

The City of Morgantown

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OFFICE OF THE CITY MANAGER
Terrence R. Moore, ICMA-CM

City Council Information Letter

March 9, 2012

Airport Improvement Program Strategies for Runway 18/36

As Airport Director Michael Clow and I had what I considered to be a very productive visit last week with the Office of United States Senator Jay Rockefeller and staff liaisons to the Federal Aviation Administration (FAA), direction and concurrence as to how the City of Morgantown should pursue funding for the extension of Runway 18/36 was outlined. It was likewise determined that the best course of action is to pursue funding via the FAA Airport Improvement Program (AIP). As you may recall, AIP is the principle federal grant funding source for airport planning and development initiatives. As shared last summer, the City of Morgantown is currently positioned to secure approximately \$7 million from AIP for various enhancements at Morgantown Municipal Airport (MGW). In fact, authorization to accept over \$700,000 from the program to finance recently acquired deicing equipment and activities to convert Runway 5/23 to a taxiway was granted several months ago. With the next AIP grant cycle anticipated to begin in the coming weeks, direction has been made to coordinate the Office of the City Manager, MGW staff, and FAA employees to outline specific details for our community's grant proposal – with details and updates to be presented for your review and consideration for formal authorization during your May 29th Committee of the Whole meeting. Additionally, given the costs associated with the extension project, encouragement is being made by both state and federal leadership to pursue a 1,000 linear foot extension (as opposed to the initially contemplated 2,000 foot extension), with grant allocations likely to be spread over a few years. Meanwhile, the attached aerial provides a sense of the scope of the project.

Public Presentation Concerning State Route 7/Hogback Turn Capital Improvement Initiative

As a follow-up to the February 3rd update concerning a process to define pedestrian oriented enhancements to support “Hogback Turn” area infrastructure improvements, as well as the West Virginia Division of Highways (DOH) commitment to study the Greenbag Road Corridor to determine opportunities for minimizing heavy truck traffic in other areas of Morgantown, several kick-off staff meetings involving both the Department of Public Works and Engineering and DOH District 4 Design Engineer Bryan Radabaugh recently took place to outline specific tasks accordingly. This exercise also resulted in the attached list of action items to improve infrastructure along Brockway Avenue - to be initiated during the 2012 construction season. Additionally, an oral progress report, to include an update regarding these features, as well as a status for the aforementioned traffic studies, will be presented publicly during your May 29th Committee of the Whole meeting. Meanwhile, the City of Morgantown will continue to coordinate with DOH to achieve desired outcomes.

Expanded Role and Function of Personnel Board

In an effort to devise a work plan for the Morgantown Personnel Board to help advise city administration on various employee issues, Deputy City Manager Jeff Mikorski and I met with membership a few days ago to discuss possibilities and direction accordingly. Policies to be reviewed by the Personnel Board on behalf of the Office of the City Manager will include the City’s annual holiday schedule, notably, considerations as to which specific federal holidays are to be honored by the City of Morgantown; finalization of an acting pay policy for employees who will serve in a temporary elevated role; and a review of the cellular telephone policy, with the thought of reducing the number of City of Morgantown owned devices in exchange for reimbursement of expenses for business related calls on employee owned phones. Arrangements have therefore been made to host meetings on a quarterly basis, enabling effective implementation of the board’s thoughts and recommendations. Although affairs to this effect are that of a day-to-day administrative nature, we will keep you informed of process and involvement respectively, to include any specific authorizations that may require your approval as a result.

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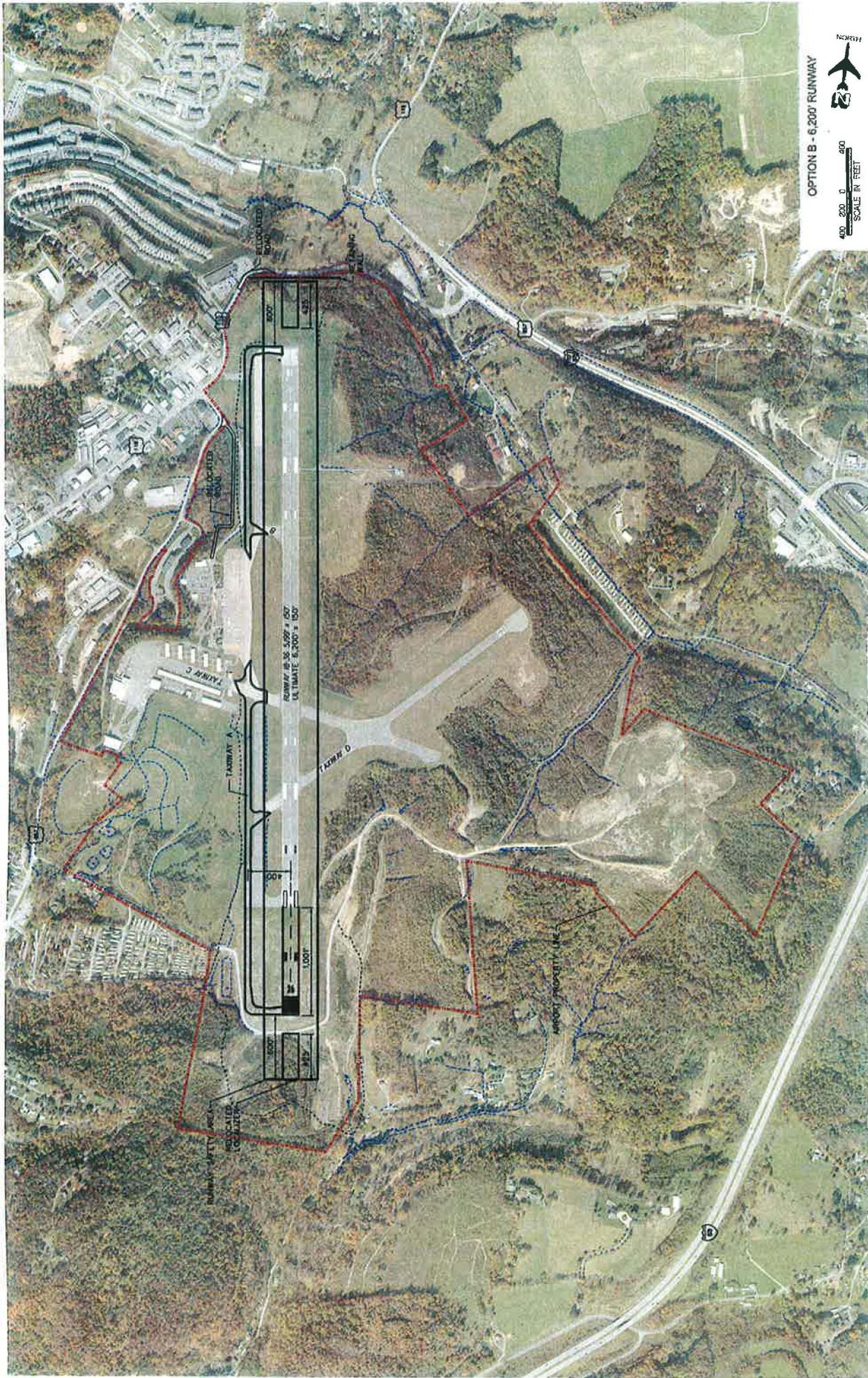
Next Joint Executive Team Meeting With West Virginia University

As arrangements are being made to host the next biannual joint executive team meeting between department directors from both the City of Morgantown and West Virginia University (WVU), Deputy City Manager Jeff Mikorski and I visited with the Office of the President Wednesday afternoon to discuss updated matters of mutual interest. As referenced in the attached draft agenda, updates regarding WVU's direction as a center for Marcellus Shale research and exploration; partnerships regarding Morgantown Municipal Airport; progress being made regarding the Evansdale Campus Redevelopment Plan; and university and community pedestrian opportunities and challenges are presently scheduled for discussion, update, and direction by both groups. This session, scheduled to take place Tuesday, April 3rd beginning at 3:00 pm at the Mountainlair, will include your ability to attend if interested. Executive Assistant Carol Allen will therefore be available to make arrangements accordingly.

Enclosures:

Aerial Photograph and Boundaries – Option B – 6,200 Runway 18/36
Summary List – Brockway Avenue – ADA Issues, Westbound and Eastbound
Excerpt from Morgantown City Charter – Personnel Board
Draft Agenda – April 3, 2012 Joint Executive Team Meeting With West Virginia University

Manager/City Council Information Letter 53



OPTION B - 6,200' RUNWAY



400 200 0 200 400
SCALE IN FEET



**Federal Aviation
Administration**

Overview: What is AIP?

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- What Is the Airport Improvement Program?
- How Much of the Project Cost Does the Grant Cover?
- What Airports are Eligible?
- What Types of Projects Are Eligible?
- What Are the Obligations for Accepting AIP Funds?
- How Does FAA Determine Which Projects Will Receive AIP Funds?
- What is the History of the AIP?

What Is the Airport Improvement Program?

The Airport Improvement Program (AIP) provides grants to public agencies — and, in some cases, to private owners and entities -- for the planning and development of public-use airports that are included in the **National Plan of Integrated Airport Systems (NPIAS)** (http://www.faa.gov/airports/planning_capacity/npias/) .

How Much of the Project Cost Does the Grant Cover?

For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, the grant covers 95 percent of eligible costs.

What Airports are Eligible?

AIP grants for planning, development, or noise compatibility projects are at or associated with individual public-use airports (including heliports and seaplane bases). A public-use airport is an airport open to the public that also meets the following criteria:

- Publicly owned, or
- Privately owned but designated by FAA as a reliever, or
- Privately owned but having scheduled service and at least 2,500 annual enplanements.

Further, to be eligible for a grant, an airport must be included in the NPIAS. The NPIAS, which is prepared and published every 2 years, identifies public-use airports that are important to public transportation and contribute to the needs of civil aviation, national defense, and the Postal service.

Recipients of grants are referred to as "sponsors." The description of eligible grant activities is described in the authorizing legislation and relates to capital items serving to develop and improve the airport in areas of safety, capacity, and noise compatibility. In addition to these basic principles, a sponsor must be legally, financially, and otherwise able to carry out the assurances and obligations contained in the project application and grant agreement.

What Types of Projects Are Eligible?

Eligible projects include those improvements related to enhancing airport safety, capacity, security, and environmental concerns. In general, sponsors can use AIP funds on most airfield capital improvements or repairs and in some specific situations, for terminals, hangars, and nonaviation development. Any professional services that are necessary for eligible projects — such as planning, surveying, and design — are eligible. Aviation demand at the airport must justify the projects, which must also meet Federal environmental and procurement requirements.

Projects related to airport operations and revenue-generating improvements are typically not eligible for funding. Operational costs — such as salaries, equipment, and supplies — are also not eligible for AIP grants.

The table below lists typical examples of eligible and ineligible projects; the list is not exhaustive. Questions about AIP eligibility should be directed to the appropriate Regional Airports Office (http://www.faa.gov/about/office_org/headquarters_offices/arp/regional_offices/).

Examples of Eligible Versus Ineligible AIP Projects

Eligible Projects	Ineligible Projects
Runway construction/rehabilitation	Maintenance equipment and vehicles
Taxiway construction/rehabilitation	Office and office equipment
Apron construction/rehabilitation	Fuel farms*
Airfield lighting	Landscaping
Airfield signage	Artworks
Airfield drainage	Aircraft hangars*
Land acquisition	Industrial park development
Weather observation stations (AWOS)	Marketing plans
NAVAIDs such as REILs and PAPIs	Training
Planning studies	Improvements for commercial enterprises
Environmental studies	Maintenance or repairs of buildings
Safety area improvements	
Airport layout plans (ALPs)	
Access roads only located on airport property	
Removing, lowering, moving, marking, and lighting hazards	
Glycol Recovery Trucks/Glycol Vacuum Trucks** (11/29/2007)	

*May be eligible. Contact your local Airport District or Regional Office (http://www.faa.gov/about/office_org/headquarters_offices/arp/regional_offices/) for more information.

****To be eligible, the vehicles must be owned and operated by the Airport and meet the Buy American Preference specified in the AIP grant. Contact your local Airport District or Regional Office**

(http://www.faa.gov/about/office_org/headquarters_offices/arp/regional_offices/) for more information.

In addition, the following must also apply for FAA to consider a project for AIP funding:

The project sponsorship requirements have been met.

The project is reasonably consistent with the plans of planning agencies for the development of the area in which the airport is located.

Sufficient funds are available for the portion of the project not paid for by the Federal Government.

The project will be completed without undue delay.

The airport location is included in the current version of the NPIAS.

The project involves more than \$25,000 in AIP funds.

The project is depicted on a current airport layout plan approved by FAA.

What Are the Obligations for Accepting AIP Funds?

Airports sponsors who accept a grant offer are also accepting conditions and obligations associated with the grant assurances (http://www.faa.gov/airports/aip/grant_assurances/). These include obligations to operate and maintain the airport in a safe and serviceable condition, not grant exclusive rights, mitigate hazards to airspace, and use airport revenue properly.

How Does FAA Determine Which Projects Will Receive AIP Funds?

Because the demand for AIP funds exceeds the availability, FAA bases distribution of these funds on present national priorities and objectives. AIP funds are typically first apportioned into major entitlement categories such as primary, cargo, and general aviation. Remaining funds are distributed to a discretionary fund. Set-aside projects (airport noise and the Military Airport Program (http://www.faa.gov/airports/aip/military_airport_program/)) receive first attention from this discretionary distribution. The remaining funds are true discretionary funds that are distributed according to a national prioritization formula.

What is the History of the AIP?

To promote the development of a system of airports to meet the Nation's needs, the Federal Government embarked on a grants-in-aid program to units of state and local governments shortly after the end of World War II. The early program, the Federal-Aid Airport Program (FAAP) was authorized by the Federal Airport Act of 1946 and drew its funding from the general fund of the U.S. Treasury.

In 1970, a more comprehensive program was established with the passage of the Airport and Airway Development Act of 1970. This Act provided grants for airport planning under the Planning Grant Program (PGP) and for airport development under the Airport Development Aid Program (ADAP). These programs were funded from a newly established Airport and Airway Trust Fund, into which were deposited revenues from several aviation-user taxes on such items as airline fares, air freight, and aviation fuel. The authority to issue grants under these two programs expired on September 30, 1981. During this 11-year period, 8,809 grants totaling \$4.5 billion were approved.

The current program, known as the Airport Improvement Program (AIP), was established by the Airport and Airway Improvement Act of 1982 (Public Law 97-248). Since then, the AIP has been amended several times, most recently with the passage of the Century of Aviation Reauthorization Act (Vision 100).

Funds obligated for the AIP are drawn from the Airport and Airway Trust fund which is supported by user fees, fuel taxes, and other similar revenue sources.

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Brockway Avenue – ADA Issues

Westbound

- ***Patch Nolan Ave. to allow for wheelchair –CITY.***
- ***Loose slab 50' past Nolan on inlet –DOH***
- ***Begin at car wash up to Studio 101 replace 150 LF sidewalk raise curb- DOH***
- ***Hole in pavement in front of Studio 101- DOH***
- ***Brockway & Penn install new curb ramp & 30 LF sidewalk and handrail – DOH***
- ***Brockway & Penn up for 150 LF clean sidewalk to get width***
- ***Across from Arlington property owner trim shrubs***
- ***Just above 573 clean sidewalk & brush- CITY***
- ***541 replace 40 LF sidewalk possibly remove tree.- DOH***
- ***Clean sidewalk & brush for width just above 541- CITY***
- ***513 Install 60 LF sidewalk- DOH***
- ***Just below 463 10 LF sidewalk- DOH***
- ***New ramp at Hackney- DOH***
- ***Just past Highlife Lounge 50 SF repair- DOH***
- ***Across from 424 30 LF new sidewalk- DOH***
- ***2 new ramps at Kingwood St. – DOH***

Easbound

- ***316 1-4ft slab replacement- DOH***
- ***Kingwood, new ramps at corners.***
- ***Cables loose on 9038/13***
- ***Rexroad H&C 65 LF new sidewalk- DOH***
- ***542 – 40 LF new sidewalk- DOH***
- ***Vinton- move sign – CITY***
- ***550 30 LF replacement sidewalk to correct cross slope***
- ***Across from 579 replace 32 LF sidewalk – DOH (loose DI cover)***
- ***Arlington- 60 LF replacement sidewalk - DOH***

Such boards, authorities or commissions shall not be under the direction or supervision of the City Manager, but every ordinance creating such board, authority or commission shall provide for periodic reports, at least semi-annually, or as otherwise required by law, to the Manager, or to the Council and to the Manager, indicating such board's financial condition and such other reports and information as the Council may require.

SECTION 4.03. JUDGE OF THE POLICE COURT.

There shall be a judge of the police court who shall be a resident and qualified voter of the City. He shall be appointed by, and hold office at the will of, the Council.

In the event of the temporary absence or disability of the police judge, the City Manager shall appoint a person similarly qualified to serve as police judge during such absence or disability. Such appointment shall remain in effect until the next regular meeting of the Council at which time the Council shall appoint a similarly qualified person to serve during the period of such temporary absence or disability.

The police court judge shall have all of the judicial powers, authorities, and duties granted to municipal courts by the laws of the State.

The City Council shall fix the compensation of the police court judge.

SECTION 4.04. CITY ATTORNEY.

There shall be a City Attorney appointed by the Manager who shall serve as chief legal advisor to the Council and the Manager. The City Attorney shall be a member of the Monongalia County Bar. The Council may provide by ordinance for the authority of the Manager to employ, in lieu of or in addition to the City Attorney, any Assistant City Attorneys as special counsel to represent the City in connection with any legal matter or matters.

SECTION 4.05. PERSONNEL SYSTEM.



(a) Program and Board. The City Manager or persons assigned by him shall be responsible for implementing a sound personnel program for the City. There shall be a Personnel Board consisting of three members appointed by the Council for terms of three years from among the qualified voters of the City. Members of the Board shall hold no other City office. The City Manager shall provide necessary staff assistance for the Personnel Board.

(b) Personnel Rules. The City Manager shall prepare personnel rules and shall refer them to the Personnel Board which shall report to the Council its recommendations thereon. When approved by Council, it shall enact an ordinance adopting the, with or without amendment. These rules shall provide for:

- (1) Plans, systems and projects as they relate to employee relations, personnel data systems, personnel records, employee classification, evaluation of performance and in-service training programs;
- (2) The formulation of plans, advise and action to conform to applicable State and federal employment laws;
- (3) The provision of a pay plan and guidelines for appointment, promotion, age of retirement and pension for City employees;
- (4) Policies and procedures regulating reduction in force and removal of employees;
- (5) The hours of work, attendance, regulations and provisions for sick and vacation leave;

- (6) Policies and procedures governing relationships with employee organizations;
- (7) Grievance procedures, including procedures for the hearing of grievances by the Personnel Board, which may render advisory opinions based on its findings to the City Manager with a copy to the employee;
- (8) Provide advice and guidance to all City officials, department heads and supervisors as necessary for the administration of the City personnel system.

ARTICLE V FINANCIAL PROCEDURES

SECTION 5.01. FISCAL YEAR.

The fiscal year of the City shall begin on the first day of July and end on the last day of June.

SECTION 5.02. SUBMISSION OF BUDGET AND BUDGET MESSAGE.

On or before the 15th day of February of each year, the Manager shall submit to the Council a budget for the ensuing fiscal year and an accompanying message.

SECTION 5.03. BUDGET MESSAGE.

The Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the Manager deems desirable.

SECTION 5.04. BUDGET.

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be made in accordance with generally accepted accounting principles for municipal governments and agencies. In organizing the budget the Manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- (a) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;
- (b) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure;

**DRAFT AGENDA
JOINT MEETING
WEST VIRGINIA UNIVERSITY
AND
CITY OF MORGANTOWN
TUESDAY, APRIL 3, 2012
3:00 PM**

1. WVU as Center of Marcellus Shale Research and Exploration
2. Updates Concerning Evansdale Redevelopment Plan
3. University and Community Pedestrian Opportunities and Challenges
4. "The Power of 32"
5. Partnerships Regarding Morgantown Municipal Airport
6. Gig U
7. 2012 Inaugural Innovation Showcase
8. For the Good of the Order
9. Next Meeting
10. Adjourn