



City of Palmer
Airport Advisory Commission Packet

February 8, 2024

**AIRPORT ADVISORY COMMISSION
REGULAR MEETING
FEBRUARY 8TH, 6 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.palmerak.org**



CHAIR
VICE CHAIR
COMMISSIONER
COMMISSIONER
COMMISSIONER
COMMISSIONER
COMMISSIONER

Leighton Lee
Beau Honeycutt
Scott Work
Jeff Helmericks
Joyce Momarts
Shannon Jardine
Stacia Joyce

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Chair and Vice Chair Selection
- E. Approval of Agenda
- F. Minutes of Previous Meeting – 11/2/2023
- G. Reports – Airport Superintendent
 - 1. Airport Condition
 - 2. Construction – Apron E and Taxiway N
 - 3. Proposed lighting grant
 - 4. ACIP Update
- H. Audience Participation
- I. Unfinished Business
 - 1. Avigation Easement
- J. New Business – Airport Lease Rate Adjustment
 - 1. Airport Superintendent presentation
 - 2. Public Comment
 - 3. Commission Questions and Comments
- K. Commission Member Comments
- L. Adjournment



Minutes from 11/2/2023

A. CALL TO ORDER

A regular meeting of the Airport Advisory Commission was held on November 2, 2023, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Chairman Leighton Lee called the meeting to order at 6:00 p.m.

B. ROLL CALL

Comprising a quorum of the council, the following were present:

Chairman Leighton Lee, Jeff Helmericks, Scott Work, Joyce Momarts, Shannon Jardine, and Stacia Joyce.

Staff in attendance was the following:

John Diument, Airport Superintendent

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented

Moved by:	Jardine
Seconded by:	Joyce
Vote:	Unanimous
Action:	Motion Carried

E. REPORTS – AIRPORT SUPERINTENDENT

The Airport Superintendent gave a verbal report of the current status of the airport:

- Airport lighting issues
 - PAPI – currently incandescent lights. Incandescent lights are getting harder to find.
 - REIL – need to be replaced. North end lights do not blink in unison with each other.
 - Runway and taxiway edge lighting -
 - Incandescent lighting
 - Cannot obtain quality bulbs
 - Can replace several dozen a week
 - Getting harder to find replacements
 - Recommendation – replace with LED bulbs
- New hangar purchase approved by the City Council and executed
- Airport construction is on hold for the winter.
 - New taxiways are completed
 - Apron E will be built in 2024

F. AUDIENCE PARTICIPATION

Audience participation was delayed until the PUBLIC COMMENTS portion of the meeting at the recommendation of the Chairman and agreement with the attending audience member.

G. UNFINISHED BUSINESS

The status of the Avigation Easement was determined to be unfinished business for the commission. The Airport Superintendent updated the status of the easement and the commission made recommendations for moving forward with the easement.

Chairman Lee:

- The Federal Aviation Administration is actively funding this project.
- Trees removed as part of the project need to be replaced with native species that don't grow as tall.

Commissioner Helmericks:

- This is a safety issue. Even with the displaced threshold, the trees are close to aircraft on arrival and departure.

H. NEW BUSINESS

a. Prioritization of new lease lots

The Commission discussed the prioritization of development for 12 acres of land becoming available to lease at the airport due to the addition of Taxiway N. Several recommendations were made to the Airport Superintendent.

Chairman Lee:

- Recommend the top three priorities be ordered:
 - 1) Large Aviation Business
 - 2) Small Aviation Business
 - 3) Common Aircraft Storage

b. Airport Capital Improvement Plan

The commission discussed the current Capital Improvement Plan recently submitted to the Federal Aviation Administration. Recommendations were made to the Airport Superintendent. Commissioner Helmericks:

- T-Hangars can be built on existing tie-down spaces to increase parking density and provide a wind break.

I. PUBLIC COMMENTS

Terry Cosgrove:

- Requested funding for security cameras.
- Requested the publishing of runway and taxiway load bearing capacity

J. COMMISSION MEMBER COMMENTS

Commissioner Helmericks:

- A better security plan is needed with fencing.
- Cameras don't provide security.

Commissioner Jardine:

- Agreed that better fencing is needed at the airport.

Commissioner Momart:

- Agreed that better security is needed at the airport.

Commissioner Work:

- Technology exists to provide better video security.

K. ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 6:47 p.m.



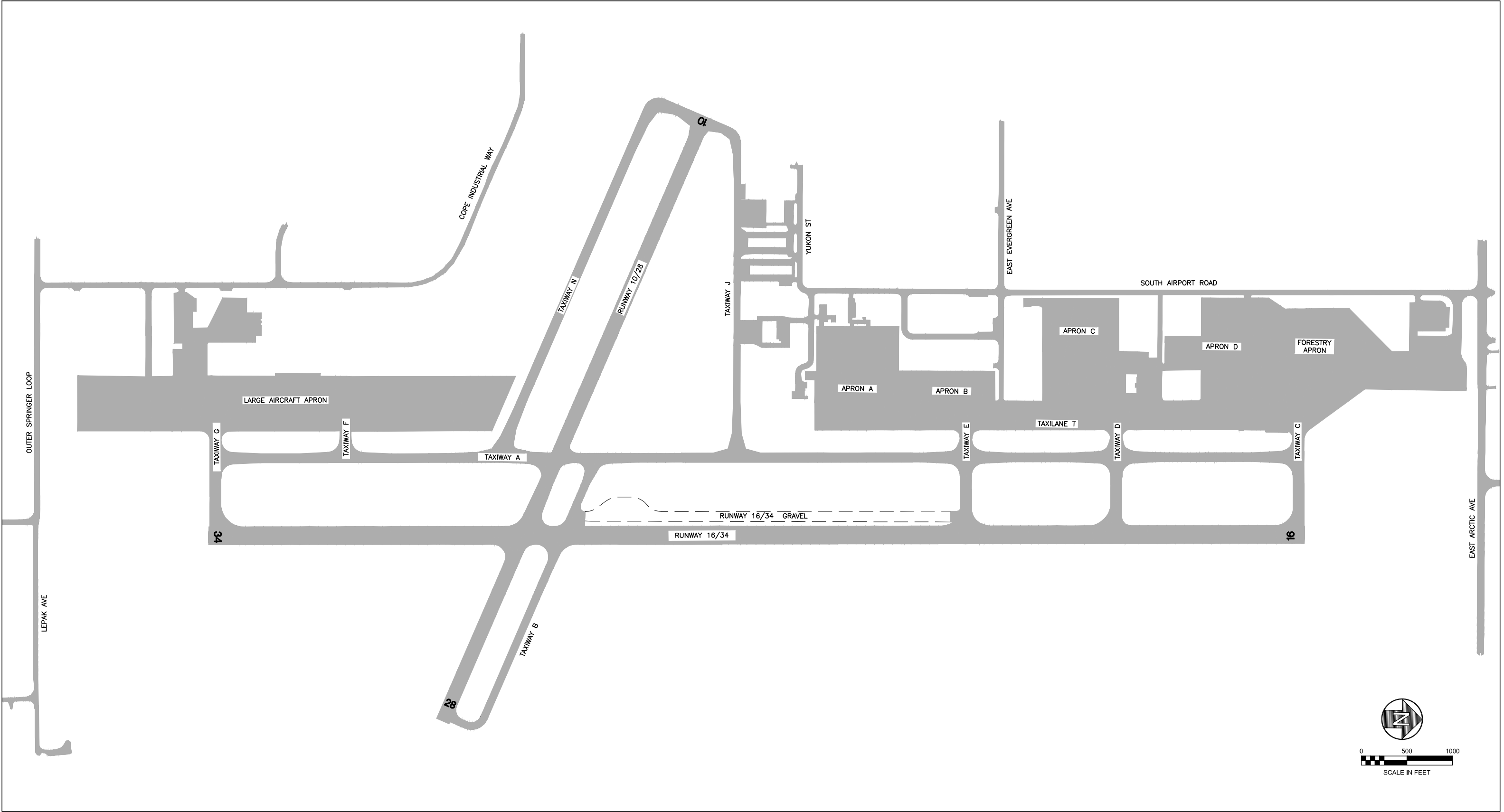
**CITY OF PALMER
AIRPORT ADVISORY COMMISSION
SUPERINTENDENT REPORT**

SUBJECT: Airport Superintendent Report

AGENDA OF: February 8, 2024

Attachment(s):

- 1) Palmer Airport Maps
- 2) Palmer Airport Electrical Report
- 3) HDL Lighting Replacement Proposal
- 4) Palmer ACIP October 2023



PALMER MUNICIPAL AIRPORT

Figure 1
Airport Map

HTED RUNWAY CLOSURE MARKER

WORK AREA

UNWAY SAFETY AREA

JECT FREE AREA

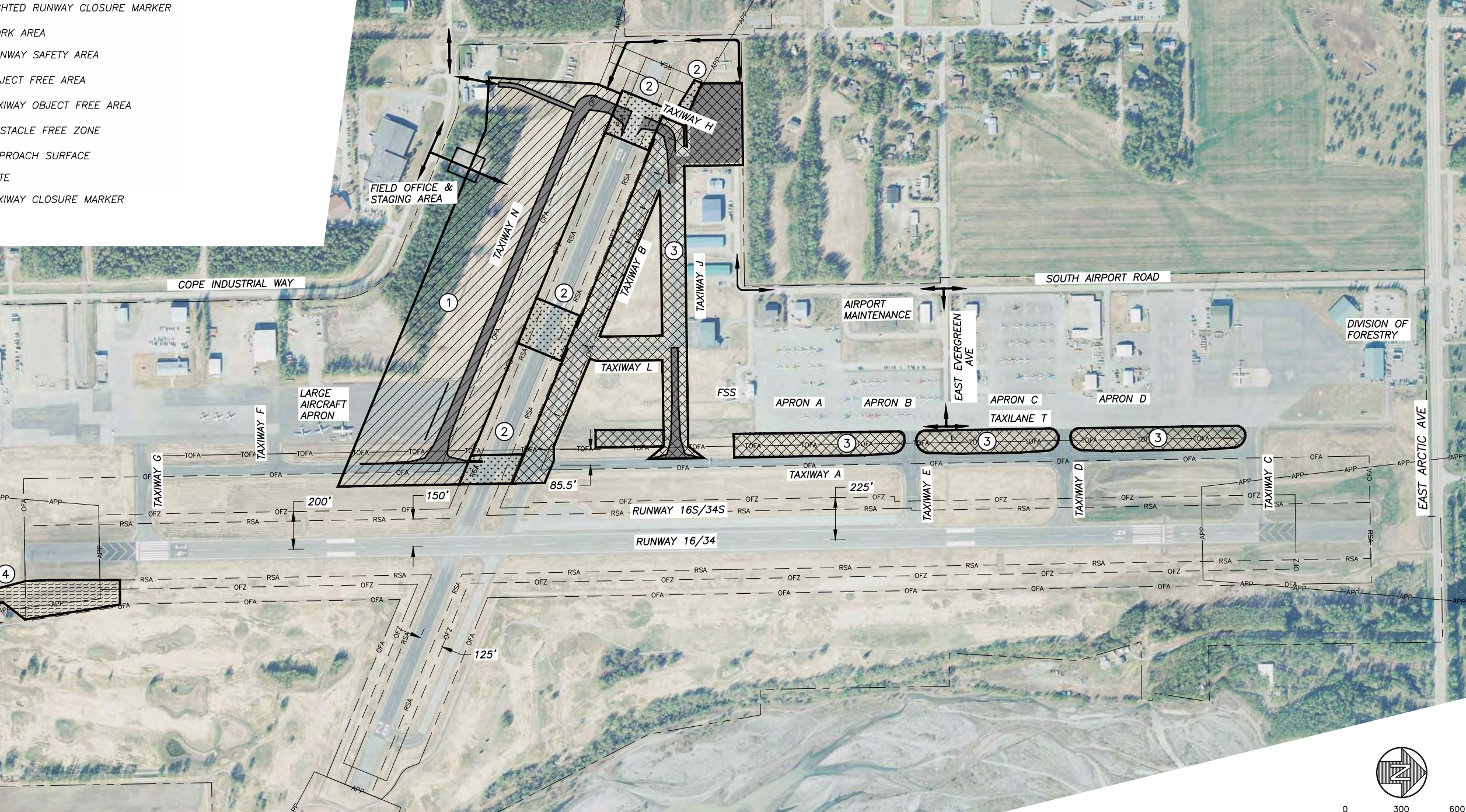
KIWAY OBJECT FREE AREA

STACLE FREE ZONE

PROACH SURFACE

TE

KIWAY CLOSURE MARKER



MBA Consulting Engineers, Inc.

3812 Spenard Road, Suite 200 ▪ Anchorage, AK 99517
(907) 274-2622 ▪ Fax: (907) 274-0914

October 23, 2023

HDL Engineering Consultants LLC
3335 Arctic Boulevard, Suite 100
Anchorage, AK 99503

Attention: Dave Lundin, PE

Re: Palmer Airport

Subject: Lighting System Evaluation October 2023

Dear Dave:

Palmer Airport Lighting System Evaluation October 2023

Description and Purpose of Study

The Palmer airport consists of two runways, RW 16-34, and the crosswind RW 10-28. Both runways utilize medium-intensity runway lighting systems (MIRL). Runway 16-34 is equipped with lighted runway distance remaining signs and lighted holding position signs are installed at all runway holding positions. The taxiway lighting is a medium intensity (MITL) system. Runway 16-34 is equipped with Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REIL) systems. Runway 10-28 is equipped with Precision Approach Path Indicator (PAPI) only.

The purpose of the study was to analyze and identify problems associated with the runway and taxiway lighting system, lighted signs, regulator vault, lighted wind cones, PAPI/REIL systems, conduit, wiring and other appurtenances associated with this equipment. The following are our observations and recommendations.

Taxiway and Runway Edge Lighting Systems (Regulator vault is not included)

The runway and taxiway edge lighting fixtures and wiring are more than 15 years old. The fixtures have been well maintained. The existing runway light fixtures utilize 45 watt, 6.6 amp incandescent lamps and the existing taxiway light fixtures utilize 30 watt, 6.6 amp incandescent lamps. These incandescent lamps are getting very hard to find, and the quality of the new lamps is less than desirable. The Airport is replacing 20-30 lamps every few days.

There is a mix of glass and plastic lenses throughout the airfield. Many of the lenses are faded and some of the two-part lenses (red/green, white/yellow, etc.) are falling apart.

The fixtures along the length of each runway are approximately 200 feet apart or less, and appear to comply with FAA Advisory Circular AC150/5340-30J. The existing galvanized steel light bases appear to be in good condition, although there are times during the year when there is significant water standing in the light bases and conduit. The top 8-10 feet of soil does not percolate very well, below that layer is gravel. The water reportedly does eventually find its way out.

The following cable insulation resistance readings were taken on October 10, 2023 for both runway circuits.

R/W 16-34	23 megohms
R/W 10-28	240 megohms

For comparison, we require 2000 M ohms for new construction.

The existing conduit, light bases, handholes, and duct system is well laid out and for the most part is expected to be in usable condition.

Recommendations for the Runway and Taxiway Lighting Systems

Replace the edge light fixtures for both runways, and the taxiway edge light fixtures that were not replaced in the recent project. Replace the wiring and transformers. Provide LED fixtures with properly sized transformers.

Utilize the existing conduits, duct banks, light bases, handholes, and appurtenances.

Explore the possibility of adding some drains in a few low spots, maybe some deep dry wells or connection to a storm drain if possible.

Electrical Equipment Building (EEB)

The existing EEB is located just east of the FSS building. The 120/240V, single phase, 400A electrical service is obtained from a transformer just north of the EEB. The main disconnect switch is installed on the north side of the EEB.

The constant current regulators (CCR) for the runways are manufactured by Hevi-Duty and were relocated into the EEB in 2002. The 1977 plans show a new 7.5 kW CCR for the new N/S runway, and the other runway CCR to remain, but we can't confirm if these are the ones that are still in use. The Hevi-Duty CCR's do not have a local control switch. The CCR for the taxiway circuit is manufactured by ADB and was installed in 2017. The regulators consist of the following:

Taxiway Lighting	25 KW
Runway 10-28	7.5 KW
Runway 16/34	7.5 KW

The output current was measured for all three CCR's on 10-10-23. RW 10-28 is running 0.1 amp high on all three steps. The other two CCR's are within the allowable tolerance.

Recommendation - EEB

Replace all runway and taxiway CCR's with units properly sized for new LED fixtures. Include a local graphic user interface on each CCR with the capability to perform and log automatic cable insulation resistance (IR) testing.

Airport Signs

Most of the existing signs on the Airport are LED, size 2. The existing signs are in good condition and the locations appear to meet FAA AC requirements.

Recommendations – Airport Signs

Upgrade the remaining existing non-LED signs to LED. Utilize existing concrete bases and conduit if possible.

Runway Distance Remaining Signs

Distance remaining signs are installed on Runway 16-34. The signs are a size 5 sign. The signs are LED and are connected to and a part of the runway lighting wiring and duct system.

Recommendation – Runway Distance Remaining Signs

Existing Runway Distance Remaining Signs to remain.

Wind Cones

Five lighted wind cones are installed at the airport with one at the approach end of Runway's 10, 28, 16, and 34, with the fifth at the segmented circle. All wind cones are size 1, the primary is L-807, all supplemental wind cones are L-806. All of the wind cones are 120V and in good condition.

Recommendations – Wind Cone

Existing wind cones to remain.

Approach Lighting System

The PAPI and REIL systems are over 15 years old and are powered from 120/240V circuits in the EEB.

There are some safety concerns with the REIL's. The REIL's on 16-34 are experiencing issues with intensity and sequencing. Each pair has one REIL that is not as bright as the other one. The pairs also are not synchronized, they are flashing independently. They are also experiencing issues with the cabinet interlock switches.

M&O reportedly replaced a section of faulty wire in the PAPI/REIL system recently.

Recommendations – Approach Lighting System

Replace the existing PAPI and REIL's with new LED versions.

Replace the PAPI/REIL wiring. Utilize existing conduit if possible.

This concludes our report. Please call if there are any questions.

Sincerely,

MBA CONSULTING ENGINEERS, INC.



Douglas M. Hanke
Electrical Project Designer

tah

December 22, 2023

John Diument, Airport Superintendent
City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645

Civil
Engineering

Subject: Proposal for Rehabilitate Airfield Lighting and NavAids - Design
Palmer Municipal Airport

Geotechnical
Engineering

Mr. Diument:

Transportation
Engineering

The City of Palmer needs to rehabilitate the airport lighting and navigational aid systems at the Palmer Municipal Airport and intends to seek FAA Airport Improvement Program (AIP) grant funding. HDL Engineering Consultants, LLC, (HDL) proposes to assist the City of Palmer with design and environmental services for the project.

Aviation
Engineering

Scope of Work

W/WW
Engineering

HDL began the initial scoping and coordination with FAA for this project under a previously issued task. The additional tasks to complete the design and environmental portions will include the following:

Environmental
Services

Task 1.2 – Engineer’s Design Report

Based on findings during initial project scoping/FAA coordination and the project initiation site visit, HDL and our electrical engineering subconsultant, MBA Consulting Engineers, Inc. (MBA), will prepare a draft Engineer’s Design Report (EDR) to document the basis for the design. The EDR will include the existing conditions, project purpose and need, and potential impacts the proposed improvements will have on the airport. The draft EDR will be submitted to the City of Palmer and FAA for review. The submittal will include an electronic PDF file of the draft EDR, 35% complete plans, and a preliminary cost estimate for reproduction and distribution. After the review has been completed, HDL and MBA will meet with City of Palmer, FAA personnel, and other pertinent departments to discuss any substantive comments. Following the meeting, HDL and MBA will move forward with the final EDR. No other reviews are anticipated.

Surveying &
Mapping

Task 1.3 – Construction Safety Phasing Plan

Construction
Administration

HDL will prepare a Construction Safety & Phasing Plan (CSPP) per AC 150/5370-2. The CSPP will include drawings depicting limits of work, construction sequencing, haul routes, runway and taxiway safety areas, utilities, disposal areas, stockpile areas, staging areas, and temporary operational areas. Specifications will address contractor communication requirements; construction safety meetings, schedule limitations and requirements; and lines of authority and

Material
Testing

organization between the City, HDL, the contractor, and FAA. The draft CSPP will be submitted to the City with the draft EDR. We will incorporate and document changes based on the City's comments and then submit the draft CSPP to FAA for their approval. HDL will incorporate any FAA comments into the final CSPP.

Task 1.4 – Environmental Document

HDL will complete National Environmental Policy Act (NEPA) documentation in accordance with FAA's environmental guidance. The environmental document will assess environmental impacts associated with the proposed to rehabilitation of the airport lighting and navigational aid systems.

Environmental Document. HDL will prepare an environmental document on behalf of the City, for FAA review and acceptance. We anticipate the appropriate level of environmental document to be a Documented Categorical Exclusion. HDL will research existing online data and historic documentation prepared for the airport. The environmental document will be prepared to meet NEPA requirements per FAA Orders 5050.4B and 1050.1F.

Section 106 Consultation. HDL will prepare Section 106 Consultation letters per the National Historic Preservation Act for the Alaska Department of Natural Resources (ADNR) State Historic Preservation Officer (SHPO) and tribal entities including: Native Village of Eklutna, Chickaloon Village Traditional Council, Knik Tribal Council, Eklutna, Inc., Knikatu, Inc., and Cook Inlet Region, Inc. Consultation with the SHPO will rely on the most recent Determination of Eligibility completed for the airport, including buildings within airport property. A cultural resource survey is not anticipated and therefore is not included in this project scope.

Scoping. HDL will consult with the FAA on behalf of the City and will coordinate with local, state, and federal agencies as necessary. Early coordination with FAA, resource agencies, Tribes, and local governments will aid in avoiding unnecessary delays to advancing the project.

HDL will draft Government-to-Government consultation letters for FAA review and distribution. Consultation between the FAA and the following federally recognized Tribal governments will be necessary for the project; Knik Tribal Council, Chickaloon Village Traditional Council, and Native Village of Eklutna.

Permitting. At this time, based on preliminary research of the area of proposed improvement, no environmental permits are anticipated. If permits are necessary, preparation of appropriate documentation will be added by contract amendment.

Additional Studies Needed. No additional field studies are anticipated at this time.

Task 1.5 – Plans, Specifications, and Estimate

After completion of the EDR, HDL and MBA will advance the plans, specifications, and construction cost estimate (PS&E) towards bid-ready documents. The PS&E task will include three submittals: 65 percent complete PS&E, 95 percent complete PS&E and bid-ready or Final PS&E. The design and deliverables

will comply with FAA Advisory Circulars for airport improvement projects. Plans will be prepared utilizing AutoCAD Civil 3D 2023 for drafting, and deliverables will be in a single hardcopy and as Adobe PDF electronic files ready for printing.

The 65 percent design documents will include the draft PS&E for the preferred alternative, as well as any temporary construction necessary for the CSPP. The documents will be sufficiently complete to fully identify the construction elements and limits, and will be submitted for the City's review and comment. Upon receipt of any comments, the design will be advanced to the 95 percent level by adding the details of construction and contractor instructions to clearly describe what is expected and how payment is made for the work elements. The 95 percent package will be submitted for the City's review and comment and, after a brief City review, for FAA review and comment. Upon receipt of comments from the City and FAA, any final revisions will be made and bid ready documents produced and delivered to the City for on-line distribution.

Plans: The plan set will be developed following the drafting standards that we have developed for the City and have used on many FAA-funded projects. It will include sheets for overall project layout, survey control, typical sections, details, demolition, lighting plans, and miscellaneous other information as needed.

Specifications: The specifications will utilize the City's standard bidding and general contract provisions and State of Alaska Standard Specifications for Airport Construction. Deviations from standard specifications or FAA design criteria will be summarized in a "Modifications to Standards" memorandum, submitted with the specifications.

Estimate: The construction cost estimate will be refined and revised at each submittal phase to account for updates in bid items, quantities, and bid prices. Any lump sum assumptions will be documented.

Quality Control/Quality Assurance: Mark Swenson will be responsible for quality reviews of all documents and will review all submittals for completeness and accuracy.

Task 1.5 – Bidding and Grant Assistance

On behalf of the City, we will prepare the Invitation to Bid, respond to bidders' questions, conduct a pre-bid conference, issue written addendums, tabulate bids, check proposals for completeness, review bonding and insurance submittals, and provide a written recommendation for award based on the lowest responsive bid.

HDL will draft an FAA grant application and coordinate with FAA for any necessary revisions. We will submit a draft grant application for FAA review based on the final engineer's construction cost estimate, and will update the application with the actual bid amount after bid opening.

Airport Safety

Airport safety during our engineering field work is of utmost importance. Should fieldwork be needed for this project, HDL will review with the City how we will safely conduct field operations. Notices to-Airmen (NOTAMS) will be properly filed. Survey instruments will be set up outside open air operation areas, and the time spent near runways and taxiways will be minimized. Our trained crews will continuously monitor the common traffic advisory frequency. They will keep a watchful eye for surprise air traffic and will always give aircraft the right-of-way. Vehicles will be marked with beacons. John Diumentì will be briefed in advance of all field activity.

ASSUMPTIONS

The following assumptions were used in developing this fee proposal:

- New edge lights will use the existing light locations. Changes to spacing or layout are not included.
- Topographic and base map drawings will be compiled from previous Palmer Airport projects. If additional survey is needed to complete the project, a contract amendment will be required.
- The project will be bid in one package, one time, using additive alternates where needed to maximize the use of available funding.
- Environmental documentation will be a Documented Categorical Exclusion.
- A cultural resource assessment will not be required to complete the CE document. If a cultural resource assessment is required as a result of consultation with the State Historic Preservation officer under Section 106 of the National Historic Preservation Act, a contract amendment will be required.
- Environmental field studies including a wetlands delineation, invasive species assessment, and eagle nest survey are not included in this scope of services due to the limited area of ground disturbance associated with the proposed project.
- No environmental permits will be necessary for the project. If permits are required, a contract amendment will be necessary for the preparation of appropriate documentation and coordination with resource agencies.

Cost Proposal

We propose to provide the aforementioned services on a time and expenses basis using our published hourly labor rates and receiving direct reimbursement for subconsultants and any project expenses for an amount not to exceed **\$197,586**.

*Airport Lighting Rehabilitation Design – Palmer Municipal Airport
December 22, 2023*

We appreciate the opportunity to work with the City of Palmer on this project. If you have any questions, please contact me.

Sincerely,

HDL Engineering Consultants, LLC



Mark Swenson, PE

Principal Engineer

e: MSwenson@HDLalaska.com | c: 907.564.2104

Attach: Budget Worksheet (dated 12/22/23)
 MBA Proposal (dated 12/18/23)

Capital Improvement Plan Update

This Capital Improvement Project Plan update includes projects anticipated during the planning period of 2024 to 2040. This plan should be re-evaluated annually as the City's needs and priorities change with time. The Total Project Cost Estimates include an inflation factor of 3% per year.

Table 1. Capital Improvement Plan Summary

Project	Title	Total Project Estimate (\$)	Year	Env Doc Needed	Federal Share	City (Local Share)	Non-AIP Eligible	AIP Entitlement	BIL AIG	AIP Discretionary
PAQ-1	Rehabilitate Airport Lighting and NavAids	3,235,900	2024	CE	3,033,700	202,200	0	300,000	477,000	2,256,700
PAQ-2	Airport Master Plan, Phase 1	517,500	2024	CE	485,200	32,300	0	0	0	485,200
PAQ-3	Rehabilitate Apron C	2,314,600	2025	CE	2,169,900	144,700	0	150,000	0	2,019,900
PAQ-4	Airport Master Plan, Phase 2	472,000	2025	CE	442,500	29,500	0	0	0	442,500
PAQ-5	Rehabilitate Aprons A, B, & D	2,462,100	2026	CE	2,308,200	153,900	0	150,000	0	2,158,200
PAQ-6	Acquire Avigation Easement, Construct Mitigation, & Relocate RW 16 Threshold	2,283,500	2026	CE	2,140,800	142,700	0	0	0	2,140,800
PAQ-7	Construct Sand Storage Building	2,933,300	2026	CE	2,750,000	183,300	0	0	318,000	2,432,000
PAQ-8	Construct ARFF Building (Non-FAA)	2,833,200	2026	CE	0	2,833,200	2,833,200	0	0	0
PAQ-9	Reconstruct Storm Water Outfall (Non-FAA, Non-Airport)	6,949,600	2028	CE	0	6,949,600	6,949,600	0	0	0
PAQ-10	Rehabilitate Large Aircraft Apron & Heliport Pavement	3,092,300	2029	CE	2,899,000	193,300	0	450,000	0	2,449,000
PAQ-11	Aviation Campground	1,077,300	2030	CE	1,010,000	67,300	0	150,000	0	860,000
PAQ-12	Acquire Buffer Lands	3,033,500	2032	N/A	2,843,900	189,600	0	300,000	0	2,543,900
PAQ-13	Construct Taxiway N and Interlink, Phase 2	5,577,300	2040	CE	5,228,700	348,600	0	450,000	0	4,778,700
PAQ-14	Remove Golf Course Fence; Install Security Fence	1,438,200	2040	CE	1,348,300	89,900	0	0	0	1,348,300

Projects

PAQ-01 Rehabilitate Airport Lighting and NavAids. This project will rehabilitate the runway and taxiway lighting and navigational aids. The new system will meet current standards and include LED fixtures.

Rationale: Most existing runway and taxiway lighting was installed between 2001 and 2007 and is experiencing ongoing maintenance issues. Replacement incandescent lamps are no longer available. The system has exceeded its useful life and needs to be rehabilitated.

Budget Level Cost: \$3,235,900

PAQ-02 Airport Master Plan Update, Phase 1. This project will consist of developing the foundational information for an Airport Master Plan update.

Rationale: The most recent Airport Master Plan was completed in 2014-2016 and needs to be updated based on recent development on the airport and surrounding areas, and to account for an overall increase in aviation interest in the area and at the airport.

Budget Level Cost: \$517,500

PAQ-03 Rehabilitate Apron C. This project includes the rehabilitation of Apron C and adjacent paved areas totaling approximately 9.5 acres. Work would include milling existing pavement, reuse of a portion of millings as base course, and installation of electrical outlets, paving, and pavement markings.

Rationale: The existing pavement is an overlay that was constructed in 1996. The 2019 PCI was 55; the 2022 PCI was 47. The pavement condition is continuing to deteriorate and the pavement needs to be replaced. Additional apron lighting is needed for safety when operating on the apron and electrical outlets are needed for warming of aircraft engines in winter conditions.

Budget Level Cost: \$2,314,600

PAQ-04 Airport Master Plan Update, Phase 2. This project will consist of completing the Airport Master Plan Update.

Rationale: The most recent Airport Master Plan was completed in 2014-2016 and needs to be updated based on recent development on the airport and surrounding areas, and to account for an overall increase in aviation interest in the area and at the airport.

Budget Level Cost: \$472,000

PAQ-05 Rehabilitate Aprons A, B, & D. This project includes the rehabilitation of a portion of Apron A and Aprons B and D and adjacent paved areas, totaling approximately 9.5 acres. Work would include milling existing pavement, reuse of a portion of millings as base course, and installation of electrical outlets, paving, and pavement markings.

Rationale: The existing pavement is an overlay that was constructed in 1996. The 2019 PCI ranged from 57-63; the 2022 PCI ranged from 48-57. The pavement condition is continuing to deteriorate and the pavement needs to be replaced. Additional apron lighting is needed for safety when operating on the apron and electrical outlets are needed for warming of aircraft engines in winter conditions.

Budget Level Cost: \$2,462,100

PAQ-06 Acquire Avigation Easement, Construct Mitigation, and Relocate RW 16 Threshold. This project includes acquiring an avigation easement for approximately 20 acres of land located off the north end of Runway 16-34, constructing mitigation measures, removing obstacles in the approach slope (trees) and relocating the runway threshold. The underlying land is owned by the Matanuska-Susitna Borough and is located in the Matanuska River Park.

Rationale: The easement is needed to remove obstructions from the runway approach surface and to allow for full-utilization of the runway.

Budget Level Cost: \$2,283,300

PAQ-07 Construct Sand Storage Building. This project would construct a new 60 foot by 80 foot sand storage building adjacent to the existing airport snow removal equipment building.

Rationale: The airport experiences extended periods of cold temperatures and freezing rain, which requires sand be applied to airport surfaces for aircraft control. A sand storage building is needed to protect sand from saturation and freezing making it difficult to load into equipment.

Budget Level Cost: \$2,933,300

PAQ-08 Construct Aircraft Rescue and Firefighting (ARFF) Building (Non-FAA). This project would construct a new 60 foot by 80 foot ARFF building south of the west end of Runway 10-28. This project would be constructed with non-FAA funds.

Rationale: Growth at the airport continues to move towards the need to provide ARFF services. An ARFF building is needed to house ARFF equipment and personnel.

Budget Level Cost: \$2,833,200

PAQ-09 Reconstruct Storm Water Outfall (Non-FAA). An existing storm water outfall line is located on the north side of Runway 10-28 and crosses the airport from west airport boundary to the Matanuska River. The project would upsize the existing pipeline, add an additional storm water pipeline to add capacity, add subsurface storage in the approach RPZ to Runway 10, or some combination of the three solutions. The project would cross Taxiways J, A, and M and Runway 16-34. The project would be funded with non-FAA funds.

Rationale: The City completed a storm water system study that determined that the existing 5,800 feet of 36-inch diameter storm water outfall line that crosses the airport is undersized for current and anticipated flows. The system must be upgraded to avoid back-ups and localized flooding.

Budget Level Cost: \$6,949,600

PAQ-10 Rehabilitate Large Aircraft Apron & Heliport Pavement. This project includes the rehabilitation of a portion of the Large Aircraft Apron and the Heliport area pavement, totaling approximately 10.3 acres. Work would include removal of existing pavement and installation of paving and pavement markings.

Rationale: The existing pavement is an overlay that was constructed 1996. The 2019 PCI was 69. The pavement condition is continuing to deteriorate and the pavement needs to be replaced.

Budget Level Cost: \$3,092,300

PAQ-11 Aviation Campground. This project includes purchase of approximately 7 acres of private lands, construction of approximately 1,200 feet of new taxiways and taxilanes, and twelve 20 by 20-foot paved aircraft parking pads and related improvements for an aviation campground located north of Runway 10-28.

Rationale: The project is needed to accommodate the summertime transient flying public that frequent the area.

Budget Level Cost: \$1,077,300

PAQ-12 Acquire Buffer Lands. This project includes the purchase of approximately 35 acres of private land to the west of the airport to ensure compatible land use and to preserve space for long-term growth.

Rationale: The project is needed to provide a buffer for residential development from airport noise and to avoid incompatible residential development immediately adjacent to the airport.

Budget Level Cost: \$3,033,500

PAQ-13 Construct Taxiway N Phase 2. This project includes construction of approximately 1,490 feet of new taxiway on the south side of Runway 10-28 east of Taxiway A and related taxiway edge lighting, markings, and signage. Project also includes removal of Taxiway B east of RW 16/34.

Rationale: The project will provide commercial lease lot access to the taxiways and runways when the golf course is converted to aviation related uses.

Budget Level Cost: \$5,577,300

PAQ-14 Remove Golf Course Fence; Install Perimeter Fence. This project will remove approximately 8,100 feet of existing fence that separates the airfield from the golf course and is currently within the Runway 16-34 and Runway 10-28 OFAs. The project will also install a new perimeter fence along the eastern edge of the airport. The project will be performed along with decommissioning of the golf course.

Rationale: The improvements are needed to meet FAA OFA standards. Fencing will reduce the potential for conflicts with people and wildlife inadvertently entering aircraft movement areas.

Budget Level Cost: \$1,438,200



CITY OF PALMER
AIRPORT ADVISORY COMMISSION
INFORMATION MEMORANDUM 24-001

SUBJECT: Palmer Airport Lease Rate

AGENDA OF: February 8, 2024

ACTION: Recommend 2024 lease rate for the Palmer Airport.

Attachment(s):

- 1) Summary of Proposed Lease Rate
- 2) Detailed Proposal
- 3) South Central Lease Rate Comparables
- 4) Available land lease potential income
- 5) Current City of Palmer Pay Plan
- 6) 2024 Lease Payment Increases
- 7) 2025 – 2026 Lease Payment Increases
- 8) Airport Revenues
- 9) Airport Expenses (Amended Budget)
- 10) Resolution 24-001 Airport Lease Rate

Summary In order to fund an equipment operator dedicated to the airport, extra funding must be obtained. It is proposed that the Palmer Airport lease rate be increased to fund this position.

Recommendation The Airport Superintendent recommends approval of the attached Capital Improvement Plan.

Lease Payment Increase Summary

Cost of Operator			Currently in the budget	Additional Lease Revenue			Additional Tiedown Est.	Total Addt'l Revenue	
Includes 1000 hours/year plus 100 hours of overtime			\$ 18,400.00	2024			2024 \$ 4,420	2024	
Range	Low	High	Gap	\$ 0.085	\$ 20,931	\$ 20,931		\$ 0.085	\$ 25,350.78
	\$ 35,000.00	\$ 48,000.00		\$ 0.090	\$ 26,254	\$ 26,254		\$ 0.090	\$ 30,673.54
2024	\$ 35,500.00	\$ 48,500.00		2025			2025 \$ 10,608	2025	
2025	\$ 36,565.00	\$ 49,955.00		\$ 0.085	\$ 2,895	\$ 23,826		\$ 0.085	\$ 34,433.99
2026	\$ 37,661.95	\$ 51,453.65	\$ 33,053.65	\$ 0.090	\$ 5,355	\$ 31,608		\$ 0.090	\$ 42,216.46
				2026			2026 \$ 10,608	2026	
				\$ 0.085	\$ 980	\$ 24,806		\$ 0.085	\$ 35,414.10
				\$ 0.090	\$ 2,398	\$ 34,007		\$ 0.090	\$ 44,614.67

Lease Comparables

2024

Generic	0.217 (Paved/5000+ feet/lighted)
Homer	0.217
Valdez	0.160
Birchwood	0.144
Talkeetna	0.144
Gulkana	0.131
Big Lake	0.116
Willow	0.116
Wasilla	0.100
Palmer	0.090

Other sources of Revenue

Additional Lease Lot(s)

		Per sq foot			
acres	sq/acre		\$ 0.090	\$ 0.085	\$ 0.080
10	43560	435600	\$ 39,204	\$ 37,026	\$ 34,848
8	43560	348480	\$ 31,363	\$ 29,621	\$ 27,878
4	43560	174240	\$ 15,682	\$ 14,810	\$ 13,939

Source: 17 AAC 45.127 Rental and Fee Rates

Additional Airport Income and Expenses

The purpose of this document is to outline the extra cost incurred by hiring an equipment operator dedicated to the airport and to propose a path for paying that extra cost by raising the current lease rate at the Palmer Municipal Airport to \$0.09 per square foot.

The cost outlined below reflects 1000 hours (25 weeks at 40 hours per week) and 100 hours of overtime. The pay rate is assumed to be a level 7, step 10 on the City of Palmer pay scale. A 3% annual increase is assumed.

Range	Low	High
	\$ 35,000.00	\$ 48,000.00
2024	\$ 35,500.00	\$ 48,500.00
2025	\$ 36,565.00	\$ 49,955.00
2026	\$ 37,661.95	\$ 51,453.65

Currently, \$23,400 is in the budget for part-time personnel. Annually, the airport can expect to spend up to \$5,000 for a summer maintenance groundskeeper, leaving \$18,400 for use with the airport operator. This leaves a funding gap as follows.

FY	Funding Gap
2024	\$ 30,100.00
2025	\$ 31,555.00
2026	\$ 33,053.65

In order to fill the gap, an increase of lease rates from their current level to \$0.09 per square foot is proposed. The lease rate increase will result in the following **additional revenue** to the airport budget shown below. Also shown is an option for lease rates to increase to \$.085 per square foot.

Additional Lease Revenue

2024		
\$ 0.085	\$ 20,931	\$ 20,931
\$ 0.090	\$ 26,254	\$ 26,254

2025		
\$ 0.085	\$ 2,895	\$ 23,826
\$ 0.090	\$ 5,355	\$ 31,608

2026		
\$ 0.085	\$ 980	\$ 24,806
\$ 0.090	\$ 2,398	\$ 34,007

In addition to the lease rate increases, the airport will also benefit from additional tiedowns becoming available in Apron E when the work is completed this year. There will be 16 additional tiedowns each with an electric outlet. The lease rate for the tiedowns has yet to be determined. What is assumed is monthly revenue of \$65 and an expense of \$9.75 (15%) for each tiedown.

Additional Tiedown Est.

2024	\$ 4,420
2025	\$ 10,608
2026	\$ 10,608

The following illustrates the total additional net revenue the airport will experience in the next three years. These reflect the totals of lease rate increases and tiedown fees from the new tiedown points only.

Total Addt'l Revenue

2024		
\$	0.085	\$ 25,350.78
\$	0.090	\$ 30,673.54

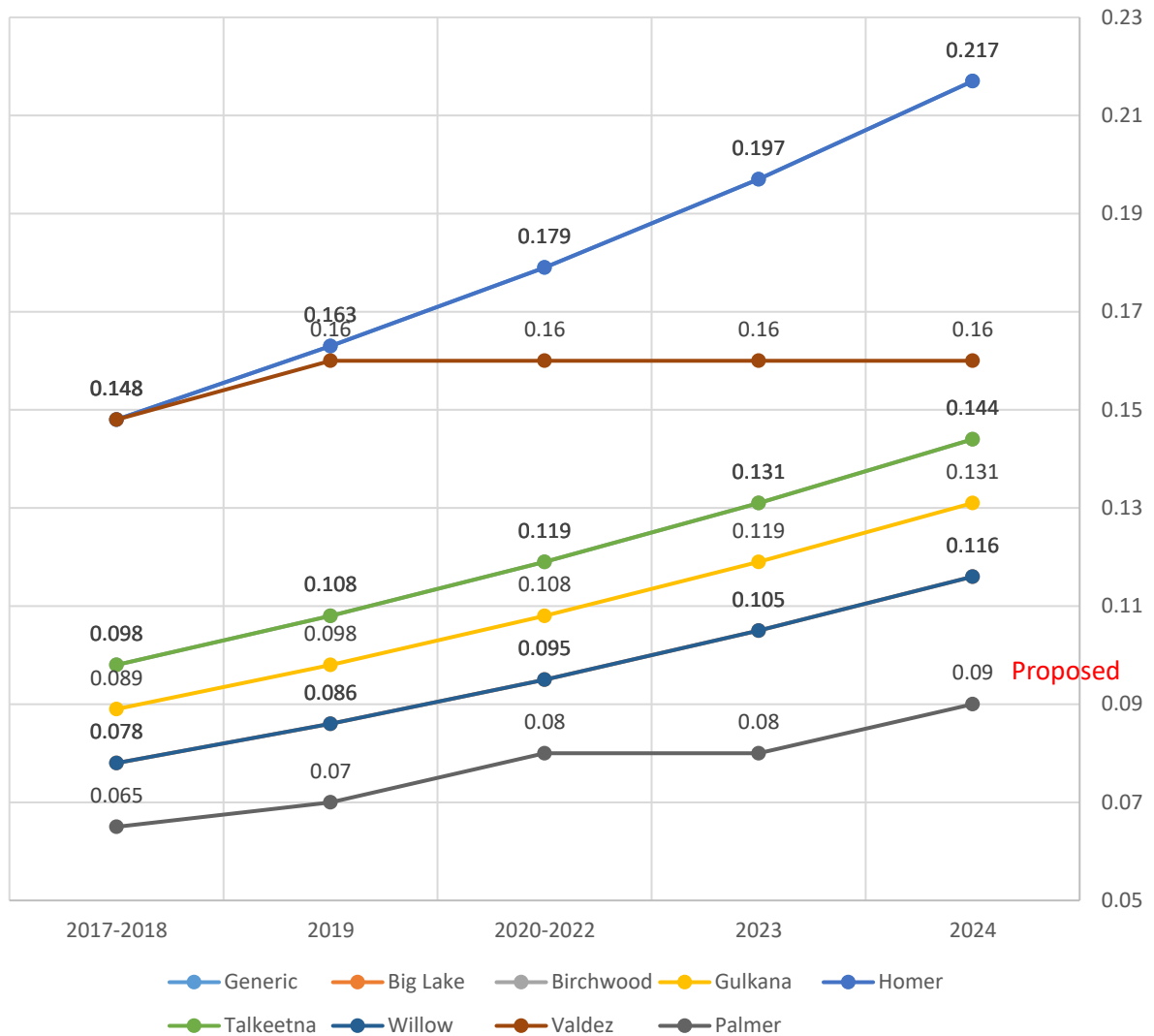
2025		
\$	0.085	\$ 34,433.99
\$	0.090	\$ 42,216.46

2026		
\$	0.085	\$ 35,414.10
\$	0.090	\$ 44,614.67

To justify a lease rate increase, the following page is a comparison of lease rates from surrounding airports. The majority of the airports in South Central are owned and operated by the State of Alaska. Not listed is the City of Wasilla's airport, which currently charges a lease rate of \$0.10 per square foot.

The Generic Airport listed has the same configuration as the Palmer Airport in that it 1) Is lighted, 2) Has a main runway longer than 5000 feet, and 3) Is paved.

Alaska DOT Airport Lease Pricing



	2024	2023	2020-2022	2019	2017-2018
Generic	0.217	0.197	0.179	0.163	0.148
Big Lake	0.116	0.105	0.095	0.086	0.078
Birchwood	0.144	0.131	0.119	0.108	0.098
Gulkana	0.131	0.119	0.108	0.098	0.089
Homer	0.217	0.197	0.179	0.163	0.148
Talkeetna	0.144	0.131	0.119	0.108	0.098
Willow	0.116	0.105	0.095	0.086	0.078
Valdez	0.16	0.16	0.16	0.16	0.148
Palmer	0.09	0.08	0.08	0.07	0.065

Source: <https://www.akleg.gov/basis/aac.asp#17.45.127>

(Alaska Administrative Code Title 17, Chapter 45, Article 127

Rental and fee rates)

Listed below is the income possible from leasing newly available land adjacent to Taxiway N from the current airport configuration project scheduled to be completed in summer of 2024. There are currently approximately 10 acres available for lease.

acres	Sq ft.	Lease Rate Per sq foot					
		\$	0.090	\$	0.085	\$	0.080
10	435600	\$	39,204	\$	37,026	\$	34,848
8	348480	\$	31,363	\$	29,621	\$	27,878
4	174240	\$	15,682	\$	14,810	\$	13,939

CITY OF PALMER PAY PLAN -- January 1, 2024

Implement: 01/08/2024

New Classification Study PP w/ 3.25% COLA

Council Approved: 11/28/2023

LEVEL	Level Classification by Job Title		Steps														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		Hourly	15.23	15.81	16.41	17.04	17.68	18.35	19.05	19.77	20.53	21.16	21.82	22.49	23.19	23.91	24.65
		Bi-weekly	1218.40	1264.80	1312.80	1363.20	1414.40	1468.00	1524.00	1581.60	1642.40	1692.80	1745.60	1799.20	1855.20	1912.80	1972.00
		Annual	31,678	32,885	34,133	35,443	36,774	38,168	39,624	41,122	42,702	44,013	45,386	46,779	48,235	49,733	51,272
2	Seasonal Arena Attendant Janitor/ Light Maintenance Seasonal Groundskeepers	Hourly	16.60	17.23	17.88	18.56	19.27	20.00	20.76	21.55	22.37	23.07	23.78	24.52	25.28	26.06	26.87
		Bi-weekly	1328.00	1378.40	1430.40	1484.80	1541.60	1600.00	1660.80	1724.00	1789.60	1845.60	1902.40	1961.60	2022.40	2084.80	2149.60
		Annual	34,528	35,838	37,190	38,605	40,082	41,600	43,181	44,824	46,530	47,986	49,462	51,002	52,582	54,205	55,890
3	Seasonal Arena Specialist	Hourly	18.09	18.78	19.49	20.24	21.00	21.81	22.63	23.49	24.39	25.13	25.92	26.72	27.55	28.40	29.28
		Bi-weekly	1447.20	1502.40	1559.20	1619.20	1680.00	1744.80	1810.40	1879.20	1951.20	2010.40	2073.60	2137.60	2204.00	2272.00	2342.40
		Annual	37,627	39,062	40,539	42,099	43,680	45,365	47,070	48,859	50,731	52,270	53,914	55,578	57,304	59,072	60,902
4	Admin Assistant: Library, City Manager Public Safety, Public Works Cashier/Receptionist, Accounting Tech I Community Development Specialist Library Technicians, Library Specialist Groundskeeper Foreman Support Services Specialist	Hourly	19.72	20.47	21.25	22.05	22.89	23.77	24.67	25.61	26.58	27.40	28.25	29.13	30.04	30.96	31.92
		Bi-weekly	1577.60	1637.60	1700.00	1764.00	1831.20	1901.60	1973.60	2048.80	2126.38	2192.00	2260.00	2330.40	2403.20	2476.80	2553.60
		Annual	41,018	42,578	44,200	45,864	47,611	49,442	51,314	53,269	55,286	56,992	58,760	60,590	62,483	64,397	66,394
5	Accounting Tech II Dispatcher I Arena & Facility Operations Assistance Solid Waste Collector	Hourly	21.50	22.31	23.16	24.05	24.96	25.91	26.89	27.91	28.97	29.87	30.80	31.75	32.73	33.75	34.80
		Bi-weekly	1720.00	1784.80	1852.80	1924.00	1996.80	2072.80	2151.20	2232.80	2317.60	2389.60	2464.00	2540.00	2618.40	2700.00	2784.00
		Annual	44,720	46,405	48,173	50,024	51,917	53,893	55,931	58,053	60,258	62,130	64,064	66,040	68,078	70,200	72,384
6	Library Assistant, Dispatcher II Utility Meter Reader & Laborer Deputy City Clerk	Hourly	23.43	24.33	25.24	26.20	27.21	28.24	29.31	30.42	31.57	32.55	33.57	34.61	35.68	36.79	37.92
		Bi-weekly	1874.40	1946.40	2019.20	2096.00	2176.80	2259.20	2344.80	2433.60	2525.60	2604.00	2685.60	2768.80	2854.40	2943.20	3033.60
		Annual	48,734	50,606	52,499	54,496	56,597	58,739	60,965	63,274	65,666	67,704	69,826	71,989	74,214	76,523	78,874
7	Evidence & Records Custodian Equipment Operator, Parks & Facility Mgr Library Services Coordinator Fire Prevention Officer, Mechanic I W/WW Operator I, Maintenance Worker	Hourly	25.54	26.51	27.52	28.57	29.65	30.78	31.95	33.16	34.42	35.49	36.59	37.72	38.89	40.09	41.34
		Bi-weekly	2043.20	2120.80	2201.60	2285.60	2372.00	2462.40	2556.00	2652.80	2753.60	2839.20	2927.20	3017.60	3111.20	3207.20	3307.20
		Annual	53,123	55,141	57,242	59,426	61,672	64,022	66,456	68,973	71,594	73,819	76,107	78,458	80,891	83,387	85,987
8	Building Inspector, Library Director Mechanic, Disptach Supervisor Fire Training Coordinator, Firefighter Police Officer I, W/WW Operator II	Hourly	27.84	28.90	29.99	31.14	32.32	33.55	34.83	36.15	37.52	38.68	39.89	41.11	42.39	43.71	45.06
		Bi-weekly	2227.20	2312.00	2399.20	2491.20	2585.60	2684.00	2786.40	2892.00	3001.60	3094.40	3191.20	3288.80	3391.20	3496.80	3604.80
		Annual	57,907	60,112	62,379	64,771	67,226	69,784	72,446	75,192	78,042	80,454	82,971	85,509	88,171	90,917	93,725
9	Airport Superintendent, Controller Utlities Foreman Fire Officer	Hourly	30.35	31.50	32.70	33.94	35.23	36.57	37.95	39.40	40.90	42.17	43.47	44.82	46.20	47.64	49.12
		Bi-weekly	2428.00	2520.00	2616.00	2715.20	2818.40	2925.60	3036.00	3152.00	3272.00	3373.60	3477.60	3585.60	3696.00	3811.20	3929.60
		Annual	63,128	65,520	68,016	70,595	73,278	76,066	78,936	81,952	85,072	87,714	90,418	93,226	96,096	99,091	102,170
10	Maintenance Superintendent Police Officer II	Hourly	33.08	34.33	35.64	36.99	38.40	39.85	41.37	42.94	44.57	45.96	47.38	48.85	50.37	51.92	53.54
		Bi-weekly	2646.40	2746.40	2851.20	2959.20	3072.00	3188.00	3309.60	3435.20	3565.60	3676.80	3790.40	3908.00	4029.60	4153.60	4283.20
		Annual	68,806	71,406	74,131	76,939	79,872	82,888	86,050	89,315	92,706	95,597	98,550	101,608	104,770	107,994	111,363
11	Human Resource Manager Police Detective Sergeant Police Sergeant	Hourly	36.05	37.43	38.84	40.32	41.86	43.45	45.10	46.81	48.59	50.10	51.65	53.25	54.90	56.60	58.36
		Bi-weekly	2884.00	2994.40	3107.20	3225.60	3348.80	3476.00	3608.00	3744.80	3887.20	4008.00	4132.00	4260.00	4392.00	4528.00	4668.80
		Annual	74,984	77,854	80,787	83,866	87,069	90,376	93,808	97,365	101,067	104,208	107,432	110,760	114,192	117,728	121,389
12	Commander	Hourly	39.30	40.79	42.34	43.95	45.62	47.35	49.16	51.03	52.96	54.60	56.29	58.04	59.84	61.69	63.60
		Bi-weekly	3144.00	3263.20	3387.20	3516.00	3649.60	3788.00	3932.80	4082.40	4236.80	4368.00	4503.20	4643.20	4787.20	4935.20	5088.00
		Annual	81,744	84,843	88,067	91,416	94,890	98,488	102,253	106,142	110,157	113,568	117,083	120,723	124,467	128,315	132,288
13	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	42.84	44.46	46.15	47.91	49.73	51.61	53.58	55.61	57.73	59.51	61.36	63.26	65.22	67.25	69.33
		Bi-weekly	3427.20	3556.80	3692.00	3832.80	3978.40	4128.80	4284.40	4448.80	4618.40	4760.80	4908.80	5060.80	5217.60	5380.00	5546.40
		Annual	89,107	92,477	95,992	99,653	103,438	107,349	111,446	115,669	120,078	123,781	127,629	131,581	135,658	139,880	144,206

Once an employee reaches step 15 for a full calendar year, employee will be eligible for a year end 2% lump sum merit if the employee receives an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.

2024 Lease Payment Increases

next_renewal_date	current	0.085		0.09	
	lease payment	TOTAL	increase	total	increase
7/1/2031	\$ 16,614	\$ 16,613.80	\$ -	\$ 16,614	\$ -
7/1/2024	\$ 3,511	\$ 4,591.12	\$ 1,080.26	\$ 4,861	\$ 1,350
7/1/2023	\$ 4,207	\$ 5,501.12	\$ 1,294.38	\$ 5,825	\$ 1,618
7/1/2022	\$ 7,080	\$ 9,259.05	\$ 2,178.60	\$ 9,804	\$ 2,723
7/1/2022	\$ 15,375	\$ 20,105.12	\$ 4,730.62	\$ 21,288	\$ 5,913
7/1/2024	\$ 9,215	\$ 12,050.45	\$ 2,835.40	\$ 12,759	\$ 3,544
7/1/2023	\$ 3,120	\$ 4,080.00	\$ 960.00	\$ 4,320	\$ 1,200
7/1/2024	\$ 1,560	\$ 2,040.00	\$ 480.00	\$ 2,160	\$ 600
7/1/2023	\$ 3,900	\$ 5,100.00	\$ 1,200.00	\$ 5,400	\$ 1,500
7/1/2022	\$ 2,600	\$ 3,400.00	\$ 800.00	\$ 3,600	\$ 1,000
7/1/2022	\$ 2,407	\$ 3,147.21	\$ 740.52	\$ 3,332	\$ 926
7/1/2022	\$ 3,374	\$ 4,412.69	\$ 1,038.28	\$ 4,672	\$ 1,298
7/1/2024	\$ 3,120	\$ 4,080.00	\$ 960.00	\$ 4,320	\$ 1,200
7/1/2022	\$ 2,860	\$ 3,740.00	\$ 880.00	\$ 3,960	\$ 1,100
7/1/2022	\$ 2,184	\$ 2,856.00	\$ 672.00	\$ 3,024	\$ 840
7/1/2024	\$ 1,683	\$ 2,044.08	\$ 360.72	\$ 2,164	\$ 481
7/1/2024	\$ 3,360	\$ 4,080.00	\$ 720.00	\$ 4,320	\$ 960
7/1/2026	\$ 15,682	\$ 15,681.66	\$ -	\$ 15,682	\$ -
7/1/2025	\$ 14,720	\$ 14,719.80	\$ -	\$ 14,720	\$ -
10/1/2028	\$ -	\$ -	\$ -	\$ -	\$ -
7/1/2026	\$ 4,080	\$ 4,080.00	\$ -	\$ 4,080	\$ -
7/1/2026	\$ 3,366	\$ 3,366.00	\$ -	\$ 3,366	\$ -
7/1/2027	\$ 2,285	\$ 2,284.56	\$ -	\$ 2,285	\$ -
1/1/2025	\$ 2,178				
1/1/2025	\$ 4,356				
1/1/2025	\$ 1,125				
1/1/2025	\$ 22,700				
1/1/2025	\$ 9,428				
	\$ 7,164				
	\$ 52,582				
Totals	\$ 225,835	\$ 147,232.65	\$ 20,930.78		\$ 26,254

cop \$ 39,787
other \$ 186,048

Other Sources of Revenue

Additional Lease Lot(s)				Per sq foot			
acres	sq/acre		\$	0.090	\$	0.085	\$ 0.080
10	43560	435600	\$	39,204	\$	37,026	\$ 34,848
8	43560	348480	\$	31,363	\$	29,621	\$ 27,878
4	43560	174240	\$	15,682	\$	14,810	\$ 13,939

Apron E Tiedowns

tiedowns	monthly	months	total		
16	\$ 70.00	5	\$	5,600	FY 2024
16	\$ 65.00	5	\$	5,200	
16	\$ 60.00	5	\$	4,800	
16	\$ 70.00	12	\$	13,440	
16	\$ 65.00	12	\$	12,480	
16	\$ 60.00	12	\$	11,520	

CITY OF PALMER 2024 PROPOSED BUDGET

Revenues - 03 Airport Fund							
Taxes	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	2024 Budgeted	Incr (Decr)	
Property Taxes	\$ 21,777	\$ 24,166	\$ 27,051	\$ 25,000	\$ 27,000	\$	2,000
Airport Sales Tax	\$ 41,686	\$ 50,652	\$ 50,251	\$ 45,000	\$ 52,000	\$	7,000
TOTAL Taxes	\$ 63,463	\$ 74,818	\$ 77,302	\$ 70,000	\$ 79,000	\$	9,000
Grants/ Fed Funding							
Aviation Fuel - Revenue Share	\$ 879	\$ 680	\$ 1,169	\$ 1,500	\$ 3,000	\$	1,500
Fuel Flowage Fees Revenue	\$ 9,795	\$ 14,359	\$ 20,916	\$ 10,000	\$ 15,000	\$	5,000
TOTAL	\$ 10,674	\$ 15,039	\$ 22,085	\$ 11,500	\$ 18,000	\$	6,500
Fees & Services							
Airport Revenue-Tiedowns	\$ 49,889	\$ 59,849	\$ 60,732	\$ 50,000	\$ 60,000	\$	10,000
Land Leases	\$ 164,093	\$ 189,975	\$ 114,746	\$ 195,000	\$ 115,000	\$	(80,000)
Airport Agriculture Leases	\$ 8,096	\$ 7,443	\$ 7,987	\$ 7,987	\$ 7,987		
COP land leases	\$ 35,401	\$ 39,786	\$ 39,786	\$ 39,787	\$ 40,000	\$	213
Grants Administrative Overhead	\$ 3,498	\$ 2,491	\$ 1,012	\$ 175,000	\$ 75,000	\$	(100,000)
TOTAL	\$ 260,977	\$ 299,544	\$ 224,263	\$ 467,774	\$ 297,987	\$	(169,787)
Other Revenues							
Lease Interest Income	\$ -	\$ -	\$ 126,326	\$ -	\$ 118,000	\$	118,000
Transfers From Other Funds	\$ -	\$ -	\$ 2,000	\$ -			
Miscellaneous Income	\$ 158,979	\$ 1,500	\$ 300	\$ -			
NPO Write Off	\$ 8,371	\$ 23	\$ (1,948)	\$ -			
Insurance Reimbursement	\$ -	\$ -	\$ 22,644	\$ -			
TOTAL Other Revenues	\$ 167,350	\$ 1,523	\$ 149,322	\$ -	\$ 118,000	\$	118,000
TOTAL Revenues	\$ 502,464	\$ 390,924	\$ 472,972	\$ 549,274	\$ 512,987	\$	(36,287)

**CITY OF PALMER
2024 PROPOSED BUDGET AIRPORT FUND**

AMENDED

**Fund 03 Airport Fund
Administration Expenses**

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 CURRENT BUDGET	2024 APPROVED BUDGET	\$Incr(Decr)
PT Salaries	\$ 3,115	\$ 1,913	\$ 3,716	\$ 23,400	\$ 23,400	\$ -
Audit	\$ 1,739	\$ 1,988	\$ 2,318	\$ 2,100	\$ 3,000	\$ 900
Advertising	\$ 1,332	\$ -	\$ 475	\$ 1,500	\$ 1,500	\$ -
Subscriptions & Dues	\$ -	\$ 275	\$ 323	\$ 350	\$ 350	\$ -
Travel	\$ -	\$ -	\$ 6,305	\$ 5,000	\$ 5,000	\$ -
Training	\$ -	\$ -	\$ 267	\$ 6,000	\$ 6,000	\$ -
Legal Fees	\$ 28,160	\$ 1,801	\$ 13,317	\$ 7,500	\$ 7,500	\$ -
Engineering	\$ 5,380	\$ 7,453	\$ 10,646	\$ 7,500	\$ 7,500	\$ -
Services	\$ 1,956	\$ 2,100	\$ 1,993	\$ 3,000	\$ 3,000	\$ -
Contractual Services	\$ 5,494	\$ 3,169	\$ 14,372	\$ 20,000	\$ 20,000	\$ -
Telephone	\$ 3,732	\$ 3,738	\$ 6,555	\$ 5,000	\$ 9,500	\$ 4,500
Power	\$ 18,601	\$ 18,327	\$ 22,565	\$ 18,000	\$ 18,000	\$ -
Heat	\$ 6,088	\$ 5,678	\$ 5,843	\$ 6,000	\$ 6,000	\$ -
Water/Sewer/Garbage	\$ 467	\$ 474	\$ 490	\$ 500	\$ 550	\$ 50
Fuel	\$ 1,481	\$ 6,041	\$ 13,494	\$ 7,500	\$ 7,500	\$ -
Rental & Lease	\$ -	\$ -	\$ -	\$ 500	\$ 6,000	\$ 5,500
Insurance	\$ 16,982	\$ 17,767	\$ 19,985	\$ 21,550	\$ 33,474	\$ 11,924
Vehicle Insurance	\$ 375	\$ 410	\$ 460	\$ 550	\$ 750	\$ 200
Office Supplies	\$ 118	\$ 158	\$ 1,005	\$ 600	\$ 600	\$ -
Operating Supplies	\$ 138	\$ 281	\$ 621	\$ 300	\$ 300	\$ -
Repair & Maintenance	\$ 80,331	\$ 26,543	\$ 57,667	\$ 45,000	\$ 56,000	\$ 11,000
Small Tools & Equipment	\$ 60	\$ 5	\$ 1,145	\$ 300	\$ 300	\$ -
Buildings	\$ -	\$ -	\$ 9,620	\$ 5,000	\$ 5,000	\$ -
Equipment	\$ 3,728	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
Office Equipment	\$ 947	\$ 1,772	\$ 564	\$ 1,000	\$ 3,000	\$ 2,000
Board Stipends	\$ 150	\$ 300	\$ 150	\$ 1,000	\$ 1,400	\$ 400
Transfers Out	\$ 100,000	\$ 60,000	\$ 8,446	\$ -	\$ -	\$ -
General Admin Exp	\$ 92,153	\$ 102,995	\$ 101,659	\$ 116,618	\$ 118,903	\$ 2,285
TOTAL Adminstration	\$ 372,527	\$ 263,188	\$ 304,001	\$ 307,768	\$ 346,527	\$ 38,759

LEGISLATIVE HISTORY

Introduced by: Airport Superintendent

Date: 2/8/24

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-001

A Resolution of the City of Palmer Airport Advisory Commission Recommending that the Airport Superintendent Set the Palmer Airport Aeronautical Lease Rate at \$0.09 Per Square Foot and the Non-Aeronautical Lease Rate at \$0.11 Per Square Foot

WHEREAS, the Palmer City Council approved the establishment of an Equipment Operator position at the airport; and

WHEREAS, in order for the position to be filled for the entire winter season with allowance for overtime, additional funding is necessary in the Airport Enterprise Fund; and

WHEREAS, the lease rate increase should be made solely for the purposes of covering the additional Equipment Operator; and

WHEREAS, the current aeronautical lease rate at the Palmer Airport is \$0.08 per square foot and the current non-aeronautical lease rate is \$0.10 per square foot.

NOW, THEREFORE, BE IT RESOLVED by the City of Palmer Airport Advisory Commission recommends that the aeronautical lease rate for the Palmer Airport be set at \$0.09 per square foot and the non-aeronautical lease rate be set at \$0.11 per square foot.

Approved by the Airport Advisory Commission this 8th day of February, 2024.

Leighton Lee, Chairman

John Diumenti, Airport Superintendent