

**SMD RESOLUTION NO. 05-06
CRITICAL ELEMENTS TIMELINE**

This document is a snapshot of a “work-in-progress” project and will be updated as conditions change.

RESOLUTION ITEM #	DESCRIPTION	DUE DATE	DATE COMPLETED
2 a	Airport Supervisor - Send ad to AAAE and immediately post on their associated websites. Post position on FWA website and post internally.	05-04-05	05-04-05
2 a	Airport Supervisor - Develop Timeline for Recruitment	05-06-05	05-06-05
2 d	Hangar Waiting List Review	05-06-05	05-06-05
2 a	Airport Supervisor - Ad runs in the Sunday edition of the Journal Gazette for SMD Airport Supervisor	05-07-05	05-07-05
2 b	Discuss Capital Improvement Program (CIP) with FAA	05-10-05	05-10-05
2 c	Maintenance (Man Hours Needed/Day)	05-13-05	05-13-05
2 a	Airport Supervisor - Ad runs in Airport Report. Ad runs in Airport Report Express (not sure exact date – space availability)	05-16-05	05-16-05
2 f	Will provide timeline of events for FBO RFP	05-20-05	05-13-05
2 b	Needs Assessment - Repairs – 1 st Draft	05-31-05	05-31-05
2 c	Safety – Fencing / Crops / Trees / Culvert / Etc.	06-03-05	05-10-05
2 a	Airport Supervisor - Position Close	06-10-05	06-17-05
2 d	Hangar Cost and Maintenance	06-15-05	07-11-05
2 a	Airport Supervisor - Review Applications and Select Interview Candidates	06-16-05	07-08-05
2 a	Airport Supervisor - Interview Candidates	07-22-05	07-19-05
2 b	Develop Full CIP and Prioritize	06-30-05	06-14-05
2 d	ROI / Lease Rate / Amortization Schedule on Hangar Construction	07-29-05	In Process
2 f	FBO Selection Process - Draft Request For Proposals (RFP) with Draft Lease Agreement	08-09-05	08-09-05

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Original Date: 05/25/05
Revision Date: 02/06/06

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2 a	Amend Smith Field Air Service Agreement to Remove Management Function from Their Scope of Services	08-19-05	8-19-05
2f	Submit Suggested Specifications for RFP Process to Board (After Priority Improvements List)	08-22-05	8-22-05
2 a	Airport Supervisor - Select Finalist and Make Offer	07-25-05	07-25-05
2 a	Airport Supervisor - Projected Hire Date for SMD Airport Supervisor(Provides candidate with two weeks notice to current employer)	08-30-05	08-30-05
2 d	Determine Current Demand for Hangars	07-29-05	07-20-05
2 f	FBO Selection Process - Issue / Advertise RFP	10-19-05	10-19-05
2 f	FBO Selection Process - Pre-Proposal Meeting	10-31-05	10-31-05
2 f	FBO Selection Process - Question Cut-Off	11-07-05	11-07-05
2 f	FBO Selection Process - FWA Question Response	11-14-05	11-14-05
2 e	Determine Museum Possibilities		
2 f	FBO Selection Process -Proposals Due	11-23-05	11-23-05
2 f	FBO Selection Process - Proposal Evaluation Due – Selection Committee	12-09-05	12-09-05
2 f	FBO Selection Process - Schedule On-Site Presentations	12-12-05	TBD
2 f	FBO Selection Process - Selection Committee Final Evaluation	01-09-06	01-09-06
2 f	FBO Selection Process - Contract Recommendation - Real Estate Committee Meeting	01-20-06	01-17-06
2 f	FBO Selection Process - Contract Award – Board Meeting	01-23-06	In Process
2 f	FBO Selection Process - Notice of Award	01-24-05	
2 f	FBO Selection Process - Start of New Contract	02-15-06	
2 c	Use, Development, and Funding	Contingent on ALP Process	
2 e	Task Force & Real Estate Committee – Historical Recognition		
2 e	Try to Identify Other Options – Historical Recognition		
2 a	Determine Date for Transition – Management Transition	TBD	
2 g	Cooperation with FAA on ALP Process – Discussed with FAA on 5/10/05.	Ongoing	In-Process

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3	Public Input Before ALP Process is Finalized	TBD	