



Airport Advisory Board

November 19, 2014 7:30 AM
Airport Office
Conference Room 1

AGENDA

REGULAR MEETING: 7:30am

CALL THE MEETING TO ORDER

ROLL CALL

PUBLIC COMMENT: Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board. Comments relating to items on today's agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board Chair; however, comments will generally be limited to three minutes.

APPROVAL OF MINUTES: October 15th, 2014

PRESENTATIONS AND ROUTINE REPORTS:

1. REVIEW OF MATRIX..... **TAB 1**

BOARD ACTION ITEMS:

NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

2. AIRPORT MANAGER'S REPORT..... **TAB 2**
 - A. Noise Complaints
 - B. Occupancy Report
 - C. Review Fuel Operations
 - D. Airport Revenue Performance

SCHEDULE FOR UPCOMING MEETINGS: The Board Chair and Airport Manager shall determine the agenda. Scheduled meetings of the Auburn Advisory Board are as follows:

- Regular Board Meeting– December 17, 2014, 7:30 AM: Auburn Airport Office
Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – January 21, 2015, 7:30 AM: Auburn Airport Office
Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

Last Revision Date:11/14/14

AIRPORT ADVISORY BOARD - PROJECT TRACKING WORKSHEET

	LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	NEXT REVIEW DATE	EST. COMPL DATE	Est. COST
Projects								
21	AMG	Wildlife Hazard Assessment	Survey is complete. Mean & Hunt is compiling the report.	Report present to City of Auburn and FAA. If FAA determines a Wildlife Management Plan is required, then new project will begin and is eligible for grant funding.	12/2013	12/17/2014	3/31/15	\$76,100 FAA 90% State 5% Airport 5%
25	AMG	Airport Asphalt Repair & Seal	Punch list items submitted to contractor	Century West has compiled a punch and watch list for items to be corrected next spring. Change order was request and approved by FAA for taxiway striping.	02/2014	12/17/2014	12/31/14	\$721,000 FAA 90% State 5%
11	City Staff/ CW/AMG	Airport Master Plan Mid-Term Update	The draft final ALP sets and Master Plan reports have been sent to FAA and WSDOT Aviation for review and airspacing. The ADO will complete its review/comment and send the ALP out for review by the other FAA offices (flight standards, flight procedures, etc.).	The FAA allows up to 90 days for the internal review. That clock starts when the ALPs are coordinated within FAA, not the date the ADO received the items. CW will check in periodically with FAA to track review status and report back to AMG.	11/2012	01/21/15	5/31/15	\$225,000 FAA 90% State 5% Airport 5%
Business Development								
35	AMG	On-going	—AMG met with prospect and gave tour of AFS building. Ongoing conversations between purchase or lease. —AMG forwarded to City the 2009 appraisal of the building to assist in City review.	Follow up on contacts made and continue to solicit others.	08/2014	12/17/2014	12/31/14	N/A
31	Century West	Row 3 Hangar Development	Rupert Engineering adding notes to the plans so that the fire alarm system is covered. City legal department is looking over the contract documents and need their 'go ahead' before advertising.	Pre-bid meeting tentatively on November 25th.	02/2014	12/17/2014	Spring 2015	\$357,000 Airport Fund 100%
36	AMG	Airport Branding	Project will be coordinated with City of Auburn branding "Imagine Auburn"	When "Imagine Auburn" is completed, then Airport specific branding can begin.	06/2014	06/17/2015	8/31/15	~\$4,500
Other Items								
13	Board Only	General Airport Events (Outreach)	December 11 th & 12 th Holiday Open House 12:00 to 4:00 pm	February 21 22, 2015. Washington Aviation Association Conference as sponsor airport (tourism)	01/2012	2/18/2015	Ongoing	TBD
32	City Staff	Communications Infrastructure	Comcast has installed the fiber cable for internet. Needs copper line run for phone and TV.	Airport tenants have been solicited and contact information given for Al Zoricic @ Comcast	03/2014	12/17/2014	12/31/14	\$0

Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 2

Number of Complainants: 1

Location: 1 Mile SW of Airport



Auburn Airport Airport Managers Report

Topic B: Occupancy Report

Type	Total/Occupied	Percentage	Change
Open Hangar	85/63	74%	-1
Open Twin Hangar	6/3	50%	0
Enclosed Row 9-10	40/40	100%	0
Enclosed Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/7	41%	0

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL OPERATIONS



Auburn Airport Airport Managers Report

Topic D:

AIRPORT REVENUE PERFORMANCE

Run: 11/14/2014
11:27AM

Aviation Management Group, LLC **One-Year Budget Performance Report** All Departments Consolidated

Account	For the Month Ending: 10/31/2014				Year-To-Date: 1	
	Actual	Budgeted	Variance	Pct	Actual	Budg
Income						
Hangar Row 2	4,053.14	4,000.00	53.14	1.3 %	40,531.40	40,000.00
Hangar Row 3-7	10,988.16	8,666.67	2,321.49	26.8 %	107,367.36	86,666.67
Hangar Row 8	1,087.10	1,000.00	87.10	8.7 %	10,001.32	10,000.00
Hangar Rows 9/10	17,156.49	15,000.00	2,156.49	14.4 %	165,844.60	150,000.00
Tie Down	2,078.70	2,333.33	-254.63	-10.9 %	22,513.91	23,333.33
Transient	25.00	0.00	25.00	0.0 %	582.81	0.00
Storage	850.09	833.33	16.76	2.0 %	8,791.57	8,333.33
Vehicle Parking 362-502	498.75	208.33	290.42	139.4 %	4,200.00	2,083.33
Property Lease 362-501	15,210.44	15,000.00	210.44	1.4 %	151,704.40	150,000.00
Building Lease 362-501	758.25	1,250.00	-491.75	-39.3 %	8,582.50	12,500.00
Miscellaneous Airport Income	0.00	166.67	-166.67	-100.0 %	275.00	1,666.67
Late Fees 362-502	260.00	83.33	176.67	212.0 %	1,855.00	833.33
Security Fee 341-930	1,372.50	1,250.00	122.50	9.8 %	13,570.00	12,500.00
Gate Card 369-900	50.00	41.67	8.33	20.0 %	575.00	416.67
Wait List Fee 369-900	100.00	0.00	100.00	0.0 %	500.00	0.00
Fuel Commissions Income 344-604	5,172.82	1,000.00	4,172.82	417.3 %	10,253.23	10,000.00
Total Income:	59,661.44	50,833.33	8,828.11	17.4 %	547,148.10	508,333.33