



City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

CITY MANAGER'S OFFICE

MAIN 209.831.6000

FAX 209.831.6120

www.cityoftracy.org

Memorandum

Date: March 15, 2023
 To: Mayor and Council Members
 From: Midori Lichtwardt, Acting City Manager ^{DS}
 Via: Brian MacDonald, Parks & Recreation Director
 Karin Schnaider, Assistant City Manager
 CC: Paula Jessup, Airport Manager
 Subject: Quarterly Update for Tracy Airport Layout Plan

This memo, per Council direction, provides a quarterly update on the Tracy Municipal Airport Layout Plan. Since 2020, the Tracy Municipal Airport has been undergoing a Master Plan Update that is a requirement of the Federal Aviation Administration every fifteen to twenty years. This is to ensure that the airport continues to meet the needs of its users. The update is the revision of three parts: Obstruction Survey with Mitigation, Master Plan Narrative, and an Airport Layout Plan. The Obstruction Survey will illustrate to the airport and FAA what obstructions are near the airport and how best to mitigate them. The Master Plan Narrative will explain how the airport infrastructure is keeping pace with growth. Within this section, public comment is required as the City must document the expressed current or future needs of both the residential and the airport community regarding the airport. The Airport Layout Plan will detail projects located on the airport for the next ten to twenty years and property ownership.

Obstruction Survey with Mitigation

In the spring of 2021, Woolpert & Associates completed a ground and aerial survey of the surrounding area of the airport for the Obstruction Survey portion of the Master Plan update. The information was submitted to the FAA and approved later that year. Brandley Engineering will evaluate all possible obstructions designated by the Obstruction Survey and will create an Obstruction Mitigation Plan to be added to the Master Plan Narrative at time of submittal.

Task to be completed	Estimated Completion Date	Completion Date	FAA Approval Date	Next Step
Obstruction Survey- via ground/air	Spring, 2021	Spring, 2021	June, 2021	Complete Obstruction Mitigation Report
Complete Obstruction Mitigation Report	July, 2023			Conditional Acceptance by FAA

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Master Plan Narrative

On August 30, 2021, Brandley Engineering submitted Chapter 3, Aviation Forecasts to the FAA seeking comments and approval. This chapter details the current and projected quantity of flights in and out of Tracy Municipal Airport, the type of aircraft, and the size of the aircraft. This is broken down into four categories serviced: helicopter, general aviation fixed wing, business jet, and advanced air mobility aircraft. From this information, the critical aircraft is decided upon by the FAA based on the largest types of aircraft with the most operations in and out of Tracy Municipal Airport. The size of the airport, accompanying infrastructure such as runway and taxiway dimensions, and future projects relies upon the approval of the critical aircraft. On February 1, 2023, after many discussions with the FAA, the critical aircraft were agreed upon for all four types of aircraft serviced now and in the future at Tracy. Completion of the remaining chapters are currently underway with the receipt of the FAA's approval of the Chapter 3 Aviation Forecasts.

Task to be completed	Estimated Completion Date	Completion Date	FAA Approval Date	Next Step
Establish the Critical Aircraft for Airport	Fall, 2022	2/1/2023	2/1/2023	Complete Chapter 3 - Forecast
Complete Chapter 3 - Forecast	Fall, 2023	2/1/2023	2/1/2023	Complete Remaining Master Plan Narrative
Complete Remaining Master Plan Narrative	June, 2023			Conditional Acceptance by FAA

Airport Layout Plan

The Airport Layout Plan is a set of drawings approximately thirteen pages in length. This consists of Airport future projects, data tables, approaches, and departures for each runway, known obstructions, and Exhibit A Property Map. The two most important sheets are the Future Projects sheet and Exhibit A. The Future Projects sheet illustrates the projects the airport wishes to complete in the next ten to twenty years. To be considered for an FAA Airport Improvement Project grant, the project must be on the Future Projects sheet and be conditionally approved by the FAA. Exhibit A is essential because all infrastructure on the airport must be documented on and be approved by the FAA. Staff and Brandley Engineering, the airport consultant, have been extensively working on the Future Projects sheet and Exhibit A this past year as they are also being utilized as part of the FAA compliance review.

Task to be completed	Estimated Completion Date	Completion Date	FAA Approval Date	Next Step
Complete Airport Layout Plan-Future projects	January, 2023	1/20/2023		Conditional Acceptance by FAA
Complete Exhibit A - Property Map	January, 2023	1/20/2023		Conditional Acceptance by FAA
Complete Remaining Drawings	June, 2023			Conditional Acceptance by FAA

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Airport Property Restrictions and FAA Compliance Audit

Amid collecting land use documents, to update Exhibit A of the Airport Layout Plan showing property ownership, it became known to both staff and the FAA that the property deed restrictions built into the Instrument of Transfer executed May 27, 1947, between the United States Government and the City of Tracy, may have been overlooked. Per the Instrument of Transfer, the City of Tracy could only construct on the airport if the intention of the project was to provide an airport use or benefit. As a result of this discovery, the City was notified by the FAA on December 17, 2021, that the Tracy Airport was in a compliance audit until further notice. Since then, staff and the airport engineering consultant have been working with the FAA to assess which areas of airport property has been used for non-aeronautical use without FAA approval for such a use. After a great deal of research and time, the Exhibit A was updated to best illustrate all underground infrastructure built over the past forty (40) years. Upcoming meetings with the FAA will provide the next steps to take at the City level.

Please feel free to contact me if you have any questions.