



Memorandum

To: Bob Baggett, Deputy Mayor
Peloza, Councilmember
Largo Wales, Councilmember
John Holman, Councilmember
Claude DaCorsi, Councilmember
Yolanda Trout-Manuel, Councilmember
Larry Brown, Councilmember

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

CC: Nancy Backus, Mayor
John Theisen, Chairperson, Airport Advisory Board
Gary Gustafson, Vice-Chairperson, Airport Advisory Board
Sparrow Tang, Member, Airport Advisory Board
Deanna Clark, Member, Airport Advisory Board
Mark Kornei, Member, Airport Advisory Board
Ingrid Gaub, P.E., City Engineer/Assistant Director of Engineering Services
Jamelle Garcia, Aviation Management Group

Date: January 3, 2018

Re: Airport Advisory Board 2018 Annual Work Plan

General Information – Work Plans

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 to the City Council such as the Airport Advisory Board. First, a work plan will assist an advisory body in insuring that it is efficient in the conduct of its work. As a volunteer body, an advisory body should strive to maximize its time together and with staff to satisfy its advisory responsibilities to the City Council. Second, a work plan is an important communication

tool to the City Council, staff and interested parties about the focuses of the advisory body during the upcoming calendar year.

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

In developing a work plan, an advisory body to the City Council should consider the following:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, etc.
- 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.

Advisory body work plans can be submitted to the City Council for review and discussion in advance of potential Council concurrence. During its review, the City Council may change or modify an advisory body's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Following Council concurrence, the work plan serves as the basis for an advisory body's focus and effort during the year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.

Airport Advisory Board Recommended 2018 Annual Work Plan:

On December 20, 2017, the Airport Advisory Board approved a motion adopting its 2018 Annual Work Plan subject to Auburn City Council concurrence. The Board's 2018 Annual Work Plan is comprised of the following Work Plan items:

1. Board to work with City Council and City staff on continued phased roll-out of the Jet-A-Fuel program.
2. Board to work with City Council and City staff on continued progression of the design and construction phases of the Runway Enhancement Project.
3. Board to work with City Council, Planning Commission, City staff and interested parties (i.e. property owners, businesses) on examination and possible implementation of land use strategies for the Airport and surrounding properties to support and enhance airport related safety and the Airport's economic development contribution to the community.
4. Board to work with City Council and City staff on evaluating potential actions and financing strategies resulting from the findings of the Facilities Condition Assessment report [scheduled for completion in January 2018].

5. Board to work with City Council and City staff on a strategic action plan for the implementation of recommendations of the Competitive Market Assessment & Long-Term Rate Study, currently scheduled for completion in fall 2018.
6. Based on the recommendations of the Competitive Market Assessment & Long-Term Rate Study, currently scheduled for completion in fall 2018, Board to work with City staff to develop marketing and development strategies for the two (2) current approved on-Airport development sites.