

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: Nov. 30, 2022
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Airport Office Building Conference Room

Meeting Attendance Record:

Board Members:
Deanna Clark, Chairperson
Andrea Prasse, Vice Chair
Wayne Osborne, Board Member
Justin Heater, Board Member
Joe Nessel, Board Member
Dennis Decoteau, Board Member
Jay Miner, Board Member
City Staff:
Ingrid Gaub, Public Works Director
Tim Mensonides, Airport Manager
Angela Klein, Airport Office Assistant

A. CALL THE MEETING TO ORDER:

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Chair Clark called the meeting to order and welcomed attendees and guests.

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

C. APPROVAL OF MINUTES: A motion was made by Board Member Heater and seconded by Board Member Nessel to approve the September 14, 2022 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 7-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. 2023 MEETING SCHEDULE

Manager Mensonides shared the proposed 2023 meeting schedule. Recommendations and discussion followed. Board Member Prasse moved and Board Member Osborne seconded to accept the proposed 2023 meeting schedule and change the start time of the meeting to 8:00 a.m.

MOTION CARRIED UNANIMOUSLY, 7-0

F. BOARD DISCUSSION ITEMS:

1. AIRPORT BOARD COMPOSITION REVIEW

Manager Mensonides discussed the current composition of the board noting the terms of Board Member DeCoteau, Chair Clark and Vice-Chair Prasse were concluded. Clark and Prasse accepted an additional term. DeCoteau will be replaced by Chad Ellison on January 1, 2023.

2. AIRPORT BUDGET

Manager Mensonides reported on the 2023 budget, noting high fuel sales and a budget amendment to increase the amount allocated for the purchase of aviation fuel due to rising costs. He also reported on the operating fund through third quarter 2023, the 2023-24 operations budget and the FAA budget. A discussion on capital facility plan updates followed.

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3. 2023 CAPITAL PROJECT STATUS

Manager Mensonides shared updates on the upcoming runway project, night restrictions, new approach, and the hangar door replacement project.

4. TRACKING MATRIX

Manager Mensonides shared that all projects on the tracking matrix have been completed.

5. ANNUAL WORK PLAN UPDATE

Manager Mensonides discussed hangar development, mid-ramp development, marketing focus, airport expansion areas, a viable instrument approach, fee updates, and board composition review.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT ADMINISTRATION REPORT

Office Assistant Klein reported on the status of leased hangars and tiedown spaces and gave numbers to date for annual fuel sales. She also discussed the Washington State Community Airport Association conference she and Ethan Kimes attended, shared about the Veterans' Day chili feed hosted Nov. 10th and invited everyone to the annual holiday open house on December 9th.

2. AIRPORT MAINTENANCE REPORT

Manager Mensonides shared updates on the helicopter H's being installed west of the runway. The south H is completed and usable. The north H is partially installed and expected to be completed this year.

3. AIRPORT MANAGER REPORT

Manager Mensonides began his report by thanking Board Member DeCoteau for his service on the board. He then shared about recent airport tours given for Green River College students and a group of elementary school children and their families, discussed the recent helicopter operations meeting, airport user group meeting and current and future mural designs. Mensonides then shared about a recent meeting with the FAA, a Homeland Security assessment, Airport Intern Silvana Vasquez's new position at the Arlington Airport, additional staffing updates, a

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stormwater/ecology inspection, the new fencing project at Cascade Helicopter, annual accomplishments, and the Fly Washington Passport Annual Food Drive.

H. SCHEDULE FOR UPCOMING MEETINGS:

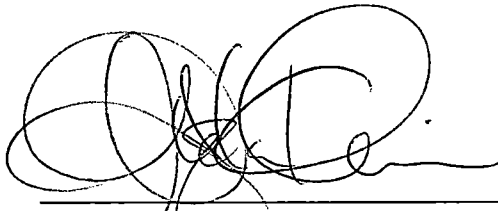
Regular Meeting Schedule:

January 18, 2023
March 15, 2023
May 17, 2023
September 20, 2023
November 15, 2023

I. ADJOURNMENT OF MEETING

There being no other business Chairperson Clark adjourned the meeting at 8:51 a.m.

APPROVED this 15th day of March, 2023



Angela Klein, Board Secretary