

# AUBURN AIRPORT ADVISORY BOARD

## MEETING MINUTES

**MEETING DATE:** Nov 15, 2023  
**MEETING TIME:** 8:00 A.M.  
**MEETING LOCATION:** Airport Office Building Conference Room

### Meeting Attendance Record:

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

#### A. CALL THE MEETING TO ORDER:

Vice-chair Clark called the meeting to order and welcomed attendees.

#### B. PUBLIC COMMENTS: There were no public comments.

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**C. APPROVAL OF MINUTES:** A motion was made by Board Member Osborne to approve the September 20, 2023 Auburn Airport Advisory Board Meeting Minutes. Board Member Nessel seconded the motion.

**MOTION CARRIED UNANIMOUSLY, 5-0**

**D. PRESENTATIONS: NONE**

**E. BOARD ACTION ITEMS:**

**1. 2024 MEETING SCHEDULE**

Manager Mensonides presented the 2024 proposed meeting schedule. Board Member Osborne made a motion to approve the 2024 proposed meeting schedule. Board Member Heater seconded the motion.

**MOTION CARRIED UNANIMOUSLY, 5-0**

**F. BOARD DISCUSSION ITEMS:**

**1. AIRPORT BOARD COMPOSITION REVIEW**

Manager Mensonides discussed the current airport board composition and invited board members to discuss any desired changes to present to City Council. No changes were requested.

**2. CAPITAL PROJECT STATUS**

Manager Mensonides discussed capital project updates and timelines including the runway rehab project, new instrument approach, AWOS, beacon and emergency generator status, the J&G-row hangar door project, and annual maintenance and repair, including crack sealing. Board discussion and questions followed.

**3. TRACKING MATRIX**

Manager Mensonides updated the board on projects found on the tracking matrix, including airport expansion areas and annual tasks. Discussion followed.

**4. ANNUAL WORK PLAN UPDATE FOR 2024**

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Manager Mensonides presented the 2024 Annual Board Work Plan, which included continued hangar development, middle ramp development, an annual review of 2024 airport marketing focus, airport expansion areas, airport westside environmental analysis, a viable instrument approach, airport minimum standards, and the '25 – '28 strategic business plan. Questions and discussion followed.

### G. BOARD GUIDANCE AND INFORMATION ITEMS:

#### 1. AIRPORT MANAGER REPORT

Manager Mensonides reported on the airport's upcoming instrument approach, Intern Licti's new position in Kansas with a corporate flight organization, the new expected intern, Adrien Hagele, from Central Washington University, the hangar bench project, large box hangar development proposal, October's traffic pattern presentation with 40+ in attendance, and the upcoming holiday party and trade show.

#### 2. AIRPORT ADMINISTRATION REPORT

Office Assistant Klein reported on the summer 2024 Compass Rose project led by the 99s, the 2024 Fly Washington Food Drive, recent tours given at the airport, the Veterans' Day chili feed, and fuel sales and hangar and tie-down lease numbers.

#### 3. AIRPORT MAINTENANCE REPORT

Operations Specialist Kimes reported on wildlife mitigation efforts, a possible revamp of netting on the northern pond, and gave Loren Hubbard praise and credit for preventative maintenance on hangars and installation of doors on the conference room closets.

### H. SCHEDULE FOR UPCOMING MEETINGS:

#### Regular Meeting Schedule:

January 17, 2024

March 20, 2024

May 15, 2024

September 18, 2024

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November 20, 2024

### I. ADJOURNMENT OF MEETING

There being no other business, Vice-chair Clark adjourned the meeting at 9:02 a.m.

APPROVED this 20<sup>th</sup> day of March, 2024



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Angela Klein, Board Secretary