



Serving All of Thurston County

Commission Work Session
Tuesday, February 21, 2023
2:30 PM

Percival Plaza - Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of February 17, 2023.

<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/89536039030?pwd=SW0wVzVyOGRvaGR3bkZmSmpuV0Z1dz09>

or Telephone: 1 253 215 8782

Webinar ID: 895 3603 9030

Passcode: 873882

Please note that the Zoom link changes for each meeting.

NOTE: *No public comment or commission action will be taken at this Work Session.*

AGENDA

- A. Call to Order
- B. Approval of Agenda
- C. Delegation of Authority – Sam Gibboney, Executive Director
- D. Airport Master Plan Process and Airport Financial Obligations – Warren Hendrickson, Airport Senior Manager
- E. Upcoming Topics – Sam Gibboney, Executive Director
- F. Adjourn

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.



COMMISSION MEETING

<u>BRIEFING DATE/TIME:</u>	February 21, 2023
<u>DEPARTMENT:</u>	Executive
<u>STAFF CONTACT/TITLE:</u>	Sam Gibboney Telephone: 360.528.8001 Email: Samg@portolympia.com
<u>TOPIC:</u>	Delegation of Authority Updates to Policy Manual
<u>PURPOSE:</u> <i>Check all that apply</i>	<input checked="" type="checkbox"/> Information only <input type="checkbox"/> Decision needed <input type="checkbox"/> Follow up from previous briefing
<u>BACKGROUND & OVERVIEW:</u>	
<p>Port Commissions in Washington State routinely update their policies, procedures, powers and responsibilities delegated to the Executive Director. This Delegation of Authority allows the Commission to focus on governance and the administration to focus on operations and management.</p> <p>The Port's Policies and Procedures Manual was last revised in June 2021. Since that time, four resolutions have been adopted that need to be incorporated into the manual.</p> <ul style="list-style-type: none">2021-04: Executive (Added Juneteenth as Observed Holiday)2021-07: COVID-19 (Revocation of weekly testing requirement)2022-13: Employment Salary Review and Pay for Performance2022-16: Apprenticeship Utilization <p>On March 13, staff will present the Commission with an underlined/strikethrough version of the Policies and Procedures Manual indicating how resolutions 2021-04, 2021-07, 2022-13, 2022-16 are merged with the existing manual. Commission action is anticipated for the March 27, 2023 meeting.</p> <p>In the third quarter of 2023, staff will request Commission review of policies related to Leave and Holidays (300), Hours of Work (400), and Purchase and Expenditures (800). Fourth quarter policy review includes Employment Practices – Personnel (200) and Contracts (1000).</p>	
<u>DOCUMENTS ATTACHED:</u>	
<ul style="list-style-type: none">▪ Power Point Presentation	
<u>NEXT STEPS/TIMEFRAME:</u>	
March 13: Draft Executive Policies Revisions March 27: Commission Action on Draft	

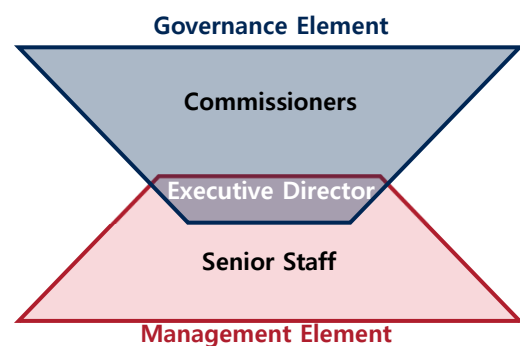
DELEGATION OF AUTHORITY

FEBRUARY 21, 2023
 SAM GIBBONEY
 EXECUTIVE DIRECTOR

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Delegation of Authority Overview

- The Delegation of Authority (DA) refers to the administrative powers, duties and decision-making responsibilities the Commission delegates to the Executive Director.
- DA allows the Commission to focus on governance and allows the administration to focus on management.
- Increases uniformity of Port administration over time and over changes in Commission



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DA Best Practices – Budget Based Delegation

- Express Authority as a % of budget
- Management of staff – hiring, firing and reorganizing
 - Wages and benefits within overall budgetary guidelines
- Standard lease of a certain term and commission directed finalized guidelines
- Within a certain \$\$ volume or % of revenue:
 - Settlement of claims
 - Contract Approval
 - Purchasing equipment and supplies
- Public work change orders with a budget



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Updating the Policies and Procedures Manual

- Manual last revised in June 2021.

Request action to incorporate resolutions adopted in 2021-2022 into the manual:

- 2021-04: Executive (Added Juneteenth as Observed Holiday)
- 2021-07: COVID-19 (Revocation of weekly testing requirement)
- 2022-13: Employment Salary Review and Pay for Performance
- 2022-16: Apprenticeship Utilization

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Future Updates to Manual

- 2023 Schedule for Commission Review

Q3 Updates

- 300 Leave and Holidays
- 400 Hours of Work
- 800 Purchase and Expenditures

Q4 Updates

- 200 Employment Practices – Personnel
- 1000 Contracts



- Complete Review of Policies thereafter on a 3-year rolling basis

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Next Steps

- March 13: Draft Executive Policies Revisions
- March 27: Commission Action on Draft

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Questions ?

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PORT of OLYMPIA

COVER MEMO

Briefing Date/Time: February 21, 2023

Department: Airport

Staff Contact/Title: Warren Hendrickson, Airport Senior Manager, 360.528.8074,

warrenh@portolympia.com

Topic: Airport Master Plan Update Process & Airport Financial Obligations

Purpose: ☒ Information Only ☐ Decision Needed ☐ Follow up from Previous Briefing

Background/Overview:

Part I – Airport Master Plan Update Process

The Airport Master Plan Update (AMPU) commenced in March 2021, subsequent to – and as one component of – the Commission-approved 2021 Port Budget.

- The Federal Aviation Administration (FAA) awarded the Airport Improvement Program (AIP) Project No. 3-53-0041-029-2021 ("AIP 29") grant on May 10, 2021 in the amount of \$655,293.00.
- The FAA approved the Aviation Forecast for Olympia Regional Airport on October 15, 2021.

This presentation will review the purpose, components, timeline, and current status of the AMPU.

- Submission of the draft report to the FAA is planned for late March 2023.
- FAA Approval of the Airport Layout Plan is anticipated in May 2023.
- Adoption of the AMPU Final Report into the Port's Comprehensive Scheme of Harbor Improvements (CSHI) is planned for June 26, 2023.

Part II – Airport Financial Obligations

This presentation will focus on the financial obligations of the Port related to Olympia Regional Airport. Topics to be addressed include:

- Terminology
- Federal/State Funding Sources
- Federal Funding Types
- Project Grant Eligibility
- FAA vs. Airport Sponsor Shares
- Grant Assurances
- Revenue Diversion
- Recent Grant Funding History
- FAA 5-Year Capital Investment Program (CIP) Project Planning
- Keys to Success
- Commissioner Talking Points

No Port Commission action is required at this time. Future action by the Port Commission will be incorporated within the framework of funding commitments from the FAA and annual Port budgets.

Documents Attached:

PowerPoint Presentation:

2023-2 Airport Master Plan Update Process & Airport Financial Obligations - 21Feb2023

Summary & Financial Impact:

Part I – Airport Master Plan Update Process

Normally an AMPU requires a ten percent (10%) funding match by the Airport Sponsor (i.e., the Port of Olympia). FAA grants issued in FY 2021 were 100% funded by the FAA; no sponsor match is required. The Port's savings was \$65,529.30.

Part II – Airport Financial Obligations

The Airport's CIP for 2023-2029 accomplishes \$65,000,000 of airport projects by the end of the decade.

- \$44,037,500.00: Federal and State Grant Funding
- \$20,962,500.00: Port Share, broken out as follows:
 - \$3,106,944.44 leverages 100% of FAA/State grant funding
 - \$ 2,907,500.00: Port matching share for FAA AIP/State grants
 - \$ 199,444.44: Port matching share for Bipartisan Infrastructure Law grant
 - \$17,855,555.56 allows additional preservation/development subject to Port funding availability
 - \$ 5,750,000.00: Runway 8-26 Rehabilitation
 - \$12,105,555.56: Hangar Development

Affected Parties:

Federal Aviation Administration

WSDOT Aviation Division

Airport Users

Thurston County Citizens

Options with Pros & Cons:

Not applicable

Environmental Consideration:

SEPA Planning Checklist will be accomplished subsequent to FAA Approval of Airport Layout Plan

Staff Recommendation:

Airport revenues must be fully devoted to the airport. The airport remains financially obligated to the Port until such time as previous bonding debt in support of the airport is paid in full. (A full amortization analysis of that debt obligation will be completed this year.) Once the airport's debt obligation no longer exists, all Tumwater properties revenue (Airport, New Market Industrial Campus, and Cleanwater Centre) must be retained on the airport.

Given the future lease revenue potential of the Tumwater properties, maintaining the aforementioned Port-sponsored development projects in the CIP is a prudent course of action at this time. Future development will be dependent upon the realization of those revenues.

Commission Recommendation: Commission Discussion, Deliberation & Direction

Discussion and planning direction.

Next Steps/Timeframe:

Commission acceptance of AMPU final report and adoption into CSHI.

Late second quarter 2023.

Conclusion:

June 26, 2023



AIRPORT MASTER PLAN PROCESS & AIRPORT FINANCIAL OBLIGATIONS

FEBRUARY 21, 2023
WARREN HENDRICKSON
AIRPORT SENIOR MANAGER

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Olympia Regional Airport

Airport Master Plan Update Process

What Is It?

- A comprehensive study of an airport that usually describes the short-, medium-, and long-term development plans to meet future aviation demand.
 - Reference: FAA Advisory Circular (AC) 150/5070-6B
- A master plan's purpose is not to solve an airport's management, operations, or maintenance issues.
- Contractors: Aviation Planning Group; DOWL
- FAA Grant (AIP 29): \$655,293.00
 - 100% vice typical 90%

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Olympia Regional Airport

Airport Master Plan Update Process

Goals

- Meet Aviation Demand
- Meet FAA Design Standards
- Prepare for Future Development
- Prepare for Emerging Aviation Technologies
- Plan for and Demonstrate Airport Self-Sufficiency

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Olympia Regional Airport

Airport Master Plan Update Process

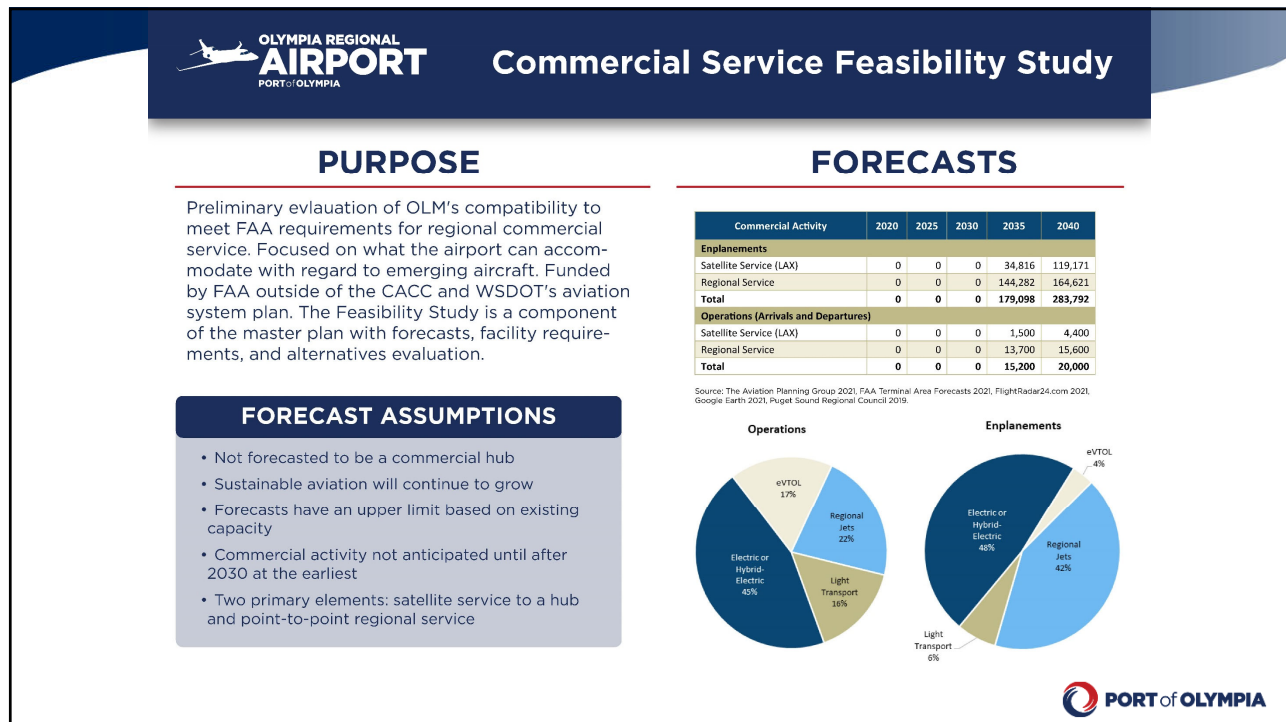
Tasking – Primary Document Layout

- | | |
|--|----------------------------|
| • Inventory | Final Draft Complete |
| • Forecast | Complete with FAA Approval |
| • Facility Requirements | Final Draft Complete |
| • Alternatives | Final Draft in Process |
| • Airport Layout Plan | Final Draft in Process |
| • Implementation – Capital Investment Plan | Final Draft in Process |

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Olympia Regional Airport

Airport Master Plan Update Process

2023 Schedule

- Conversation with Airport Manager Community Meeting – January 18
- Draft Documents & Airport Layout Plan (ALP) Finalized – February
- Port Review & Revisions – Early March
- FAA Review – Late March
- Port Website Posting – Following Completion of FAA Review

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Olympia Regional Airport

Airport Master Plan Update Process

2023 Schedule (cont'd)

- FAA ALP Approval Process Begins – April 1
- Public Comment Period – April 1-30
- Public Involvement Appendix Completed – Early May
- ALP Approval by FAA (Tentative) – May 31
- Final Airport Master Plan Report Published – Early June
- Port Action (Tentative) – June 26 Commission Meeting
 - Acceptance of Airport Master Plan Update
 - Adoption into Comprehensive Scheme of Harbor Improvements (CSHI)

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Olympia Regional Airport

Airport Master Plan Update Process

Next Steps

- City of Tumwater Council Presentation – February 28
 - Airport Master Plan Update
 - Commercial Aviation Coordinating Commission
- SEPA Checklist
- Industrial Use Determinations: NMIC/CWC/Swire (“Part 163”)
- Capital Project Plan Execution

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Olympia Regional Airport

Airport Master Plan Update Process

Questions & Discussion

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Olympia Regional Airport

Airport Financial Obligations

Terminology

- FAA = Federal Aviation Administration
- NPIAS = National Plan of Integrated Airport Systems
- AIP = Airport Improvement Program
 - Provides Grants to Public Agencies
- ADO = Airport District Office (NW Mountain Region – Seattle)
- Airport Sponsor = Airport Owner = Port of Olympia

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Olympia Regional Airport

Airport Financial Obligations

Terminology (cont'd)

- "Airside"
- "Landside"
- Washington State:
 - 64 of 132 Public Use Airports are in NPIAS

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Olympia Regional Airport

Airport Financial Obligations

AIP Funding Source (Federal)

- Airport and Airway Trust Fund
- Trust Fund Sources:
 - User Fees (e.g., Commercial Passenger Facility Charges - PFCs)
 - Fuel Taxes
 - 21.9 cents per gallon Jet A
 - 19.4 cents per gallon Avgas
 - Miscellaneous other revenue sources

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Olympia Regional Airport

Airport Financial Obligations

State Grant Funding Source

- WSDOT Aviation Aeronautics Account
- Aeronautics Account Fund Sources:
 - Excise Taxes (i.e., Sales Taxes on Aircraft Purchases)
 - Annual Aircraft Registration Fees
 - Fuel Taxes
 - Commercial aviation fuel (Jet A) exempt
 - 18 cents per gallon Avgas

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Olympia Regional Airport

Airport Financial Obligations

AIP Funding Types

- Non-Primary Entitlement (NPE) Funding
 - \$150,000 per year; 4-Year rollover maximum
 - (With commercial service > 10,000 enplanements: NPE = \$1 million per year)
- State Apportionment Funding
 - 2022 Washington State: \$5,030,909
- Discretionary Funding
 - All remaining grant funds are labeled discretionary
- 2022 Washington State AIP Grants
 - \$38,684,579

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Olympia Regional Airport

Airport Financial Obligations

Grant Eligibility

- Airport Required to be Listed in NPIAS
- Project Must Be Eligible:
 - Safety
 - Security
 - Reconstruction
 - Capacity
 - Design Standards

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Olympia Regional Airport

Airport Financial Obligations

Examples of Eligible Projects ("Airside")

- Runway/Taxiway Construction/Rehabilitation
- Apron Construction/Rehabilitation
- Lighting, Signage, Navigational Aids, Weather Station
- Planning/Environmental Studies
- Safety Area Improvements
- Land Acquisition

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Olympia Regional Airport

Airport Financial Obligations

Examples of Non-Eligible Projects ("Landside")

- Development for Exclusive Use
- Industrial Park Development
- Landscaping
- Maintenance Equipment
- Operational Expenses
- Airport Vehicles
- Artwork

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Olympia Regional Airport

Airport Financial Obligations

Eligibility Exceptions: "Airside" vs. "Landside"

- Airside: A Project that Does Not Meet Technical Requirements
 - A Secondary Runway When Primary Runway Capability > 95%
 - Olympia Regional Airport: Runway 8-26 is Not Eligible
- Landside: A Project that Supports Airport Pavement Functionality
 - Example: Runway/Taxiway Stormwater/Drainage Improvements

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Olympia Regional Airport

Airport Financial Obligations

FAA vs. Airport Sponsor Shares

- Federal Share = 90% of AIP-Eligible Costs
- Airport Sponsor Share = 10% Remaining
- WSDOT Aviation Grant Program
 - Maximum 5% of AIP-Eligible Costs
 - Potential to Reduce Sponsor Share to 5%
 - Subject to Funds Availability

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Olympia Regional Airport

Airport Financial Obligations

Grant Assurances

- 39 Promises
 - Prohibition on Exclusive Rights
 - Utilization of Airport Revenue
 - Proper Maintenance and Operation of Airport Facilities
 - Protection of Approaches
 - Maintaining Good Title of Airport Property
 - Compatible Land Use

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Olympia Regional Airport

Airport Financial Obligations

Grant Assurances (cont'd)

- 39 Promises (cont'd)
 - Availability of Fair and Reasonable Terms Without Unjust Discrimination
 - Adherence to the Approved Airport Layout Plan
 - Sale or Disposal of Federally Acquired Property
 - Preserving Rights and Powers
 - Maintaining Acceptable Accounting and Record-Keeping Systems
 - Compliance with Civil Rights & DBE Requirements

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Olympia Regional Airport

Airport Financial Obligations

Grant Assurances (cont'd) – Public Use

- Assurances Relating to Public Use Airport Being Open to All Users
 - Assurance #s 18, 22, and 23
- Assurance #22a:
 - An Airport Sponsor *"...will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, **including commercial aeronautical activities offering services to the public at the airport...**"*

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Olympia Regional Airport

Airport Financial Obligations

Grant Assurances (cont'd) – Revenue Diversion

- Existing Guidance on Revenue Diversion
 - 1999: FAA Policy and Procedures on the Use of Airport Revenue (64 FR 7696)
 - Defines airport revenue and identifies permitted and prohibited uses
 - 2014 Amendment: FAA Policy and Procedures Concerning the Use of Airport Revenue; Proceeds From Taxes on Aviation Fuel (79 FR 66282)
 - Grant Assurance 25 requires all airport-generated revenues be expended in support of air transportation

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Olympia Regional Airport

Airport Financial Obligations

Grant Assurances (cont'd) – Revenue Diversion

- Grant Assurance 25
 - "...All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it **for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property;** or for noise mitigation purposes on or off the airport..."
 - Exception: Debt obligations incurred prior to September 3, 1982

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Olympia Regional Airport

Airport Financial Obligations

Grant Assurances (cont'd) – Longevity

- Land Acquisition: In Perpetuity
- All Others: 20 Years

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Olympia Regional Airport

Airport Financial Obligations

Additional Pandemic-Related Federal Grant Funding Authorized

• CARES Act:	\$	69,000
• CRRSA Act - Airport:	\$	23,000
• CRRSA Act - Tower:	\$	34,162
• ARPA:	\$	59,000
 • TOTAL:	 \$	 185,162

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Olympia Regional Airport

Airport Financial Obligations

Additional Pandemic-Related Federal Grant Funding Authorized

• CARES Act:	\$	69,000	(Walla Walla: \$18,059,137)
• CRRSA Act - Airport:	\$	23,000	(Walla Walla: \$ 1,284,755)
• CRRSA Act - Tower:	\$	34,162	Not known
• ARPA:	\$	59,000	(Walla Walla: \$ 1,027,263)
 • TOTAL:	 \$	 185,162	 (Walla Walla: \$20,371,155)

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Olympia Regional Airport

Airport Financial Obligations

Additional Pandemic-Related Federal Grant Funding Expended

- CARES Act: \$ 69,000 ✓ Operational Expense: Payroll
- CRRSA Act - Airport: \$ 23,000 ✓ Operational Expense: Payroll
- CRRSA Act – Control Tower: \$ 17,256 ✓ Airfield Lighting Panel Replacement
- ARPA: \$ 59,000 ✓ Operational Expense: Payroll
- **TOTAL:** \$ **148,256**
- **UNSPENT:** \$ **16,906** Limited to Control Tower Only

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Olympia Regional Airport

Airport Financial Obligations

Additional Federal Grant Funding Authorized

- Bipartisan Infrastructure Law (BIL): \$ 1,795,000
- Eligibility Policy Less Restrictive
 - Funding May Be Used for Eligible Landside Projects
 - Example: Hangar Development
- Amount Expended to Date: None

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Olympia Regional Airport

Airport Financial Obligations

Additional Federal Grant Funding Authorized

- Bipartisan Infrastructure Law (BIL): \$ 1,795,000
- Eligibility Policy Less Restrictive
 - Funding May Be Used for Eligible Landside Projects
 - Example: Hangar Development
- Amount Expended to Date: None
- **Walla Walla:** **\$5,157,950**

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Olympia Regional Airport

Airport Financial Obligations

FAA 5-Year CIP Project Planning

- Rolling 5-Year Plan
- Nearest Two Years Frozen
- Submitted Through WSDOT Aviation
 - Enables eligibility for state grant funding
- 2024-2028 Submission Date: August 31, 2022
- Note: FAA Annual CIP Submission Deadline Precedes Port Budget Approval

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Olympia Regional Airport

Airport Financial Obligations

FAA & WSDOT 2024-2028 5-Year CIP Project Planning

- 2024: Hangar Buildings D/E/F/G Extensions
 - \$1,077,000 (BIL)
- 2024: Runway 17/35 Rehab Design
 - \$522,500
- 2025: Runway 17/35 Rehab Construction
 - \$9,500,000
- 2025: New Hangars Design
 - \$359,000 (BIL)

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Olympia Regional Airport

Airport Financial Obligations

FAA & WSDOT 2024-2028 5-Year CIP Project Planning (cont'd)

- 2026: New Hangars Construction
 - \$359,000 (BIL) – Subject to Additional Port Funding
- 2026: Taxiway Relocations Design
 - \$1,995,000
- 2027-2028: Taxiway Relocations Construction
 - \$25,950,000
- 2029: Taxiway Golf Reconstruction Design & Construction
 - \$4,275,000

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Olympia Regional Airport

Year	Projects	Funding Source						Total Project Cost	Notes
		FAA AIP		BIL	WSDOT Aviation	Private Development	Local Funding		
		Entitlement	FAA State Apportionment / Discretionary						
2022	Carry Over	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2023	Runway 8/26 Rehab Phase 1 - Design (Non-AIP) Carry Over NPE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	60' x 3510' Drainage improvements No lighting
2024	Runway 8/26 Rehab Phase 2 - Construction (Non-AIP)	\$ -	\$ -		\$ -	\$ -	\$ 5,500,000	\$ 5,500,000	CARE Loan \$1.2 million maximum
2024	Hangar Extensions (D, E, F, G) (Non-AIP) Design and Construction			\$ 1,077,000			\$ 723,000	\$ 1,800,000	
2024	Runway 17/35 Rehab Phase 1 - Design	\$ 150,000	\$ 345,000		\$ 27,500	\$ -	\$ 27,500	\$ 550,000	
2025	Runway 17/35 Rehab Phase 2 - Construction	\$ 450,000	\$ 8,550,000		\$ 500,000	\$ -	\$ 500,000	\$ 10,000,000	
2025	New Hangars - GA Small NE Development Phase 1 - Design			\$ 359,000			\$ 441,000	\$ 800,000	
2026	New Hangars - GA Small NE Development Phase 2 - Construction			\$ 359,000			\$ 11,141,000	\$ 11,500,000	Not included: Potential for AIP-eligible site grading, taxiway development, drainage. Lower priority than Taxiway Relocations.
2026	Taxiway Relocations (F, W, E and G Connectors, E Lighting) Phase 1 - Design	\$ 150,000	\$ 1,740,000		\$ 105,000	\$ -	\$ 105,000	\$ 2,100,000	
2027	Taxiway Relocations (F, W, E Connector, E Lighting) Phase 2 - Construction	\$ 150,000	\$ 25,050,000		\$ 750,000	\$ -	\$ 2,050,000	\$ 28,000,000	\$750K current maximum WSDOT Aviation grant.
2028	Carry Over Note: 2027 Taxiway Project still be in construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2027 grant would be constructed over 2 years.
2029	Taxiway G Reconstruction (and G Connector) Design and Construction	\$ 300,000	\$ 3,750,000		\$ 225,000		\$ 225,000	\$ 4,500,000	No lighting
	Totals by Funding Source	\$ 1,200,000	\$ 39,435,000	\$ 1,795,000	\$ 1,607,500	\$ -	\$ 20,962,500	\$ 65,000,000	

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Olympia Regional Airport

Airport Financial Obligations

Keys to Success

- Thorough Understanding FAA & Airport Roles
- Effective Planning
- Airport Sponsor Matching Funds
- Project Execution
- Constant Communication

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Olympia Regional Airport

Airport Financial Obligations

Talking Points For Commissioner Presentations

- Airport Revenues Exceed Expenses
- FAA-Eligible Projects are 90-95% Funded by User Fees; No Taxpayer Support
- FAA & State Funding Provide Superior Leveraging of Port Funds: \$.05 per dollar
- Olympia Regional Airport:
 - Capital City Airport
 - Only Public-Use Airport in Thurston County with Paved Runways
 - Public Benefits: Airlift NW, Washington State Patrol, DNR Firefighting Training HQ
- 1993-2021: \$28,158,052 in Federal Funding Invested in Airport

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Olympia Regional Airport

Airport Financial Obligations

Questions & Discussion

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Olympia Regional Airport



Thank You!

Warren Hendrickson
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