

**AIRPORT ADVISORY BOARD  
HANDBOOK**



**Forward:**

This handbook is intended for the use of the Airport Advisory Board members. Its purpose is to provide and organize information to assist the Board members in fulfilling the city’s charter. It is expected that this document will be reviewed annually and updated by the Board members.

**Revision History:**

Rev #	Description of Changes	Date
Original Release	Original Release of Document	1/2003
Rev 1	Reviewed and Updated for Submittal to City Council	11/2015
REV 2	Reviewed by Airport Board	11/3/2015
REV 3	Corrections made from Feb Board Meeting	2/10/2016
Rev 4	Added Addendum 6,7, & 8 General Cleanup	10/26/2016
REV 5	Added Dates to Annual and Long-Term Calendar per November 2016 meeting	1/15/2017
REV 6	Added new lease rates (p17) - courtesy car (p20) - Updated spelling correction (p21), contacts for Bolton & Menk (p23) and board member terms (p24)	2/7/2018
Rev 7	Updated # of Private Hangars (p9) – Update on (p11) that airport has courtesy car and the Based Aircraft will be changed to (50-75) planes since the number of planes vary yearly - Removed Bolton & Menk Staff Member that is no longer with them (p23) – Updated Advisory Board info (p24)	2/6/19
Rev 8	(p8) – Fuel Capacity is 5200 gal and removed prepaid COB cards as form of payment. (p9) – Update on private hangars and lots. (p12) – updated the FAA Reauthorization Act. (p14) – ALP info was updated with date of 6/21/12. (p16) – Changed T-Hangar Lease Rates	12/10/19

Buffalo Airport Advisory Handbook

	(p19) – Updated with October meeting. (p24) – Direct to COB Airport website for board member terms.	
Rev 9	(p8) Updated the private hangar number to now be at 24 hangars. (p19) Updated MnDOT and FAA contacts. (p22) Updated the City Administrator to Laureen Bodin.	12/8/20
Rev 10	(p5) City Ordinance update after ordinance changed. (p17) Updated lease rates. (p19) Annual & Long-Term Calendar. (p20) Strengths. (p23) MnDOT and FAA contacts updated.	12/21/21
Rev 11	(p6) Updated Board Application link. (p18) Removed October as a meeting date. (p20) Updated FAA & MnDot Contacts	11/22/22

## **Table of Contents**

Charter  
Mission  
Vision  
Board Operating Rules  
Airport Description  
Airport Funding Sources  
Funding Request Process  
Lease Rates/Waiting List Management  
Customer Surveys  
Annual & Long-Term Calendar

## **Appendix**

1. Capital Improvement Plan
3. MN/DOT Contacts/ Political Contacts
4. Advisory Board Members/Terms
5. Acronym Sheet
6. FAA Business Continuity Process
7. FAA Grant Disbursement Process
8. FAA Grant Oversight Process

**CHARTER:**

The Buffalo City Code establishes the Airport Advisory Board. The following language is contained in the Code effective 07/28/2021:

***SEC. 2-129 AIRPORT ADVISORY BOARD.***

The city has established an airport advisory board composed of seven citizen members serving staggered three-year terms. A city councilmember will be appointed as a voting member by the mayor to serve a one-year term. The board shall plan, promote, and encourage the development and utilization of the municipal airport including consulting and cooperating with federal, state, and other agencies in order that the city may receive the utmost cooperation, financial and otherwise, with respect to the airport.

**MISSION STATEMENT:**

The Airport Advisory Board will assist the City of Buffalo to oversee the Airport and work with the Fixed Base Operators, local businesses, hangar owners, hangar renters and airport users. It will help maintain financial integrity at the Airport and enhance Airport and aviation opportunities for the community, at the same time providing user-friendly services in an efficient and effective manner. It will monitor and advise the City Council of safety requirements pertaining to the Airport properties and operation.

**VISION STATEMENT:**

The Buffalo Municipal Airport provides maximum utilization of limited resources through aggressive and innovative strategies and reflects a positive impression of our community.

## **Board Operating Rules:**

This section describes the expected rules of conduct for the Airport Advisory Board.

## **Board Authority:**

The Board will provide advice to the Buffalo City Council pertaining to Airport properties and operation. The Board is **not authorized** to represent the City or commit city resources in any matter.

## **Membership:**

Membership on the Board is restricted to City residents only. Membership is approved by the City Council. Open positions are posted on the City Web or local newspapers. Residents may complete an application form (available on the City Website: <https://www.ci.buffalo.mn.us/569/Advisory-Board-Application>) expressing their desire to serve on the Board. The City Council approves appointments to the Board for a three-year term. Continuation on the Board requires re-application and approval by the Council.

The Board is to include up to seven members plus representation by the Airport Manager and a City Council member. One member is to be selected as Board Chair. The Chair is responsible to conduct meetings in accordance with the Open Meeting Law as described below. The Board Chair is also responsible for preparing meeting agendas which will be submitted to the Airport Manager, for distribution, prior to each meeting.

## **Open Meeting Law:**

All meetings of the Board must be conducted in a manner that satisfies the Minnesota Open Meeting Law. The primary requirements of the law are as follows:

- Meetings must be open to the public, votes must be recorded & the record must be open to the public
- There must be two day notice given for such meetings
- A copy of relevant materials used by the Board must be publicly available at the meeting

To remain compliant with the above requirements the Board shall conduct its business as follows:

- Time, date & place of meetings will be posted on the city Web site. A two day notice must be posted for any changes to schedule.
- Meetings must not start before the published time. Board business conducted via letters, telephone or E-mail is not allowed.
- A quorum must be present for a valid meeting (majority).
- At least one extra hard copy of relevant materials used by the Board must be present at the meeting & available to members of the public in attendance.
- Minutes of the meeting will be recorded. At the subsequent meeting the Board will identify any corrections or changes and approve the minutes.
- Voting issues require a majority vote to pass. The issue and voting results will be included in the minutes. The rationale for a dissenting vote should also be included in the minutes.
- All members present at the meeting will be allowed to discuss the subjects at hand, but only Airport Board members are allowed to vote.
- Recommendations to the Council or issues that require City attention should be clearly identified in the minutes.
- Approved minutes will be posted on the City Web site and sent out, via e-mail, to a list kept by the airport manager.

### **AIRPORT DESCRIPTION:**

The Buffalo Municipal Airport is located on the east side of the city, just south-east of the intersection of County roads 34 & 134. It is a city owned asset that is managed by a city employee designated as the Airport Manager by the city Administrator. The city provides maintenance and grounds keeping services for the airport. The following is a brief description of the major airport assets:

### **Runway/Taxiway/Hard Surface:**

The current facility consists of a single north/south (36/18) bituminous surfaced runway 3200 feet long by 75 feet wide. There is a full length bituminous taxiway that serves the west side of the runway. Other bituminous surfaces include the apron, access taxi lanes to the on-site hangars, access roads to the north and south hanger areas, a paved parking area and a paved entrance road from Co. Road 134. A bituminous overlay of all of the above surfaces was completed in 2005.

### **Fuel Facility:**

A fuel facility (100LL) is located on the apron and consists of a 5200 gallon above ground storage tank with associated fuel pump, fuel hose reel and grounding cable reel. The fueling system is designed as a self-serve system with a credit card interface that accepts most major credit and aviation cards.

### **Buildings:**

The Arrival/Departure (AD) Building is approximately 1500 square feet and includes restrooms, telephone, rest area, weather briefing/flight planning area, a meeting room for city use and an office area for the Airport Manager. This building cannot be used for commercial operations.

Commercial Buildings – two commercial building, one owned and operated by the FBO (West Metro Aviation). It includes facilities for a flight school and a maintenance hangar. The other commercial building is owned by D'Shannon Aviation specializing in Beechcraft modifications. There is currently only room available for one additional commercial building with direct access to the apron just north of the AD Building (only commercial buildings can have direct access to the apron).

### **Buildings: (cont.)**

City Hangars – there are three city owned T-Hangars designated A, B & C; A is an eight unit hangar, B & C are ten unit hangars. Monies used to finance the hangars were based on a ten-year interest free MN/DOT loan for 80% of the construction cost (80% loan). All are rented on a per unit basis. Because some are larger than others due to the hangar physical layout, rental charges are adjusted accordingly. One board responsibility is to help



determine a fair rental rate for these city owned hangars. Rental rates are reviewed every year for a potential increase January.

The airport manager maintains a list of hangar renters, the tail number of the plane stored inside. In addition the airport manager maintains the “waiting list” of people looking to rent and or build hangars.

Private Hangars – there are 2 commercial hangars and 24 private hangars at the airport with 3 private hangar lots that are available to be leased. These are privately owned but built on airport property with 30-year lease agreements paid on a per-square foot basis. There is currently additional building space available for private hangars on the north side of the airport access road. The airport manager maintains a list of hangar owners, the tail number of the planes stored inside. In addition the airport manager maintains the “waiting list” of people looking to build a new hangar.

### **On-Site Navigation Aids:**

Runway lighting and taxiway markers – VFR

- Runway lights are automatically controlled by pilot keying Unicom frequency.

Airport beacon

Wind Cone (lighted at night) located to the east of the runway

Runway End Indicator Lights (REILS) consisting of two flashing lights located near the ends of the runway

Precision Approach Path Indicators (PAPI's)

Buffalo Airport uses an Automated Weather Observing System (AWOS) that provides once per minute updates of barometer, wind speed & direction, temperature, dew point, precipitation, cloud height, visibility and lightening sensor data. The information can be accessed via the telephone [(763) 684-0762], a VHF frequency [120.45], or visually on a display in the arrival/departure building.

Ground Communications Outlet (GCO) that enables pilots to obtain IFR releases, update flight plans and obtain current weather briefings from their aircraft. A GCO uses a VHF transceiver and a telephone line to connect the pilot *on the ground* with either Air Traffic Control (ATC) or the Automated Flight Service Station (AFSS) at Princeton (see Airport Information, Table 1 for information of the frequency for the GCO).

**Security:**

The airport has security gates at the access points to the runway and the north/south hangar areas controlled by a “swipe card” system. Hangar owners and lessees receive a gate card key from the Airport Manager.

The main apron gate remains closed daily to deter driving on the apron and ramp areas. The gate will open when a vehicle approaches the gate from the inside.

The north and south gates remain open during the day during designated seasonal hours. The gates will remain open after the “first” swipe of the day (after 6:00 a.m. CST) by a card carrying person. The gates will automatically close by 6:00 p.m. or 8:00 p.m. CST depending on the season.

**Tie-Downs:**

There are tie-downs located on the paved apron areas. There is no charge for short term parking however the Airport Manager has the authority to set a charge for long term parking.

**TABLE 1****AIRPORT INFORMATION**

City	Buffalo, MN
Airport	Buffalo Municipal
County	Wright
Airport Identifier	CFE
Latitude/longitude	N45.09.5/W93.50.6
Elevation	967.17 feet
Runway	18/36
Runway Length/Width	3200/75 feet
Runway Surface	Bituminous
Taxiway	Full Length
FAA Design Classification	General Utility
Mn/DOT Region	East
Regional Commission	7W
Control Tower	No
Approach Slope Indicator (PAPI)	No
Precision Approach	No
Non-Precision Approach	Yes
CTAF	122.8 Mhz
AWOS	Yes @ 120.450 Mhz (Ph. 763- 684-0762)
GCO	Yes, 121.725 Mhz, 4X = ATC, 6X= AFSS
Navigation Aids	Wind Cone & <del>R</del> NEILS
Fuel System	Yes – 100LL (24-hour Card troll)
Arrival/Departure Facility	Yes
Courtesy Car	Yes
# Based Aircraft	Varies (50 – 75) planes
FBO	Yes (763-682-1516)
Flight Service	No
Apron Tie-downs	11 on apron

## **Airport Funding Sources:**

The airport receives monies from federal, state and local city governments. These sources have different fiscal years;

- Federal (FAA) fiscal year is Oct 1 – Sept 30
- State fiscal year is July 1 – June 30
- City fiscal year is January 1 – December 31

**Federal Funds:** the source of this funding comes from the latest revision of the FAA Reauthorization Act for aviation. Monies are appropriated annually by Congress but they are primarily accrued through user fees such as taxes on fuel and physical property. Only airports in the National Plan of Integrated Airports Systems (NPIAS) are eligible for this funding. The following criteria must be met for NPIAS eligibility:

1. a minimum ground travel time of 30 minutes from the nearest FAA regional airport facility
2. have a minimum of 10 based aircraft
3. have an accepted Airport System Plan, i.e. Airport Layout Plan (ALP)
4. The eligible sponsor (i.e. City of Buffalo) must be willing to take on the responsibility for development of the airport facility according to FAA standards.

The Buffalo Municipal Airport does meet the NPIAS requirements and is a NPIAS Airport.

Under the Act, monies are distributed in the form of entitlement and apportionment grants. Under the entitlement grant, each NPIAS airport receives \$150,000/year to be used for eligible improvement projects. Up to four years can be saved to support a needed project. Airside needs must be addressed first & these monies must be used prior to any other FAA funding support. The FAA also administers an Airport Improvement Program (AIP) where funding is made available for planning, land acquisition and capital improvements at NPIAS airports. Each State is eligible for a portion of these funds. Funding is to be administered on a priority bases to address safety and capacity improvement needs first. AIP grants cover 90% of a project cost, 10% is to be funded locally.

For Minnesota, State statute requires that the State act as agent on behalf of airport municipalities for making application, for receiving & disbursing FAA funds. The Office of Aeronautics is the designated State agent to satisfy this statute.

**State Funds:** These monies come from a State Airports Fund that is established by State statute. Revenues are derived by aircraft registration tax, aviation fuel tax, airline flight property tax and interest on the fund. The following criteria must be met in order to be eligible to receive grants from this fund:

1. the airport must be owned by a municipality
2. the airport must be licensed for public use
3. the airport must be in the State Airport System
4. the airport must be zoned for airport use

For NPIAS airports, the state supports eligible project costs at 70% (30% local). For revenue generating projects (i.e. fueling facility) the state funding is reduced to 50% of project cost. For hangar construction there is a 20% down payment an 80%, ten-year interest free loan available.

**City Funds:** To be eligible to receive Federal & State funding, the airport must have a sponsor that is legally and financially able to assume the obligations of airport ownership (airport must meet appropriate FAA standards). The City of Buffalo is the sponsor of the airport and, as such, has title to the land, is responsible for identifying needed projects, submitting funding requests and committing local funding to support such projects.

**Eligible Project Types:**

Land Acquisition	Paved runway/taxiway/apron	Navigational aids
Lighting	Obstruction removal	Arrival/departure buildings
Maintenance equipment	Fuel Facilities	T-Hangars
Fencing	Landside needs	Planning Studies

**Master Plan & Airport Layout Plan (ALP):**

The Master Plan is a narrative description of the development plan of the airport. A master plan explains and justifies the long-term development of an airport and includes the following components:

- inventory of current airport facilities and conditions
- forecast of aviation demand
- facilities requirements
- development concepts & rough cost estimates
- environmental overview
- airport layout plan (ALP)

An airport layout plan graphically depicts the long range plans for the airport. It is in the form of engineering drawings that detail the airport land, runways & taxiways, facilities & structures and airspace requirements.

The Master Plan does not require FAA or State approval. The ALP, however, does require FAA & State approval and an approved plan must be in place prior to receiving any federal funding. Approval does not constitute justification for dollar grants but rather assures that development plans are consistent with FAA & environmental regulations. The ALP should be updated about every 15 years or amended whenever there is a change not depicted on the ALP.

An ALP was draw up by consultants Bolton & Menk and signed by City Administrator Merton Auger on June 21, 2012 and has been approved by the FAA & State.

## **Funding Request Process:**

Airport funding is initiated through the Capital Improvement Plan (CIP). It is a list of an airport's current and future needs that is used by Mn/DOT and the FAA to allocate their dollar resources. The CIP must address needs five years out but may include additional years as desired. Mn/DOT requests a CIP update each fall to coincide with City budgets. While the CIP is formatted and maintained by Mn/DOT, **identifying and prioritizing items for the CIP is a major Advisory Board function.** The following is a discussion of some key elements in the process:

1. Appendix 1 is an outline of Buffalo's CIP in the Mn/DOT approved format. See hyperlink for current CIP on file with MN/DOT.
2. Each project must be identified uniquely. Airport facility additions/modifications must be identified on the FAA approved ALP.
2. Safety items must be listed as part of the CIP. See hyperlink for current CIP on file with MN/DOT.
4. The project cost estimate should be as accurate as possible. A website listed in Appendix 6 is a resource to see average costs of airport improvements.
5. The timeframe for each project should be realistic. Some projects may need an environmental assessment that requires FAA approval before the project can come under grant. Such approvals may take over a year.
6. Once the CIP is drafted, then approval by the City must be obtained prior to submitting it to Mn/DOT. The City needs to fill out accompanying forms that justify the use of Government funding versus local funding.

These forms are prepared by Bolton and Menk then approved and signed by the City Administrator.

### **Hangar Lease Rates/Waiting List Management:**

The City owned T–Hangars have been provided by local tax dollars. The city of Buffalo, as the airport owner, has had the benefit of state loan dollars but never the less has had to incur the total cost of these facilities. As such, it stands to reason that citizen access to these facilities must be administered in a fair and un-biased manner. . A waiting list process has been endorsed by the Board and was approval by the City Council. In addition, to be fair to the city taxpayers, lease rates should be based on regional market value. A review of the market value should be done yearly and scheduled so that the City Council has time to approve and provide a 30 day notice to hangar tenants.

Similarly, the Board should periodically review the land lease rate for private use facilities and make the appropriate recommendations to the City Council.

### **Waiting List Management:**

The waiting list management process is intended to satisfy three needs:

- 1) Provide access to city owned rental hangar units in a fair and un-biased manner.
- 2) Ensure that hangar assets are fully utilized for return on investment.
- 3) To provide, for planning/budgeting purposes, the approximate numbers of people desiring hangar units.

It is expected that those desiring a rental hangar will inquire with the Airport Manager. Upon inquiry, the manager will record date and name/phone number of the interested party, provide information on the current lease rates and explain the waiting list process. The list of interested parties can be used to market available units in the order inquiries were received.



### **Lease Rate Management:**

The following hangar lease rates are to be made effective 1/1/2023.

They are as follows:

A/B regular unit = 16 at \$150/month

A4 corner unit = 1 at \$165/month

*(Note: A8 corner unit will adjust to same rate as A4 once current lessee leaves)*

B1& B5 corner units = 1 at \$205/month

C regular partitioned unit = 6 at \$205/month

C larger partitioned unit = 2 at \$220/month

C largest partitioned unit = 2 at \$245/month

The current land lease rate for both commercial & private use is \$0.20 per square foot (building footprint).

### **Customer Surveys:**

It is important for safe and effective operation of the airport to get feedback from users. Every year the Board should initiate a formal survey requesting feedback from users regarding issues related to safety, operational improvements, facility improvements or needs, security or access control improvements, communications improvements, etc. The results should be tallied and considered when developing the CIP.

A form will be sent out after the February board meeting each survey year. This form will be sent to all businesses, hangar owners, and hangar renters, located on Buffalo Municipal Airport. Forms returned by the August board meeting will be considered for the CIP, and other airport upgrade and maintenance projects being discussed by the board.

## **Annual & Long Term Calendar :**

Items to consider for calendar/schedule format:

- Customer survey – January (Discussion in February)
  - Review of Airport Advisory Handbook document – November
  - Review of Airport Operations Manual – February
  - Hangar rental fee benchmark – November
  - CIP – Modify at August meeting – November (Finalize)
  - Annual Facility Inspection Report – Submit by end of September
  - Fly-in – February and May
  - Mn/DOT visit – March or April every 3 years
  - Minnesota Airport Conference – Attend in April
  - Airport Board Meeting schedule – Feb, May, August, & November
- 
- **APPENDIX 1: CAPITAL IMPROVEMENT PLAN:**

### Strategic Planning Considerations

The following are some attributes of the Buffalo Municipal Airport that should be considered when addressing the CIP and future needs of the airport:

~~[LINK to Current Buffalo CIP](#)~~

~~<http://www.dot.state.mn.us/aero/airportdevelopment/cip.html#cipreports>~~

- ~~[Click on CIP Report](#)~~
- ~~[Click on Full State Wide CIP SFY \(YEAR\)](#)~~
- ~~[Scroll down to Buffalo MN](#)~~

### **Safety:**

- Paved runway over-run area

### **Strengths:**

- Location - outside major airport airspace and 10-mile radius of the Monticello Nuclear Power Plant
- GPS Approach on Runway 36
- Growing Community
- Good City Support
- FBO and maintenance facility
- Self-serve fuel available 24/7
- AWOS
- Modern A/D building
- Courtesy Car

**Weaknesses:**

- Wet-land area
- Lack of taxiway markers
- Limited expansion area for runways and hangars

**Opportunities:**

- Better coordination of CIP & City budget
- Maximize land use for hangers = revenue stream
- Room for commercial business development
- Marginal use low land to the east
- Encouraging flying clubs
- Encouraging building clubs
- Education/career development
- Car rental service
- Reputation in the community

**Threats:**

- Limited State/Federal/Local funding
- Pressure for economic land development
- Building code changes
- Airport security legislation
- Reputation in the community

## **APPENDIX 2: WEB SITES:**

City of Buffalo Airport: <https://www.ci.buffalo.mn.us/173/Airport>

MNDOT: [www.MNDOT.gov](http://www.MNDOT.gov) then aviation

FAA: [www.faa.gov](http://www.faa.gov)

AirTap: [www.airtap.umn.edu](http://www.airtap.umn.edu)

## **APPENDIX 3: INDUSTRY CONTACTS:**

### **MNDOT Department of Aviation:**

- Ryan Gaug – Interim MnDOT Director of Aeronautics
- Kirby Becker – Acting MnDOT Asst. Director of Aeronautics
- Dan Boerner - Airport Development Engineer

### **Bolton & Menk:**

- Justin Kannas – City Engineer
- Ron Roetzel – Aviation Group Manager
- Silas Parmar – Principal Aviation Engineer

### **FAA:**

- Susan Mowery-Schalk – Great Lakes Region – Director
- Lindsay Butler – Dakota/Minnesota District Office – Manager
- Vacant – Dakota/Minnesota District Office – Asst. Manager
- Mark Johnson – Dakota/Minnesota – Program Manager

## **APPENDIX 4: ADVISORY BOARD MEMBERS/TERMS:**

Each member enlists for a 3-year term and must have City Council approval for each time a board member wants to volunteer for another term.

The names and terms of the Airport Advisory Board can be located on the City of Buffalo websites airport page.

**Appendix 5 – Common Airport Acronyms:**

<b>Acronym</b>	<b>Description</b>
100 LL	100 Octane Low Lead Fuel
A/D Building	Arrival Departure Building
AFSS	Automated Flight Service Station
AIP	Airport Improvement Plan
ALP	Airport Layout Plan
ATC	Air Traffic Control
AWOS	Automated Weather Observing System
CIP	Continuous Improvement Plan
FAA	Federal Aviation Administration
FBO	Fixed Base Operation
GCO	Ground Communication Outlet
GPS	Global Positioning Satellite
IFR	Instrument Flight Rules
KCFE	Airport Identifier for Buffalo Municipal Airport
MN/DOT	Minnesota Department of Transportation
NPIAS	National Plan of Integrated Airport Systems
PAPI	Precision Approach Path Indicator
REIL	Runway End Identifier
VFR	Visual Flight Rules
VHF	Very High Frequency

**Appendix 6 – FAA Business Continuity Process**

The City of Buffalo has the following Business Continuity process in place to minimize the effect of a disruption to airport operations at the Buffalo Municipal Airport (CFE).

**Contingency Plan – Disaster:**

In the event of a natural disaster, the City Administrator shall contact the Airport Manager to determine the effects to the Airport. If the Airport Manager determines the Airport is still functional, no additional action will be necessary. If the Airport Manager determines the Airport is unusable, a Notice to Airmen (NOTAM) closing the Airport shall immediately be posted and the following steps shall be taken:

- Assess Airport damage

## Buffalo Airport Advisory Handbook

- Develop plan to make Airport useable
- Solicit emergency repair funding assistance from FAA, MnDOT Aeronautics, Federal Emergency Management Agency, or other
- Solicit Contractor to make repair
- Re-open Airport after repairs

### **Contingency Plan – Resource Turnover:**

The city has determined the following resources as critical to the operation of the Airport:

- City Administrator
- Airport Manager
- Fuel, 100LL

In the event the City Administrator departs, the Assistant Administrator shall assume the responsibilities of the Administrator and shall have interim oversight of the Airport until the appointment of a new City Administrator.

In the event the Airport Manager departs, the City Administrator shall assume the responsibilities of the Airport Manager and shall have interim oversight of Airport operations until the appointment of a new Airport Manager.

In the event fuel is unavailable to the Airport, the City shall solicit temporary fueling tanks from their fuel provider. If temporary fueling tanks are unavailable, the City shall direct pilots to neighboring airports.

### **Emergency Contacts:**

<b>Title</b>	<b>Contact</b>	<b>Phone</b>
Airport Manager	Chris Fredrick	(763) 682-0296
City Administrator	Laureen Bodin	(763) 684-5404
Buffalo Police Department		(763) 682-5976
Buffalo Fire Department		(763) 682-5550

### **Data Retention:**

Airport data retention shall follow the procedures outlined by the City of Buffalo.

### **Resuming Operations after Disaster:**

After a disaster which closes the Airport and once repairs have been made, the Airport Manager shall remove the Notice to Airmen (NOTAM) posted closing the Airport, remove traffic control on the Runway, and resume normal airfield activity.

## **Appendix 7 – FAA Grant Disbursement Process**

The City of Buffalo follows the process outlined below when disbursing Federal funds received through the FAA Airport Improvement Program for development and planning projects at the Buffalo Municipal Airport (CFE).

### **Disbursement Process:**

Periodic disbursement payments shall be made by the City as work progresses towards the completion of development and planning projects. Disbursement shall be made for the following items:

- Design/Planning Professional Services
- Land Acquisition Professional Services
- Construction Activities
- Other Services necessary for project completion

The City shall require an invoice, purchase order, or construction pay application for approval by the City Council to authorize disbursements.

### **Disbursement Release Authorization:**

The City Administrator shall present the proposed disbursement to City Council for approval of payment. The City Administrator shall detail what disbursement is being requested for and submit the necessary documentation to the Council for review.

### **Disbursement Reconciliations:**

In the instance City Council rejects disbursement or requests additional supporting documentation, the City Administrator shall engage the interested party for reconciliation discussion. The City Administrator shall explain the Council's concerns and/or outline the additional documentation requested. If the interested party disagrees with the Council's decision, the party is encouraged to discuss the matter at a City Council meeting. If no reconciliation is achieved, the City Administrator shall follow the process outlined in the contractual documents and/or agreement with the interested party.

## Appendix 8 – FAA Grant Oversight Process

The City of Buffalo follows the process outlined below when applying for FAA Airport Improvement Program Grant funding for development and planning projects at the Buffalo Municipal Airport (CFE).

### Scope of Project:

The City in conjunction with the Airport Board shall identify potential airport development or planning projects by August of each year. The proposed project scope shall then be discussed with the FAA to determine eligibility for Federal funds.

### Cost Estimates:

A preliminary cost estimate shall be developed identifying the Federal, Local, and other cost shares. If the City's FAA AIP Federal Entitlement balance is insufficient to cover the Federal share, conversations shall be had with the FAA to procure additional funding.

### Schedule:

The schedule for design and construction shall be based upon when Federal grants are issued. ~~Presently Federal grants are issued in August and September.~~ Therefore, the city will have the following schedule:

- Project Scoping: August – November
- Project Design/Planning: December – April
- Final Bidding Documents: May
- Project Letting: May
- Grant Application Submittal: June
- Construction: September – November
- ~~• Grant Closeout: November - January~~

### Grant Request:

The city will submit the following information as part of the Grant Request for an airport development project:

- Cover Letter
- Bid Tabulation
- Project Bidding Documents
- Funding Eligibility Layout
- Pre-Construction Photos
- Signed Professional Services Agreements
- Independent Fee Estimate
- SAMS Registration



- Cost/Price Analysis

The city will submit the following information as part of the Grant Request for an airport planning project:

- Cover Letter
- Signed Professional Service Agreements
- SAMS Registration
- Cost/Price Analysis

**Grant Management:**

The City shall submit the following information periodically to the FAA throughout the project:

- Weekly Construction Progress Reports
- Quarterly Performance Reports
- Monthly Credit Applications for Reimbursement
- Change Orders increasing/decreasing construction cost or time

**Grant Closeout:**

At the completion of the project and once all cost has been incurred, the City will complete and submit the FAA Grant Closeout Report. The report will include the following items:

- Project Summary
- Executive Summary
- Project Cost Summary
- Partial Payment History Summary
- Change Order Summary
- Mandatory Project Review Comments
- DBE Participation Summary
- Final Inspection Report
- Construction Management Report
- Final Payment Recommendation

**Grant Records:**

The City shall record progress for each FAA Grant through Credit Application's for reimbursement. The City shall track reimbursement payments to ensure the Federal cost share of projects is paid through the Grant.

