

Action Plan

Strategy No. B

Plan No. 1

Date: 7/9/19

Strategy: We will identify and pursue Economic Development Opportunities.

Specific Result: To build a public use Seaplane Base.

#	ACTION STEP (Number each one)	Assigned To:	Start Date:	Due Date:	Completed Date:
1	Work with the DEED Commissioner and Tim Mearig to complete the final Letter of Intent (LOI) to sell, at market value, DEED Uplands property to the CBS for the Seaplane Base.	Mayor, Cropper & Hanson	6/7/19	7/30/19	Ongoing since 8/18
2	Complete the tidelands conveyance process. Application submitted to DNR 5/1/19.	Cropper	5/1/19	5/1/20	
3	Complete the Fair Market Value Appraisal of the DEED uplands property at a cost of \$4,500.	Cropper	6/18/19	7/30/19	
4	Complete the Consultant selection process for the Environmental Assessment & Aviation Planning Services.	Cropper	5/1/19	7/30/19	
5	Assembly to approve a Resolution authorizing the Mayor to Sign & Accept the LOI and also authorizing the CBS to prepare and submit all future SPB grant applications (typically requires a 6.25% match).	Richter	6/25/19	7/23/19	
6	Prepare and submit the Airport Improvement Project (AIP) Planning Grant request to the Federal Aviation Administration (FAA).	Cropper	5/1/19	8/1/19	
7	Attend the September State Board meeting and present the final LOI for their acceptance and signature.	Richter	9/18/19	9/19/19	
8	Complete EA/Planning phase work and develop preliminary Operational Business Plan.	Cropper	9/25/19	9/15/20	
9	Assembly approval of budget ordinance for all remaining grant match funding required to complete the project – Design, Land Acquisition and	Miller & Assembly	2/15/19	2/15/19	

	Construction. (6.25% of total project cost, approximately \$1 million match)				
10	Complete grant submittal for 2020 AIP grants including Supplemental AIP Design, Construction & Land Acquisition 2020 grants.	Cropper	4/1/20	9/25/21	
11	Assembly to approve grant to enter design and construction phases. FAA grant requires CBS to fully commit to the project or return grant funding.	Miller & Assembly	9/25/20	9/25/20	
12	Award Consultant Design Contract, and prepare Design & Bid documents and bid project.	Cropper	9/25/20	4/1/22	
13	Execute Purchase Agreement for the DEED owned uplands.	Cropper, Sweeney & Hanson	9/25/20	10/25/20	
14	Apply for 2021 AIP Construction Grant.	Cropper	7/10/21	8/30/21	
15	Construct the Seaplane Base.	Cropper	9/25/22	9/25/24	
16	Complete the Operational Plan and Fee Schedule.	Cropper & Harmon	9/25/23	3/25/24	
17	Seaplane Base becomes operational	Cropper	9/25/24		
Responsible:			Michael Harmon		