

AGENDA
LAKE CHELAN AIRPORT BOARD
August 8, 2013

1. Approve Minutes of the July 25, 2013 Airport Board Meeting
2. Approve Claim & Payroll Warrants (Reviewed by Higgins)
3. Midyear Report (Schmidt) 2013A-05
4. Transfer of Entitlement of Funds (Schmidt) 2013A-06

MINUTES OF THE JULY 25, 2013
AIRPORT BOARD MEETING
Chelan City Hall, 135 East Johnson Street, Chelan, Washington

PRESENT: Airport Board President Goedde, Members Cooney, Harper, Higgins, Isenhart, McCardle, Morehouse, and Steele; Airport Manager Schmidt, and Acting Airport Board Secretary Lingle.

Mr. Goedde called the meeting to order at 6:45 p.m.

WARRANTS: Mr. Cooney moved to approve Claim Warrants No. 5733 - 5736 totaling \$272.39; Payroll Warrants No. 2801 - 2806 totaling \$2,399.72. Second by Ms. McCardle. Motion passed unanimously.

MINUTES: Ms. Cooney moved to approve the Minutes from the July 11, 2013 Airport Board Meeting. Second by Ms. McCardle. Motion passed unanimously.

2013 LAKE CHELAN AIRPORT BUDGET REPORT: There was no discussion and no action was required.

RUNWAY EXTENSION – AIRPORT LAYOUT PLAN APPROVAL: Mr. Schmidt informed the Board that Ms. Lisa Corcoran from USKH was present to discuss the project. Ms. Corcoran discussed the changes to the Airport Layout Plan which were required by the Environmental Assessment which has been approved. She stated the next step will be ensuring airport is in compliance with the FAA. Board members asked questions and had a brief discussion.

Mr. Morehouse moved to authorize the Airport Board President to approve the new Airport Layout Plan as presented. Second by Mr. Harper. Motion passed unanimously.

There being no further business the meeting adjourned at 7:02 p.m.

Prepared by:

Attested to:

Date approved by Airport Board:

Patricia Lingle
Acting Airport Board Secretary

Robert R. Goedde
Airport Board President

AGENDA BILL NO. 2013A-05

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD
CHELAN, WASHINGTON

SUBJECT: Midyear Report
FOR AGENDA OF: August 8, 2013
Revised:
ORIGINATOR: Paul Schmidt
Airport Board Manager
DATE SUBMITTED: August 1, 2013
Revised:
APPROVED: 
Airport Board Manager:

MEETING DATE(S) AND EXHIBITS:
August 8, 2013
1. Midyear Report Memorandum

| EXPENDITURE REQUIRED: Budget Line No. | AMOUNT BUDGETED: | APPROPRIATION REQUIRED: |
|---|---------------------|----------------------------|
|---|---------------------|----------------------------|

***** SUMMARY STATEMENT/ISSUES *****

Attached please find a brief "Midyear Report" on airport activities. This report was provided to the Port of Chelan County at the time we presented the Airport Layout Plan.

☆☆☆☆☆

- Public Hearing
- Closed Record Appeal/Decision
- Recommendation from Staff
- Quasi-Judicial Matter
- Legislative Matter
- Other: Report

Suggested Motion:
No action required.

Memorandum

To: Lake Chelan Airport Joint Board (Port of Chelan County)
From: Paul Schmidt, Airport Manager (City Administrator)
Date: July 25, 2013
Subject: Lake Chelan Airport – Midyear Report

Please see the following information for a midyear update on the Lake Chelan Airport Operations.

1. Attached please find the 2013 Operating Budget report as of June 30, 2013. As noted in the report, the first half of the budget year shows no significant change in revenues or expenditures. We will have some slight increase in maintenance cost for the year due to an injury (broken arm) of the Airport Maintenance Manager this past winter, necessitating the hiring of part-time labor to operate equipment.
2. Estimated number of aircraft takeoffs and landings is approximately six (6) to ten (10) per weekday and up to twenty (20) to thirty (30) per weekend day this past quarter. The current number and type of aircraft based at the Lake Chelan Airport are as follows: Forty nine (49) single engine aircraft; three (3) multiple engine aircraft; three (3) helicopters and ten (10) light sport aircraft.
3. Fuel sales to date are: 10,891 gallons of aviation gas for a retail sales amount of \$64,259.84 and 664 gallons of jet fuel for a retail sales total of \$3,652.55.
4. Leases to date are forty (40) hangar leases; one (1) land lease for orchard purposes; two (2) irrigation hookup leases and one (1) unsigned parachute landing lease.
5. On April 9, 2013, the Lake Chelan Airport President and Manager met in Ephrata with officials from the Greater Wenatchee Irrigation District and Federal Bureau of Reclamation to discuss water supply and distribution for

Memorandum
Lake Chelan Joint Airport Board
Midyear Report
July 25, 2013
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fire-flow purposes at the Lake Chelan Airport. Both the Irrigation District and Bureau of Reclamation expressed support and interest in providing water supply and facility to aid the Lake Chelan Airport. However, the extension of water facilities to the Lake Chelan Airport site still appears to be significant cost item (preliminary estimate is \$2 million) well beyond the current means for the Lake Chelan Airport to support without some considerable amount of external funding.

6. The long awaited Airport Layout Plan is now complete and requires signatures by the full Airport Board (Port of Chelan County and City of Chelan) to be accepted by the FAA. The updated Airport Layout Plan has been submitted to the full Airport Board for review and action on July 25, 2013. Deadline for submittal to the FAA is July 31, 2013.
7. A new garage door has been installed at the Airport Office to replace the old door that was inoperable. The garage area is being cleaned out and organized to allow for more indoor storage of Airport maintenance equipment.

Cc: Executive Director Mark Urdahl

AGENDA BILL NO. 2013A-06

BUSINESS OF THE LAKE CHELAN AIRPORT BOARD
CHELAN, WASHINGTON

SUBJECT: Transfer of Entitlement of Funds

FOR AGENDA OF: August 8, 2013
Revised:

ORIGINATOR: Paul Schmidt
Airport Board Manager

DATE SUBMITTED: August 1, 2013
Revised:

APPROVED:
Airport Board Manager:



MEETING DATE(S) AND EXHIBITS:

- August 8, 2013
1. Entitlement Transfer Form
2. State Capital Improvement Plan

| EXPENDITURE REQUIRED: Budget Line No. | AMOUNT BUDGETED: | APPROPRIATION REQUIRED: |
|---|---------------------|----------------------------|
|---|---------------------|----------------------------|

***** SUMMARY STATEMENT/ISSUES *****

FAA has contacted the Lake Chelan Airport asking for a transfer of Entitlement Funds (\$150,000) to the Olympia Airport. Apparently the Entitlement Funds have to be allocated prior to September 30, 2013 (Federal Fiscal Year) or they revert back to Washington D.C. Moreover, Entitlement Funds have to be allocated to an open and approved FAA Project, which the Lake Chelan Airport won't qualify until the next upcoming Federal Fiscal Year.

Now at this late hour, I'm being told our own Pangborn Airport might also qualify for Lake Chelan Entitlement Funds. However, at the time of this Agenda Bill preparation I have not been able to confirm one way or another. Suggestion is to transfer Lake Chelan Airport Entitlement Funds to Pangborn Airport as a first priority if it qualifies, and if not then transfer to Olympia Airport no later than August 15, 2013.

- | | |
|--|--|
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Quasi-Judicial Matter |
| <input type="checkbox"/> Closed Record Appeal/Decision | <input checked="" type="checkbox"/> Legislative Matter |
| <input type="checkbox"/> Recommendation from Staff | <input type="checkbox"/> Other: _____ |

Suggested Motion:

I move to authorize the Lake Chelan Airport President to transfer FAA Entitlement Funds for this Federal Fiscal period to Pangborn Airport if it qualifies, and if not then to transfer the same to Olympia Airport.



**U.S. Department
of Transportation
Federal Aviation
Administration**

AGREEMENT FOR TRANSFER OF ENTITLEMENTS

In accordance with section 47117(c)(2) of Title 49 U.S.C. (hereinafter called the "Act).

Lake Chelan (S10)
Name of Transferor Sponsor

Hereby waives receipt of the following amount of funds apportioned to it for each fiscal year specified under section 47114(c)(1) of the Act.

| | Amount | Fiscal Year |
|--------------|--------------------------|-------------|
| | \$ 150,000 | 2010 |
| | | 20 |
| | | 20 |
| TOTAL | \$ <u>150,000</u> | |

On the condition that the Federal Aviation Administration makes the waived amount available to:

Olympia Regional (OLM)
Name of Transferor Sponsor

for eligible projects under section 47104(a) Act. This waiver shall expire on earlier of 9/30/2013 or when the availability of apportioned funds would lapse under section 47117(b) of the Act.

**FOR THE UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

FOR

(Signature)

(Typed Name)

(Title)

(Date)

(Signature)

Robert Goedde
(Typed Name)

Airport Board President
(Title)

August 9, 2013
(Date)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Agreement and find that the Sponsor has been duly authorized to make such transfer and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of _____ and the Act.

Dated at _____ this ____ day of _____.

By: _____
(Signature of Sponsor's Attorney)



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Seattle Airports District Office
1601 Lind Avenue S.W., Suite 250
Renton, Washington 98057-3356

June 28, 2013

Chelan Municipal Airport
Attention: Dick Swenford
PO Box 2371
Chelan, WA 98816

Dear Dick Swenford,

Chelan Municipal Airport, Chelan, WA
2014-2018 FIVE YEAR
STATE CAPITAL IMPROVEMENT PLAN (SCIP)

Over the past few years the Federal Aviation Administration (FAA) and Washington State Department of Transportation (WSDOT) have partnered together with sponsors in a continued effort towards developing solid Capital Improvement Plans (CIPs). Through the development of the State Capital Improvement Program (SCIP) WSDOT and FAA have been able to work together to identify the highest priority work that would most effectively improve the statewide airport system from a safety and preservation perspective.

Last November we requested that you submit your airport's CIP through the WSDOT database. Over the past few months your FAA PM, Planner and the State have worked together to review, analyze and coordinate your airport's CIP.

The summary below represents the plan the FAA will move forward with at this time. Our office believes that this plan is both eligible and justified, however as in any given year, projects are dependent on the availability of funding. We appreciate your willingness to work through this process with us, and look forward to continuing to do so in the future. If you have any questions please call Mary Vargas at 425-227-2660. Your available entitlements through FY 2013 are listed below. Available funding may vary pending programming of a FY 2013 project.

| | |
|-----------------------|-------------------------|
| FY 2011 | \$150,000 |
| FY 2012 | \$150,000 |
| <u>FY 2013</u> | <u>\$150,000</u> |
| TOTAL | \$450,000 |

5-YEAR PROJECTS & FUNDING

| Year | Project Name | NPE | ST/DI | Total |
|-------------|--|------------|--------------|--------------|
| 2014 | Land Acquisition Phase 1 (EA Approach Protection Land) | \$50,000 | | \$50,000 |
| 2015 | Land Acquisition Phase 2 (Purchase) | \$600,000 | | \$600,000 |
| 2016 | Rehab RW Phase 1 (Design) | \$100,000 | | \$100,000 |
| 2017 | Rehab RW Phase 2 (Construction) | \$175,000 | \$1,000,000 | \$1,175,000 |
| 2018 | Carry-over NPE | \$150,000 | | \$150,000 |

Sincerely,



Carol Suomi
Manager, Seattle Airports District Office