

TO: James L. App, City Manager
FROM: Meg Williamson, Assistant City Manager
SUBJECT: Temporary Use Permit – Modular Space at Airport
DATE: July 16, 2013

NEEDS: For the City Council to authorize the filing of a Temporary Use Permit for modular space during building remodel.

- FACTS:
1. Aviation Consultants Inc. (ACI) leases space from the City at 4990 Wing Way and is the City's Fixed Base Operator.
 2. Blue Sky Aviation sublets space from ACI to operate a helicopter flight school. They currently operate 7 aircraft and have 38 students enrolled in their Fall 2013 semester, with 98% of students being US Veterans on the GI Bill.
 2. The success of their program has created an immediate need for additional briefing room space for one-on-one instruction.
 4. ACI has determined that they are able to remodel the downstairs lobby area of 4990 Wing Way to accommodate the needed briefing rooms. However this remodel cannot be implemented for approximately 12 months (as it requires proper architectural design and building permits).
 5. To accommodate the 2013 Fall Semester program, a temporary modular office building is proposed. The modular would be removed once the permanent remodel was complete.
 6. The Temporary Use Permit process enables the City to establish conditions on the placement of the modular, including milestones for performance toward completion of the permanent remodel work.

ANALYSIS
AND

CONCLUSION: The support and operation of the helicopter flight school is consistent with the Airport's business vision. The 2,600 plus flight operations that are generated per month from the flight school enhance fuel flowage and keep the airport vibrant. ACI is willing to take the lead role in solving the space needs for Blue Sky Aviation and they have an excellent track record as a tenant and service provider at the airport.

The City Council's authorization for ACI and Blue Sky Aviation to apply for a Temporary Use Permit (TUP) will enable the City staff to work with these businesses for temporary placement of the modular. Factors to be addressed will

include the precise placement location, temporary lease terms, code compliance, and timeframes for key performance milestones.

POLICY

REFERENCE: Economic Strategy; Airport Vision.

- OPTIONS:
- a. For the City Council to authorize ACI and Blue Sky Aviation to file a Temporary Use Permit for placement of a temporary modular building on Airport property.
 - b. Amend, modify or reject the above options.