



**Airport Advisory Board
Regular Meeting
December 15, 2021, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

A. VIRTUAL PARTICIPATION:

The Auburn Airport Advisory Board Meeting scheduled for Wednesday, December 15, 2021 at 7:30 a.m. will be held virtually and telephonically. To attend the meeting virtually please click the below link, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and Stay Safe-Stay Healthy, the City of Auburn is holding public meetings virtually at this time.

City of Auburn Resolution No. 5581, designates City of Auburn meeting locations for all Regular, Special and Study Session Meetings of the City Council and of the Committees, Boards and Commissions of the City as Virtual Locations.

The link to the Virtual Meeting or phone number to listen to the Advisory Board Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device.

<https://us06web.zoom.us/j/85866824910>

Or join by phone:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 858 6682 4910

B. CALL THE MEETING TO ORDER/ROLL CALL

C. PUBLIC COMMENT:

Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:

City of Auburn

Attn: Angela Klein, Airport Administrative Assistant

2143 E St NE Suite

Auburn, WA 98002

Email comments to:

aklein@auburnwa.gov

D. APPROVAL OF MINUTES:

1. OCTOBER 20, 2021 REGULAR MEETING

E. BOARD ACTION ITEMS:

1. 2022 MEETING SCHEDULE (5 MIN)

F. BOARD DISCUSSION ITEMS: Please note that no action will be taken on Board discussion items.

1. BOARD COMPOSITION DISCUSSION (5 MIN)
2. 2022 BOARD WORK PLAN DISCUSSION (20 MINUTES)
3. 2021 CAPITAL PROJECT STATUS (5 MIN)
4. TRACKING MATRIX (GENERAL BUSINESS)(5 MIN)

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT & 2021 AIRPORT ACCOMPLISHMENTS (20 MIN)

H. PRESENTATIONS: none**I. SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows*:**2022 Regular Meeting Schedule:**

TBD

Unless otherwise noted and advertised, all meetings will start at 7:30 a.m. and will take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

*Please note that subject to advanced public noticing the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

J. ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: October 20, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:	
Deanna Clark, Chairperson	
Danielle Butsick, Vice Chair (excused)	
Wayne Osborne, Board Member	
Sean Morrow, Board Member	
Joe Nessel, Board Member	
Dennis Decoteau, Board Member	
Andrea Prasse, Board Member	
City Staff:	
Ingrid Gaub, Public Works Director	
Tim Mensonides, Auburn Airport Manager	
Angela Klein, Auburn Airport Office Assistant	

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll.

PUBLIC COMMENTS: There were no public comments for this meeting.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

- B. APPROVAL OF MINUTES:** A motion was made by Board Member Nessel and seconded by Board Member Osborne to approve the August 18, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

A motion was made by Board Member Nessel and seconded by Board Member Osborne to approve the October 11, 2021 Auburn Airport Advisory Board Special Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

- C. BOARD ACTION ITEMS: NONE**

- D. BOARD DISCUSSION ITEMS:**

1. CAPITAL IMPROVEMENT PLAN UPDATE

Manager Mensonides shared the updated Capital Facilities Plan for projects and financing planned through 2027. Projects include the AWOS, pavement maintenance/replacement, upgrades and door replacements for open and enclosed hangars, and a potential airport office/middle ramp reconfiguration.

2. ANNUAL AIRPORT SURVEY

Manager Mensonides shared the results of the 2021 annual airport survey that included 101 responses, nearly double the amount of responses received to the 2020 survey. Answers from the survey were primarily those received from the year before. Manager Mensonides suggested sending out the survey on a less than annual basis based on feedback, common answers from year to year, and open lines of communication with airport staff.

3. AIRPORT MINIMUM STANDARDS

Manager Mensonides updated the board on the progress of revising the airport minimum standards to be more specific to Auburn Airport.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. 2021 CAPITAL PROJECT STATUS

Manager Mensonides shared the current statuses of capital projects including property acquisition, runway rehabilitation, night restrictions, and annual maintenance and repairs.

5. TRACKING MATRIX (GENERAL BUSINESS)

Manager Mensonides shared progress on various tasks and projects in process.

E. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S & MAINTENANCE REPORT

Manager Mensonides informed the board of an upcoming survey planned with the Auburn Police Department and Community Development to help with recommendations for possible security needs or opportunities. He then shared that a user group meeting was held Sept. 14th, 2021. One suggestion from the meeting was to change the radio frequency used by the airport (CTAF) to help alleviate excess congestion from other airports. Airport zoning was also discussed. A public meeting was held to obtain feedback. The updated zoning is set to be presented to the Auburn City Council in November. Manager Mensonides then updated the Board on the new hangar construction project that has stalled due to increasing costs, specifically the cost of steel. He is meeting with developers to reassess options and move forward. Construction is now estimated to begin spring or summer 2022. Derelict planes were also discussed and the effort made by airport staff to address planes that are not airworthy or registered with the FAA. He also mentioned staff attending the annual Washington Airport Management Association conference in early October where Operations Technician Ryan Hubbard was presented with an award from the USDA for his work with and improvement of wildlife mitigation at the airport.

AUBURN AIRPORT ADVISORY BOARD
MEETING MINUTES

F. PRESENTATIONS: NONE

G. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

December 15, 2021

H. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:27 a.m.

APPROVED this 15th day of December, 2021

Angela Klein, Board Secretary



To: Auburn Airport Board

From: Tim Mensonides, Airport Manager; Ingrid Gaub, Public Works Director

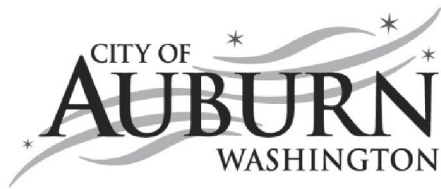
CC:

Date: 12/7/2021

Re: 2022 AAB Meeting Schedule

Below is the proposed regular AAB meeting schedule for 2022. Meetings will be held the third Wednesday of every other month with the July meeting not being held to accommodate for airport events, projects and staff schedules. Meetings will be held via Zoom until COVID response parameters allow for in-person meetings. Meeting times will be from 7:30am-9am.

- January 19, 2022
- March 16, 2022
- May 18, 2022
- September 21, 2022
- November 16, 2022



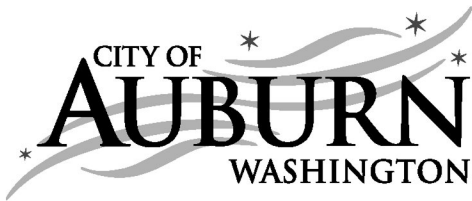
Memorandum Public Works Department

To: Airport Advisory Board Members
From: Tim Mensonides, Airport Manager
Date: December 7, 2021
Re: Airport Board Composition

The Annual Work Plan for the Board includes a task for the Board to discuss if there is a desire for any changes to the Board's composition each year. The Board previously considered changes to this in November of 2017 and recommended that the number of Board Members be increased from 5 to 7. These changes were adopted by the City Council in early 2018. In December 2020, the Board reviewed and recommended no further changes.

As of December 31, 2021, the Board will have 5 of the 7 positions filled.

This is the opportunity for the Board to discuss if they would like to make any additional recommendations to the City Council on changes to the Board's composition.



Memorandum

To: Airport Advisory Board
From: Tim Mensonides, Airport Manager
Cc: Ingrid Gaub, Director of Public Works
Date: December 7, 2021
Re: 2022 Annual Board Work Plan

Each year the Board develops an annual work plan for the upcoming year that is utilized in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council.

Work plans serve two important key functions for an advisory body such as the Airport Advisory Board. First, a work plan will assist the Board in ensuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.33 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the focuses of the Board during the upcoming calendar year.

Work plans should present enough information to provide clear guidance as to what the Board would like to work on. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board and City staff's overall availability and ability to complete the tasks identified for 2022.

In developing its work plan, the Board should consider the following:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities of the Public Works Department.
- Board members' knowledge, interest, and expertise.

The 2022 Annual Board Work Plan approved by the Board will be presented to the Auburn City Council at a future City Council meeting by the Board chairperson accompanied by the Airport Manager.

To assist the Board in thinking about potential 2022 Annual Board Work Plan items, we have provided the following list that includes the 2022 items from the draft Strategic Plan

Update and additional policy and guidance items that staff would like to review with the Board in 2022.

- **KRA 1-1 – Continued Hangar Development**– *Anticipated Completion 1st Qtr 2023/On-Going*

Completion of new hangars on the SE corner of the airport with multiple businesses place in larger box style hangars. Seek opportunities for additional hangar development on the airport to address the high demand for hangar space within the region.

- **KRA 1-3 – Middle Ramp Development**– *Anticipated Completion 2026*

Redevelopment of the middle ramp area to accommodate the Airport Office, improve access and parking. Seek partnerships for development of space for additional business use.

- **KRA 2-2 - Annual review of the 2022 Airport Marketing Focus** – *Anticipated Completion 2nd Qtr 2022*

- **Airport Rules & Regulations** – *Anticipated Completions 1st Qtr 2022*

Complete the revisions to the Airport Rules and Regulations for adoption.

- **Airport Minimum Standards** – *Anticipated Completion 1st Qtr 2022*

Complete revisions to the Airport Minimum Standards for adoption.

- Other routine items for review with the Board in 2022 include:

- Annual Fee Update
- Annual Capital Improvement Plan Update
- Airport Board Composition Review
- Airport Board Annual Work Plan Update for 2023

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City	Property Acquisition	Purchase and sale agreement and schedule to be approved by the King County Council in February 2022. Final short plat application complete and submitted to City Planning Department for review.	Wait for King County Council Approval. Finalize and record short plat. Complete purchase of new parcel from King County.	Wickstrom/Mensonides	Jan-18	Jul-22	\$ 500,000 (90/10)
City/CW	Runway Rehab, RSA, Grading, New PAPI installation, Taxiway Alpha lighting, Runway Designation:17/35, New Insturment Approach, Possible CTAF Change	Planning	1. Discovery Meeting with the FAA, and Century West 2. FAA Grant Application 3. Begin Design	Wickstrom/Mensonides	Nov-21	Jun-24	\$ 4,055,555 (90/10)
City	Night Restrictions	33 obstructions mitigated and updated in the FAA's system.	FAA flight check anticipated 6/2022, once complete night restrictions should be removed	Mensonides	Aug-18	Jun-22	\$ 13,000
City	J Hangar Door Replacement and Open Hangar Enclosure	Project Funded with award of CARB Loan, hopeful for additional FAA Funding which could allow for additional hangar rows to be enclosed	Design of project	Mensonides	Jan-22	Feb-23	\$ 1,000,000
City	Annual Maintenance and Repair	Planning, Determine Projects	Hire Seasonals, determine areas which need pavement maintenance	Mensonides	Mar-22	Nov-22	\$ 75,000

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date	Completion Date
N/A	Update City Code	Public Works Director/Airport Manager	Updating several sections of outdated code that are related to the Airport for adoption by City Council.	1Q 2021	Completed
2-1	Airport Zoning Regulation Update	Airport Manager/Long Range Planner	Coordinate with City's Community Development Service Area to assess and potentially implement new zoning regulations amendments to current City of Auburn zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts. This will require an approval process through the City's Planning Commission and Council.	1Q 2019	Completed
N/A	AAB Procedures and Standards	Public Works Director/Airport Manager/ Airport Advisory Board	Develop specific board procedures around the operation of the board and the management of meetings for adoption by the Board. (The Board currently does not have any specific procedures in place, and this is required for a public board).	2Q 2021	Completed
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board	Annual review of the 2021 Airport Marketing Focus to be responsive to changing market conditions and needs with a focus on marketing and leasing the two on airport development sites approved in the approved Airport Master Plan to prospective tenants and developers. Other areas of focus are emerging technologies, alternative fuels, recruitment of on airport Businesses, and better incorporation of the Airport into other City events. Current focus for on airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.	1Q 2021	Completed
3-3	Wayfinding Improvements	Airport Staff/Airport Advisory Board	Develop wayfinding upgrades to airport signage to improve information for airport users to find amenities and businesses on the airport.	2Q 2021	Completed
3-4	Airport Broadband Service	Airport Staff	Developing potential option(s) for Broadband improvements to the Airport for service to Airport users. The City's high speed fiber optic network has been extended to the Airport. Building off of this network, wireless broad band services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience This will include the estimated cost to implement.	2Q 2021	Completed
N/A	Update Airport Rules & Regulations	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Rules and Regulations for adoption by the Board.	3Q 2020	1Q 2022
N/A	Update Airport Minimum Standards	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Minimum Standards for adoption by the Board.	2Q 2021	1Q 2022
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	1. Annual Fee Update 2. Annual Airport Users Survey 3. Capital Improvement Plan Update 4. Board Compostion Review 5. Board Work Plan Update for 2022		<i>Completed</i> : October <i>Completed</i> : October <i>Completed</i> : October <i>Anticipated</i> : December <i>Anticipated</i> : December

[1] KRA 1 = Facility & Infrastructure; KRA 2 = Economic/Community Development; KRA 3 = Operation Enhancement/Expansion



Airport Accomplishments and 2021 Year-in-Review

Projects:

- Completed storm water improvements to eliminate flooding issues in North hangars
- Installed an external speaker for people sitting in the grass area outside the office to hear the CTAF
- Installed exterior lighting on G row hangars. Upgraded interior lighting to LED for C row hangars
- Upgraded lighting at airport entrance: Flag Pole and main entrance sign and gate A-6, removed tree
- Purchased and installed over 120 catch basin filters to be in compliance with Department of Ecology and the stormwater permit. Formed a tracking system for recording maintenance on the filters
- Replaced all the windows in the Classic Helicopter building. The building now has improved heating and cooling as well as sound insulation
- Fuel Tank upgrades: replaced fuel filter vessel, improved fuel delivery performance, increased tank capacity, new signage (tenant directory sign), painted tank, installed new reels which addressed an issue with the previous reels that made pulling out the fuel hoses difficult
- Replaced the front door and frame for the Airport-owned building occupied by Classic Helicopters
- Fixed the Airport office roof with puddling issues and soft areas around the HVAC unit
- Airport staff restriped taxiway center lines
- Airport staff restriped Classic Helicopter's parking lot
- Airport staff crack sealed the majority of airfield pavement. Not only will this increase the useful life of the pavement, it will decrease staff time in future years for weed removal. Staff performing this project saved the airport approximately \$50K.

Airport Staff Training:

- Entire staff was able to attend Washington Airport Managers Association Conference in early October. Staff led presentations and presented on multiple topics
- Angela obtained her Notary Public Certification
- Staff completed Fuel Training with City Service Valcon
- Ryan attended the Washington State Community Airports Association Conference in October
- Staff was trained on Airport wildlife management
- Staff completed "Colors" training on personality and communication styles

Accomplishments:

- Started a new long-term contract with fuel provider-Phillips 66. 2-year terms up to 12 years
- New Leases and locations started for Spanaflight and Classic Helicopters
- Completed an Emergency "Go Bag" for staff to utilize when responding to incidents/accidents on the airport
- Comcast service was brought to the airport office building for tenant's inside the building
- Updated the Airport website with a section commemorating Dick Scobee
- Installed airport amenity maps in highly frequented areas around the airport
- Installed upgraded tie-down ropes and cones to delineate transient tie-downs
- Completed nearly 2 years of work between Planning and Airport staff in updating city zoning which allows for greater airport and community protection. The update involved producing an airport overlay map with protective zones, updated a 25-year-old section of outdated code related to the airport, and also noted the significance of the Airport to the community and region. This work strengthened the protection of the Airport and its operations and will discourage the siting of incompatible uses adjacent to the airport. This effort was recognized by WSDOT Aviation as the "gold standard" in airport planning and protection, and the agency will be using Auburn as a model example to other airports.



- Ryan Hubbard made an airport driver training presentation which the Airport gives to new employees, Police, contractors and other parties who will operate on the airport
- Ryan Hubbard made a framed memorial commemorating Dick Scobee which is on display in the airport office lobby
- Upgraded the interior of the office: new pictures, conference room table, furniture
- Received \$23K in FAA funding related to COVID
- Rolled all airport infields to improve operational maintenance and safety
- Hired 2 seasonal employees: Jim McCartney and Brian Kruml
- Hired an airport intern: Kennedy Vessey
- Participated in the Fly Washington Passport Program second annual food drive in competition with other airports and donated over 4,674.80 lbs. of food to the Auburn Food Bank. This amount led to the airport winning the annual traveling trophy for 1st place
- Angela Klein published an article in the "Auburn Magazine" on the Food Drive success
- Updated City Code regarding the Airport Advisory Board and additional regulations related to the airport
- Over the year met with multiple students interested in aviation and airport management
- Updated numerous documents with the extended runway configuration and new airport layout
- Updated the Airport Layout Plan
- Ryan Hubbard obtained \$2,500 worth of scholarships from WAMA and NWAAAE to fund a portion of the airport's internship
- City employee Blake Tomasch won an award for the top poster for the work he did with airport staff in designing and producing a Part 77/protective airspace map around the airport
- Installed mulch in north end of airport which greatly improved aesthetics
- Airport Staff assisted Chehalis airport staff in hiring an administrative assistant
- Airport Staff presented Fly Washington Passport awards to Harvey Field and Orcas Island Airport for their participation in the 2020 food drive
- Fly Washington Passport Program: Since the program was kicked off on April 1, 2019 - 27 participants have flown to over 90% of the 105 participating airports and earned jackets, with 8 people attaining them in 2021
- Awarded \$59K in FAA funding related to COVID
- Staff installed helicopter pads on Classic Helicopter's ramp
- Staff cleared a corner of the airfield of black berries and old fence and turned this space into a mowable area
- Other long neglected areas along perimeter fence were cleared, with old fence breaches being fixed
- Intern, Kennedy Vessey, published an article in the "Auburn Magazine" educating the public on airport operations
- Found a solution and formed a process for when the airport's fuel terminal has software problems to still provide fuel to customers
- Cleared the airport's Southeast Ramp of all aircraft in preparation for the New Hangar Construction
- Sent out Requests for Qualifications for an On-Call Engineer for Airport Work for the next 5 years. Selected Century West Engineering
- Ryan Hubbard was awarded the annual Wildlife Award presented by the local USDA chapter recognizing his excellence in managing the Airport wildlife program. BIG Kudos go to Ryan for this award!
- Ryan obtained his drone operator's license. This will allow the airport to perform inspections of the facility from different angles and also deter wildlife.
- Created an informative and well done Question-and-Answer page on the airport website for commonly asked airport related questions
- Created a professional intro packet for all new airport tenants. Only airport in the region who offers this.
- Received a \$750,000 low-interest loan from the State for airport projects that produce revenue. The Airport plans to use the loan to enclose at least one row of open hangars and replace the roll up doors on J hangar row.



Purchases:

- FOD Boss Mats, prior ones were well used and due for replacement. Ordered an additional one to cut sweeping time in half and allow for shorter disturbances to operations
- 1 man crack sealer for airfield pavement maintenance. This allowed airport staff to proactively maintain pavement and extend its useful life.

Events:

- 2/13 – Snow event, over 7 inches of snow fall. Staff kept the airport open and had the opportunity to use the new airport plow.
- 3/10 – Runway incident, prop strike
- 3/31 – Vandalism and attempted theft of an aircraft on the SE ramp
- 4/9 – Staff presented to the WPA Green River chapter the Airport 101 presentation
- 5/14 – Staff participated in a WAMA airport tour at Skagit Airport to collaborate with fellow airport operators
- 6/30- Runway closure to address lighting issue which was fixed and performed maintenance on the runway surface during the closure
- 7/3- Emerald Downs Fireworks Show. Staff had an informal BBQ with Spanaflight and had outstanding attendance
- 7/7- Met and collaborated with Yakima Airport staff
- 7/15 – Hosted an airport internship tour for surrounding airports with interns to give them a feel for multiple airports
- 7/17-18 – Model Airplane Line Control event on Southeast ramp
- 8/6 – Dream Flights came to the airport and gave 4 Stearman rides to WWII veterans as part of their "Giving back to those who gave" Operation September Freedom barnstorming event
- 8/7 – Normandy BBQ
- 8- Paine Field and Sea-Tac Intern tours
- 8/23 - Held an Aviation Stakeholder consultation with WSDOT Aviation as part of the City zoning and comprehensive plan updates
- 9/14- Airport User Group Meeting
- 9/24- Airport Staff was interviewed by “Flying Magazine” on the Fly Washington Passport Program
- 11/16- Stolen Property Incident on Airport



-6 AAB Meetings