

AUBURN AIRPORT ADVISORY BOARD MEETING November 16, 2016

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
John Theisen-Vice Chair
Gary Gustafson
Sparrow Tang

CITY STAFF PRESENT:

Kevin Snyder – COA Community Development & PW Director

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

VISITORS:

Dave Liesse
Bob Myers
Cal Hunziker- *AOPA- AHOA

MEETING DATE: November 16, 2016

TIME: 7:30 A.M.

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

INTRODUCTIONS:

Chairman Babcock welcomed visitors.

APPROVAL OF MINUTES: A motion was made and seconded to adopt the Advisory Board minutes of September 21, 2016.

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING: none
2. REVIEW OF MATRIX: The Matrix was reviewed. The following will be added to the Matrix: Strategic Business Plan, Airport Management Contract, Jet A Fuel, Security Fee Update and Competitive Market Analysis.
3. AIRPORT MANAGER'S REPORT: The Airport Manager's report was not reviewed since the items were previously discussed.

BOARD ACTION ITEMS:

4. RECOMMEND 2017 RENTAL RATES: The proposed 2017 hangar rental rates and deposits were discussed. A motion was made and seconded by the AAB to rescind the last resolution, and increase the security fee to \$10.00 per month.
5. STRATEGIC BUSINESS PLAN: A lengthy discussion ensued regarding the Strategic Business Plan, some of the items discussed were; creating mission/vision and value statements, introducing the community to the airport, market appraisals for leased property, airport property acquisition and enhancing the airport telephone system to connect to other City departments.
The AAB made a motion to recommend the Auburn City Council adopt, with amendments, the Strategic Business Plan.
6. SET MEETING DATES FOR 2017: A motion was made and seconded that the regular AAB meeting dates for 2017 will be the 3rd Wednesday, at 7:30 AM, the following months; January, March, June, August and November. Additional meetings may be called as requested by the Board.

7. DISCUSS, NOMINATE AND VOTE FOR 2017 BOARD CHAIR AND VICE CHAIR: Mr.Theisen was nominated and unanimously chosen for Board Chair. Mr. Gustafson was voted Vice Chair.

NEW BUSINESS:

8. OPEN DISCUSSION: Mr. Snyder will be sending financials out to the Board Members after the City Council Meeting November 20th.

The AAB will review the adopted budget for 2017 at the January 18th meeting.

SCHEDULE FOR UPCOMING MEETINGS:

Regular board Meeting – January 18th, 2017 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002.

ADJOURNMENT OF MEETING – 9:57 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Airplane Owners &Pilots Association
Auburn Hangars Owners Association