

Action Plan

Strategy No. B
Plan No. 1
Updated: 8/16/19

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 on a letter for the acquisition of DEED Uplands property for the Sitka Seaplane Base. We received a 'Letter of Cooperation' from DEED.	Mayor, Cropper & Hanson	6/7/19	7/30/19	7/25/19
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	6/30/19
4	Complete the Consultant selection process for the Environmental Assessment & Aviation Planning Services.	Cropper	5/1/19	7/30/19	8/12/19
5	Assembly to approve acceptance of grant offer & appropriation for grant and the required match. 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).	Harmon Richter	8/16/19 6/25/19	8/27/19 7/23/19	
6	Prepare and submit the Airport Improvement Project (AIP) Planning Grant request to the Federal Aviation Administration (FAA).	Cropper	5/1/191	8/1/19	8/12/19
7	Attend the September State Board meeting and present the final LOI for their acceptance and signature. NOT REQUIRED ANY MORE	Richter	9/18/19	9/19/19	
8	Complete EA/Planning phase work and develop preliminary Operational Business Plan.	Cropper	9/15/19	2/1/21	
9	Assembly approval of budget ordinance for all	Miller &	4/15/21	4/15/21	

	remaining grant match funding required to complete the project – Design, Land Acquisition and Construction. (6.25% of total project cost, approximately \$1 million match)	Assembly			
10	Complete grant submittal for 2021 AIP grants including Supplemental AIP Design, Construction & Land Acquisition 2021 grants.	Cropper	2/1/21	4/5/21	
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	4/25/21	4/25/21	
12	Award Consultant Design Contract, and prepare Design & Bid documents and bid project.	Miller & Assembly	5/25/21	4/1/22	
13	Execute Purchase Agreement for the DEED owned uplands.	Cropper, Sweeney & Hanson	9/25/21	1/25/22	
14	Apply for 2022 AIP Construction Grant.	Cropper	4/25/22	8/30/22	
15	Bid and Construct the Seaplane Base.	Cropper	5/25/22	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		