrid Gaub, Director of Public Works
Cc: Tim Mensonides, Airport Manager
Date: December 14, 2018
Re: AGENDA ITEM F4 – 2019 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 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 and City staff's overall availability and ability to complete the tasks identified for 2019.

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.

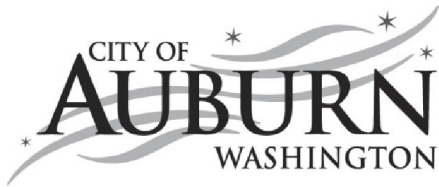
The 2019 Annual Work Plan approved by the Board will be presented to the Auburn City Council at a future City Council meeting for potential Council adoption. During this presentation, the Board chairperson accompanied by the Airport Manager should inform the Council of 1) the past year accomplishments of the Board and 2) the Board's reasons for the proposed work task items.

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' focus and effort during the year, although the Council may, from time-to-time, refer other issues to the board during the course of a year.

To assist the Board in thinking about potential 2019 Annual Work Plan items, we have provided the items from the 2018 Work Plan that will continue into 2019 and some items from the Strategic Plan for the Board to consider potentially adding, in an attached table that is similar to your tracking matrix.

STRATEGIS BUSINESS PLAN - 2019 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference ^[1]	Goal #	Key Results Area (KRA)/Goals (Not in priority Order)	Lead	Narrative Description	Start Date ^[2]	Completion Date
Annual Items							
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 12/19/2018
1	3	2	Recommendations - City's 10-Year Economic Development Strategic Plan	Public Works Director/Airport Manager	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	Public Works Director /Airport Manager/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
2	2	2	Annual Tenant Survey	Airport Manager	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 19-Jul-17 15-Aug-18
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. Review with the Board planned at its 10/17/2018 regular meeting.	Annually	Annually 9/20/2017 10/17/2018
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. Aviation Appreciation Day Held 9/29/2018.	Annually (first event in 2018) Target Sept. 2018	Annually (first event in 2018) Target Sept. 2018
Individual Items							
1	1	5	Develop and implement a Jet-A-Fuel temporary pilot program	Airport Manager	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. On September 11, 2017 City Council concurred with the Private Partnership Option. License Agreement with Cascade is complete. Purchase of a Truck is included in the proposed budget for 2020.	1 st quarter 2017	Temporary - 1 st quarter 2018 (Cascade License is complete 3/2018) Permanent – 2020

STRATEGIS BUSINESS PLAN - 2019 ONLY ACTION ITEMS								
AAB Priority Ranking	KRA Reference ^[1]	Goal #	Key Results Area (KRA)/Goals (Not in priority Order)	Lead	Narrative Description	Start Date ^[2]	Completion Date	
2	2	9	Airport Marketing Plan	Public Works Director/Airport Manager/ Economic Development staff	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	4 th quarter 2019	
2	3	3	Airport Zoning Regulations Update	Public Works Director/Airport Manager/ Community Development Staff	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.	1 st quarter 2018	4 th quarter 2019	
3	1	6	Wildlife Hazard Management Plan Implementation	Airport Manager	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	1 st quarter 2019	
Purposely left blank – being done or to be done	1	2	Airport Six-Year Capital Facilities Plan and 2019-2020 Budget	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	3 rd quarter 2018 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	
Strategic Plan Items to Consider Adding								
	1	4	Conduct a comprehensive assessment of airport fencing and gates		Engage with a qualified professional to conduct an assessment of the overall condition and integrity of perimeter airport security fencing and access control gates. Report should specify a replacement program in terms of priority need and timeframe for needed action as well as estimated costs for repairs and/or replacement. Review with Board to determine next steps for potential planning and budgeting.	2nd Quarter 2019	4th Quarter 2019	Staff Comments Gate repairs have been made between 2017 and 2018. Completeing fencing is proposed for 2020.
	2	11	Airport Multi-Tenant Sign		Design, construction and installation of an internally illuminated multi-tenant sign to replace the existing airport sign on E Street	2 nd quarter 2019	4 th quarter 2019	
	2	14	Fair Market Value Appraisal – Land Lease Rates		Complete a fair market value appraisal conducted by a qualified and MAI designated professional appraiser of appropriate land lease rates	2 nd quarter 2019	4 th quarter of 2019	Budgeted in 2019
	2	17	Enhanced Phone System		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	Completed with Transition to in-house staffing
	3	4	Airport West Side Environmental Analysis		Conduct a comprehensive environmental analysis of the west side development area of the Airport to confirm the location and extent of wetlands and other environmental resources, potential mitigation strategies and anticipated mitigation costs	2 nd quarter 2019	1 st quarter 2020	Budgeted in 2019



Memorandum Public Works Department

To: Airport Advisory Board Members
From: Ingrid Gaub, Public Works Director
Date: December 12, 2018
Re: Airport Board Composition

The Annual Work Plan for the Board includes a task for the Board to discuss if there is a desire for any changes to the Boards composition each year. The Board previously considered this in November of 2017 and recommended changes to the number of Board Members be increased from 5 to 7. These changes were adopted by the City Council in early 2018.

As of December 31, 2018, the Board has 5 of the 7 positions filled as John Theisen will be leaving the Board at the end of his term and Sparrow Tang resigned his position in mid 2018.

The City is currently accepting applications for new Board Members and will go through a process with the Board Chair and Vice Chair to interview any potential candidates for recommendation to the Mayor for appointment. It is anticipated that this process will be completed in early 2019.

This is the opportunity for the Board to discuss if they would like to make any additional recommendations to the City Council on changes to the Boards composition.

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 2019-2020 Biennial Budget	Finance Director Coleman provided City Council an update on the 3 rd Quarter 2018 Financials on December 10, 2018; staff provided a copy of this report to the Board.	On-going	On-going	N/A
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.	06/2017	12/2019	\$333,333 (90/5/5)
City	Runway Enhancement Project – Property Acquisition	Appraisal has been updated to address appraisal review comments. The appraisal reviewer is currently doing his final review of the updated appraisal. This is for a portion of the Park and Ride area for the future Runway Safety Area. FAA grant funds have been awarded.	After the appraisal review is complete in December 2018, the City will work with FAA to get approval to make an offer for fair market value. WSDOT Grant request was unsuccessful.	01/2018	4/2019	\$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.	9/2019	3/2020	\$1,833,333 (90/5/5)
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
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.	August 2018	June 2019	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	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. On September 11, 2017 City Council concurred with the Private Partnership Option. License Agreement with Cascade is complete. Purchase of a Truck is included in the proposed budget for 2020.	1 st quarter 2017	Temporary - 1 st quarter 2018 (Cascade License is complete 3/2018) Permanent – 2020
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 is underway with the model developed.	2 nd quarter 2017	4 th quarter 2018
1	3	1	Competitive Market Assessment Study	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 been completed.	2 st quarter 2017	4 th quarter 2018 Complete
1	3	2	Recommendations - City's 10-Year Economic Development Strategic Plan	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	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	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.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

					acquisition of first rights of refusal on potential future acquisition properties ³ .		
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	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 Aug 15, 2018
2	2	8	Long-Term Airport Management Strategy	Public Works Director	Evaluate with Board, City Council, City Administration and appropriate stakeholders a long-term airport management strategy See Schedule. Budget to move the management in-house and hiring of Airport staff was approved and is in process..	1 st quarter 2017	2 nd quarter 2018 Complete
2	2	9	Airport Marketing Plan	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
2	3	3	Airport Zoning Regulations Update	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.	1 st quarter 2018	1 st quarter 2019
3	1	6	Wildlife Hazard Management Plan Implementation	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	2 nd quarter 2017	4 th quarter 2018

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.

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 2019 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

					prepare a technical memorandum to City staff recommending key next steps.		
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. Review with the Board planned at its 10/17/2018 regular meeting.	Annually	Annually 9/20/2017 10/17/2018
Purposely left blank – being done or to be done	1	2	Airport Six-Year Capital Facilities Plan and 2019-2020 Budget	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	3 rd quarter 2018 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
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. Aviation Appreciation Day Held 9/29/2018.	Annually (first event in 2018) Target Sept. 2018	Annually (first event in 2018) Sept 2018