

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: December 15, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

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

A. CALL THE MEETING TO ORDER:

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

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

C. APPROVAL OF MINUTES: A motion was made by Board Member Morrow and seconded by Board Member Nessel to approve the October 20, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

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D. BOARD ACTION ITEMS: 2022 MEETING SCHEDULE

A motion was made by Board Member Prasse and seconded by Board Member Morrow to approve the 2022 meeting schedule.

MOTION CARRIED UNANIMOUSLY, 6-0

E. BOARD DISCUSSION ITEMS:

1. BOARD COMPOSITION DISCUSSION

The Board discussed upcoming vacancies that will be left by Board Member Morrow and Board Member Butsick at year's end. Board Members agreed to keep the board at seven members rather than reduce that number to five. Interest in soliciting pilots and area businesses to fill the vacancies was also discussed.

2. 2022 BOARD WORK PLAN DISCUSSION

Manager Mensonides discussed annual tasks for 2022 taken from the strategic plan. Rules & regulations, airport minimum standards, continued hangar development, middle ramp development, and a review of the airport marketing focus were shared by Mensonides as board work items for 2022 in addition to annual routine items (fee update, capital improvement plan update, board composition review and annual work plan update).

3. 2021 CAPITAL PROJECT STATUS/TRACKING MATRIX

Manager Mensonides updated the board on property acquisition status with King County, the AIP/FAA funded project for various runway/lighting improvements, night restrictions, hangar door replacement for J-row hangars and additional enclosures using existing open T hangars, and annual maintenance and repair. He shared that the award of the CARB loan will help fund the J row hangar door replacements and open hangar enclosures.

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F. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT

Office Assistant Klein shared statuses on hangars, tie-downs, gas sold and winning the 2nd annual Fly WA Passport Food Drive trophy. Manager Mensonides expressed his hope that each year's challenge will grow and the friendly competition will help encourage Auburn and other participating airports. He then shared that code updates are complete with the help of Alexandria Teague. Code enforcement and Auburn police came to give recommendations for security at the airport, primarily fencing. Mensonides also discussed recent security breaches and steps being taken to address those. He then gave an update on the Fly WA Passport program, discussing recent award winners and interest both from area pilots and also from other states hoping to model the program. Mensonides then discussed the CARB loan award and upcoming projects with the FAA, including an installation of an AWOS and emergency generator. The FAA has asked for an ALP update, which is planned for 2026. A hangar construction update was given. Steel prices are still high and the developers are looking at alternatives. Mensonides then talked about an upcoming user group meeting to specifically discuss helicopter operations. He concluded his presentation by sharing the airport's 2021 year-in-review accomplishments.

G. PRESENTATIONS: NONE

H. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2022 Regular Meeting Schedule:

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

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I. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:34 a.m.

APPROVED this 9th day of March, 2022

A handwritten signature in black ink, appearing to be 'Angela Klein', is written over a horizontal line.

Angela Klein, Board Secretary