

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR November 19, 2014

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters
John Theisen
Josh Clearman
Robert Jones

CITY STAFF PRESENT:

Bob Brooks, City of Auburn

VISITORS:

Bob Myers - tenant
Cal Hunziker – AOPA*

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: November 19, 2014

TIME: 7:30 A.M.

PLACE: Auburn Municipal Airport, 506 23rd St. NE., Conference Room 1

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Don Peters was listed as absent in error, so noted and corrected. With that correction, a motion was made and seconded to approve the Advisory Board minutes of October 15, 2014.

PRESENTATIONS AND ROUTINE REPORTS:

1. Review of Matrix –

Wildlife Hazard Assessment – Mr. Garcia reported the surveillance is now complete and a report is being prepared. If the assessment shows a significant hazard exists then a Wildlife Hazard Plan may be required by the FAA. The Hazard Plan would be eligible for grant funding by the FAA and possibly WSDOT Aviation. Any implementation of the plan, (i.e. fencing or bird control), would not be eligible for grant funding.

Airport Asphalt Repair & Seal – Mr. Maiorca stated additional contractor action items from the project will not be corrected until the spring due to inclement weather. Century West has asked the FAA for a change order to the original project which would include additional striping of the taxiway. Century West indicates that the FAA has approved the request for the additional striping.

Master Plan Update – The Master Plan has been submitted to all agencies of the FAA for review. Any requested changes will be made by Century West. Mr. Garcia asked Century West to create an executive summary of the Master Plan which Century West agreed to complete at no additional charge.

Business Development – Mr. Garcia reported he gave a tour of the Auburn Flight Service bldg. to a perspective tenant. Mr. Garcia indicated the facility needs some repairs.

The AAB had asked City finance the feasibility of purchasing the building and then leasing of the building and property. Mr. Brooks reported he has developed a simple financial tool that can be used to evaluate specific proposals but no analysis has been done at this time. Additionally the AAB asked Mr. Garcia to prepare a “white paper” regarding the Auburn Flight Service building and property, to include pros and cons.

Row 3 Hangar Development- The “Invitation to Bid” documents went out for advertisement last week. A Pre-Bid meeting is scheduled for November 25th, which will include a tour of row 3. Bid openings are scheduled for December 2nd. Mr. Brooks distributed a Gantt chart for the project created by Century West to the AAB members.

BOARD ACTION ITEMS: None

BOARD GUIDANCE AND INFORMATION ITEMS:

3. Airport Manager's Report-

Topic A: Noise Complaints

Number of complaints since last meeting: 2 Number of complainants: 1

Topic B: Occupancy Report

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

Topic C: Fuel Prices

Fuel price at Auburn \$5.54.

Topic D: Airport Revenue Performance – A report on October Airport revenues was reviewed.

SCHEDULE FOR UPCOMING MEETINGS:

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

ADJOURNMENT OF MEETING - 9:13 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Aircraft Owners and Pilots Association