

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

AGENDA

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

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.

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>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

SEPTEMBER 18, 2024 REGULAR MEETING

Meeting Date:

November 20, 2024

Department:

Public Works

Attachments:

September 18, 2024 Meeting
Minutes

Budget Impact:

Administrative Recommendation:

Approve the minutes for the regular meeting on September 18, 2024.

Background for Motion:

Move to approve the minutes for the regular meeting on September 18, 2024.

Background Summary:

See attached.

Councilmember:

Staff:

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: Sept. 18, 2024
MEETING TIME: 8:00 A.M.
MEETING LOCATION: Airport Office Building Conference Room

Meeting Attendance Record:

Board Members:
Andrea Prasse, Chairperson
Deanna Clark, Vice Chair (absent – excused)
Wayne Osborne, Board Member
Joe Nessel, Board Member
Jay Miner, Board Member
Justin Heater, Board Member (absent – excused)
Chad Ellison, Board Member
City Staff:
Ingrid Gaub, Public Works Director
Tim Mensonides, Airport Manager
Angela Klein, Airport Administrative Assistant
Ethan Kimes, Airport Operations Technician

A. CALL THE MEETING TO ORDER:

Chairperson Prasse called the meeting to order and welcomed attendees.

B. PUBLIC COMMENTS: There were no public comments.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

C. APPROVAL OF MINUTES: A motion was made by Board Member Osborne to approve the March 20, 2024 Auburn Airport Advisory Board Meeting Minutes. Board Member Nessel seconded the motion.

MOTION CARRIED, 5-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. 2025 AIRPORT FEE SCHEDULE

Manager Mensonides presented the proposed 2025 Airport Fee Schedule. Questions and discussion followed. A motion was made by Board Member Osborne to recommend approval of the 2025 fee schedule to City Council. Board Member Nessel seconded the motion. Chairperson Prasse abstained.

MOTION CARRIED, 4-0, 1 Abstention

F. BOARD DISCUSSION ITEMS:

1. CAPITAL PROJECT STATUS

Manager Mensonides shared the status of completed and upcoming capital projects, including the 2024 runway rehabilitation project, AWOS and beacon, J & G hangar row door installation and replacement, and electrical upgrade work on hangars in row F.

2. TRACKING MATRIX

Manager Mensonides shared updates to the tracking matrix and discussed continued hangar and middle ramp development. Questions and discussion followed.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT OPERATIONS SPECIALIST REPORT

Operations Specialist Kimes reported on the summer's construction projects, new seasonal employee Brian Kruml (returning), and the LED lighting upgrades in the office building and hangar units. Upcoming projects will include upgrading hangar pins and upgrading locks to one universal

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

master key. Kimes also discussed wildlife and changes in staffing for the USDA. Questions followed.

2. AIRPORT ADMINISTRATION SPECIALIST REPORT

Office Assistant Klein reported on tie-down and hangar rental status, fuel sales and the hangar wait list. Klein also reported on the Veterans mural dedication, the Valley Fliers and Goose murals, and the 2024 Young Eagles flights at Auburn Airport Day.

3. AIRPORT MANAGER'S REPORT

Manager Mensonides reported on the recent painting of a Compass Rose by local volunteers, organized by the 99s and answered questions. He also discussed changes in leases and results of a recent land appraisal.

Mensonides also discussed the 2025-26 annual budget, 2024 intern Adrien Hagele and her projects, including community signs and the annual airport inspection. He also reported on an operation count service coming soon, a new 180-degree camera installed on top of J row, and the lease of the south lot. Questions and discussion followed.

H. SCHEDULE FOR UPCOMING MEETINGS:

Regular Meeting Schedule:

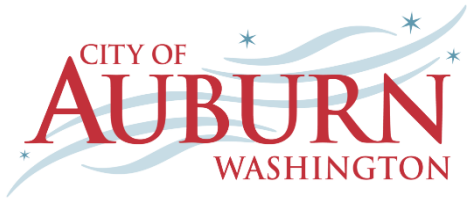
November 20, 2024

I. ADJOURNMENT OF MEETING

There being no other business, Board Member Osborne made a motion to adjourn the meeting. Board Member Nessel seconded the motion. The motion carried unanimously, 5-0 and the meeting adjourned at 9:07 a.m.

APPROVED this 20th day of November, 2024

Angela Klein, Board Secretary



AGENDA BILL APPROVAL FORM

Agenda Subject:

2025 MEETING SCHEDULE (10 MIN)

Meeting Date:

November 20, 2024

Department:

Public Works

Attachments:

Proposed 2025 Schedule

Budget Impact:

Administrative Recommendation:

Approve 2025 Meeting Schedule.

Background for Motion:

Move to approve 2025 Meeting Schedule.

Background Summary:

See attached.

Councilmember:

Staff:



To: Auburn Airport Board

From: Tim Mensonides, Airport Manager

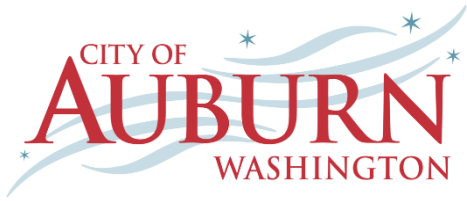
CC: Ingrid Gaub, Public Works Director

Date: 10/31/2024

Re: 2025 AAB Meeting Schedule

Below is the proposed regular AAB meeting schedule for 2025. 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 in the airport office conference room. Meeting times will be from **8am-9:30am**.

- January 15, 2025
- March 19, 2025
- May 14, 2025 *Airport Staff will be at the state airport conference May 21*
- September 17, 2025
- November 19, 2025



AGENDA BILL APPROVAL FORM

Agenda Subject:

AIRPORT BOARD COMPOSITION REVIEW (5 MIN)

Meeting Date:

November 20, 2024

Department:

Public Works

Attachments:

Airport Board Composition

Budget Impact:

Administrative Recommendation:

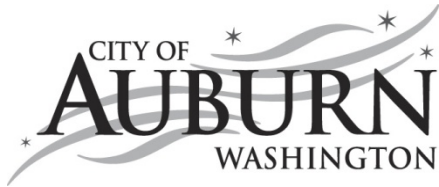
For discussion only.

Background for Motion:

Background Summary:

Councilmember:

Staff:

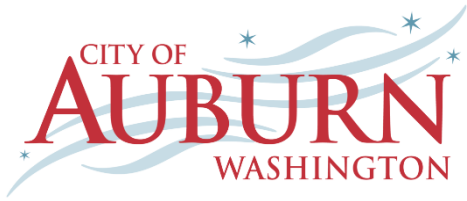


**Memorandum
Public Works Department**

To: Airport Advisory Board Members
From: Tim Mensonides, Airport Manager
Date: November 6, 2024
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. The Board has reviewed this annually since 2018 and has not recommended any further changes. All 7 Board member positions are currently filled, with one being vacated at the end of the year.

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.



AGENDA BILL APPROVAL FORM

Agenda Subject:

CAPITAL PROJECT STATUS AND TRACKING MATRIX (10 MIN)

Meeting Date:

November 20, 2024

Department:

Public Works

Attachments:

Capital Project and Board
Tracking Matrix

Budget Impact:

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Councilmember:

Staff:

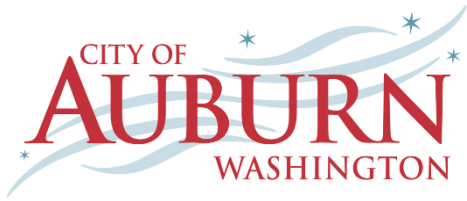
Capital Projects

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City/CW	Runway Rehab, RSA, Grading, New PAPI installation, Taxiway Alpha lighting, Runway Designation:17/35, New Inst. Approach	Project substantially complete. FAA Flight Check and PAPI commissioning.	Project Close out	Wickstrom/ Mensonides	Nov-21	Nov-24	\$4,055,555 (90/10)
City/CW	AWOS, Beacon, Emergency Generator	90% Design	Bid out project	Mensonides	Nov-23	Jun-26	\$1,111,110
City	Annual Maintenance and Repair (including pavement)	Completed crack sealing and striping	Target projects in 2025	Mensonides	May-25	Oct-25	\$100,000
City	Annual Maintenance and Repair of Facilities	Progressively upgrading interior lights and electrical in F row hangar, improving hangar bolts in Y/Z hangars.	Complete current projects, target 2025 projects	Mensonides	Apr-24	Feb-25	\$100,000

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date	Completion Date
1-1	Continued Hangar Development	Public Works Director/Airport Manager	Develop new hangars on the SE corner of the airport with multiple businesses placed 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.	1Q 2020	On going
1-3	Middle Ramp Development	Airport Manager/Public Works Director	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.	3Q 2022	On going
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board/Economic Development	Annual review of the 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 2024	2Q 2024
2-3	Airport Expansion Areas	Airport Manager/Public Works Director	Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including a runway extension and opportunities for partnerships for both on-airport and adjacent property development.	1Q 2023	On going
2-4	Airport Westside Environmental Analysis	Airport Manager	Conduct an environmental analysis of the west side development area to confirm the location and extent of wetlands/ environmental resources, potential mitigation strategies and anticipated mitigation costs	4Q 2023	4Q 2024
3-2	Viable Instrument Approach	Airport Manager	Work with FAA to determine the steps and work necessary to create a viable instrument approach for the airport. Install the approach.	2Q 2020	2Q 2024
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	<ol style="list-style-type: none"> 1. Annual Fee Update 2. Capital Improvement Plan Update 3. Board Composition Review 4. Board Work Plan Update for 2025 		Completed: September Completed: March <i>Anticipated:</i> November <i>Anticipated:</i> November

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



AGENDA BILL APPROVAL FORM

Agenda Subject:

ANNUAL WORK PLAN UPDATE FOR 2025 (15 MIN)

Meeting Date:

November 20, 2024

Department:

Public Works

Attachments:

2025 Annual Board Work Plan
Memo

Budget Impact:

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Councilmember:

Staff:



Memorandum

To: Airport Advisory Board
From: Tim Mensonides, Airport Manager
Cc: Ingrid Gaub, Director of Public Works
Date: November 6, 2024
Re: 2025 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 2025.

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 2025 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 2025 Annual Board Work Plan items, we have provided the following list that includes the 2025 items from the draft Strategic Plan

Update and additional policy and guidance items that staff would like to review with the Board in 2025.

- **KRA 1-1 – Continued Hangar Development**– *Anticipated Completion: On-Going*
Seek opportunities for additional hangar development on the airport to address the high demand for hangar space within the region. Work with lessee of SE parcel as hangar development is scheduled to take place over the next 3 years.
- **KRA 1-3 – Middle Ramp Development**– *Anticipated Completion: 2028*
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 2025 Airport Marketing Focus** – *Anticipated Completion: 2nd qtr 2025*
- **KRA 2-3 – Airport Expansion Areas** - *Anticipated Completion: On-Going*
Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including a runway extension and opportunities for partnerships for both on-airport and adjacent property development.
- **Installation of Automated Weather Observation System** – *Anticipated Completion: 2nd Qtr 2026*
- **Airport Master Plan Update** – *Anticipated Start: 2030*
- Other routine items for review with the Board in 2025 include:
 - Annual Fee Update
 - Annual Capital Improvement Plan Update
 - Airport Board Composition Review
 - Airport Board Annual Work Plan Update for 2025