



**Airport Advisory Board  
Regular Meeting  
November 20, 2024 - 8:00 AM  
Airport Office  
Conference Room 1**

**AGENDA**

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**CALL TO ORDER**

**PUBLIC PARTICIPATION**

- A. The Municipal Airport Advisory Board Meeting scheduled for Wednesday, November 20, 2024 at 8:00 a.m. will be held in person and virtually.

To attend the meeting virtually, call into the meeting at 1.509.530.1507, Phone Conference ID: 830 767 780#

**ROLL CALL**

**AGENDA MODIFICATIONS**

**AUDIENCE PARTICIPATION**

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. Participants can provide comments in person or submit written comments in advance of the scheduled meeting. Participants can submit written comments via mail 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 Office Assistant  
2143 E St NE Suite 1  
Auburn, WA 98002

Email comments to:  
[airport@auburnwa.gov](mailto:airport@auburnwa.gov)

If an individual requires an accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, notice of the need for accommodation is needed by 7:00 a.m. on the day of the scheduled meeting. Participants can request an accommodation to be able to provide remote oral comment by contacting the Airport Office in person, by phone (253) 333-6821, or email to [airport@auburnwa.gov](mailto:airport@auburnwa.gov).

## **APPROVAL OF MINUTES**

- A. SEPTEMBER 18, 2024 REGULAR MEETING

## **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

### **ACTION ITEMS**

- A. 2025 MEETING SCHEDULE (10 MIN)

### **DISCUSSION ITEMS**

- A. AIRPORT BOARD COMPOSITION REVIEW (5 MIN)
- B. CAPITAL PROJECT STATUS AND TRACKING MATRIX (10 MIN)
- C. ANNUAL WORK PLAN UPDATE FOR 2025 (15 MIN)

### **GUIDANCE AND INFORMATION ITEMS**

- A. AIRPORT MANAGER REPORT (10 MIN)
- B. AIRPORT ADMINISTRATION REPORT (5 MIN)
- C. AIRPORT MAINTENANCE REPORT (5 MIN)

### **SCHEDULE FOR UPCOMING MEETINGS**

- A. Scheduled meetings of the Airport Advisory Board are as follows\*:

#### **2025 Regular Meeting Schedule:**

TBD

Unless otherwise noted and advertised, all meetings will start at 8 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.

### **ADJOURNMENT**

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).