



**Airport Advisory Board
Regular Meeting
November 15, 2017, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

- A. CALL THE MEETING TO ORDER/ROLL CALL**
- B. 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. The Board Chair determines time allotted to each speaker.
- C. APPROVAL OF MINUTES:** October 18, 2017
- D. PRESENTATIONS:**
1. BUSINESS SPOTLIGHT – CLASSIC HELICOPTERS
- E. BOARD ACTION ITEMS:** Please note that Board action items are recommendations only to the City Council pursuant to the Board's adopted role as an advisory only body to the City Council.
1. NONE
- F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
1. ORDINANCE NO. 6663 – AMENDMENT TO SECTION 2.33.010 OF AUBURN CITY CODE (NUMBER OF BOARD MEMBERS)
 2. 2018 ANNUAL BOARD WORK PROGRAM
 3. STATUS UPDATE - REQUEST FOR PROPOSAL FOR COMPETITIVE MARKET ANALYSIS AND LONG-TERM RATE STUDY
 4. STATUS UPDATE - FACILITY CONDITION ASSESSMENT
 5. STATUS UPDATE – JET A FUEL PROGRAM
 6. STATUS UPDATE – AIRPORT WAYFINDING SIGNAGE
 7. STATUS UPDATE – AIRPORT PUBLIC WIFI ACCESS
 8. AIRPORT ADVISORY BOARD – TRACKING MATRIX (GENERAL BUSINESS) AND 2017 ONLY STRATEGIC BUSINESS PLAN PRIORITY ACTIONS MATRIX
- G. BOARD GUIDANCE AND INFORMATION ITEMS:**
1. AIRPORT MANAGER'S REPORT

- H. **SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows*:

December 20, 2017

Unless otherwise noted and advertised, all meetings will start at 7:30 a.m. and will take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

*Please note that subject to advanced public noticing the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

- I. **ADJOURNMENT OF MEETING**

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: October 18, 2017
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1
Auburn WA 98001

Meeting Attendance Record:

Board Members
John Theisen, Chairperson
Gary Gustafson, Vice Chairperson
Mark Kornei, Board Member
Deanna Clark, Board Member
City Staff:
Kevin Snyder, Community Development & Public Works Director
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
Members of the Public:
Danielle Butsick (Tenant/Citizen)
Bill Peloza, Citizen
Bob Meyers, Citizen

A. CALL THE MEETING TO ORDER: Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Tang was excused because of a work conflict.

B. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING:
None

C. APPROVAL OF MINUTES: A motion was made and seconded to approve the Auburn Airport Advisory Board Meeting Minutes of September 20, 2017.

D. PRESENTATIONS: None

E. BOARD ACTION ITEMS:

1. The Board reviewed the possible adoption of a technology fee to offset some of the costs of providing technology services to the Airport. Staff advised that this kind of fee could be in the range of \$5.00 to \$10.00 per month and could be charged on a monthly basis to airport tenants. Staff noted that there are no other airports in the region that are currently charging the fee. Staff recommended that the Board not recommend adoption of this fee to the City Council at this time to avoid negative impacts to tenants. Following discussion by the Board, the Board declined to take motion action and directed that this item be put on indefinite hold.

F. BOARD DISCUSSION ITEMS:

1. Mr. Snyder reviewed the potential revision to the Auburn City Code to increase Auburn Municipal Airport Advisory Board to 5 minimum and no more than 7 members. Mr. Snyder reported on advice from the City Attorney to consider either remaining at five (5) or moving to seven (7). City Attorney Heid did not recommend a variable number. Following discussion, the Board requested staff to bring back the proposed code change to Chapter 2.33 of the Auburn City Code for potential Board action at its November 15, 2017 meeting.
2. Ms. Gaub reported there was one respondent to the Request for Proposal for the Analysis and Rate Study for the Auburn Municipal Airport. The sole respondent was FCS Group.
3. Ms. Gaub updated the status of Facility Condition Assessment. The City received eight (8) proposals and MENG Analysis Company was selected.
4. Ms. Gaub discussed the current status of Jet A Fuel. She advised the City is drafting an Operating Agreement for Jet-A Fuel and will have drafts completed for AMG & Cascade by November 15, 2017 Board Meeting.

5. Mr. Snyder reported the Wayfinding Signage for the Airport is scheduled to be completed by the end of the year. Mr. Snyder also reported a replacement airport entrance sign is being produced with the airport logo and new branding.
6. Mr. Snyder gave an update on the Wi-Fi status for the Airport and surrounding areas. The Airport Office is online through Access Auburn. A discussion continued regarding the cost to provide expanded service along the east side of the airport for tenants and the possibility of implementation of a technology fee to cover the cost. Mr. Garcia reported the tenants he spoke with either had their own already or others do not have a consistent need and would not be willing to pay any fees. It was decided to revisit the expanded service and the fee in a year.
7. The Airport tracking matrix was reviewed along with the 2017 Strategic Business Plan Priority actions items.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the report which included airport revenues to-date with a year-to-year comparison. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

H. SCHEDULE FOR UPCOMING MEETINGS:

The Board discussed with staff potential agenda topics for the November 15, 2017 scheduled meeting.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Chairperson adjourned the meeting at 9:30 a.m.

Prepared by:

Aviation Management Group, LLC on behalf of the City of Auburn
November 9, 2017

Chapter 2.33 MUNICIPAL AIRPORT ADVISORY BOARD¹

Sections:

- 2.33.010 Creation.
- 2.33.020 Appointment – Terms.
- 2.33.030 Jurisdiction.
- 2.33.040 Meetings of municipal airport advisory board.

2.33.010 Creation.

There is created a board, which shall be known as the Auburn municipal airport advisory board, which shall consist of five members, who shall serve without remuneration. The members shall be appointed by the mayor and confirmed by the city council. (Ord. 6649 § 2, 2017; Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 1, 1974.)

2.33.020 Appointment – Terms.

Annually, or more often as warranted, the members of the board shall elect a chairman and secretary whose duties shall be the duties indicated by such designation. The term of office for the board members shall be set up to five years from the date of appointment. All appointees will serve until successors are appointed and qualified. If the board considers an issue that relates to a board member's business interest at the airport, the board member shall disclose the fact and nature of the business interest prior to the taking of any vote bearing upon said interest. (Ord. 6649 § 3, 2017; Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 5879 § 1, 2004; Ord. 5803 § 3, 2003; Ord. 2820 § 2, 1974.)

2.33.030 Jurisdiction.

The board when organized shall have jurisdiction to advise the city council and/or its committees regarding the following incidents involving the operation of the Auburn Municipal Airport:

- A. Regarding construction, enlargement, improvement, maintenance, equipment and operation of the Auburn Municipal Airport facilities;
- B. Regarding adoption and amendment of all need for rules and regulations for the government and use of the Auburn Municipal Airport facilities;

C. Regarding leasing or assignment to private parties, municipal or state governments or the national government, or departments of any of the same, for the operation or use of any space, area, improvements or equipment of the Auburn Municipal Airport;

D. Regarding the determination of charges or rentals for the use of any properties owned or under the control of the Auburn Municipal Airport and regarding the charges for any services or accommodations and the terms and conditions under which such parties may be using it;

E. Regarding the securing and enforcement of liens as provided by law for liens and enforcements thereof; regarding the repairs of or improvements or storage or care of any personal property to enforce the payment of any such charges;

F. Regarding the exercise of all powers necessarily incidental to the exercising of the general and public powers granted in this chapter; and also regarding the exercise of all powers granted to the city by the laws of the state regarding the operation of municipal airports;

G. *Repealed by Ord. 5924.*

H. Promote and foster the development of the Auburn Municipal Airport for the benefit of the citizens of the city;

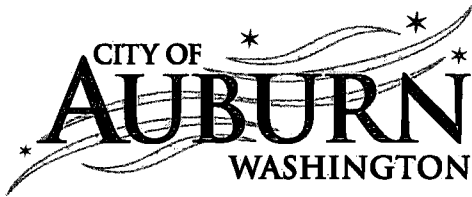
I. Develop comprehensive and long-range plans for airport development and financing;

J. Maintain liaison with other governmental bodies regarding municipal airport operations and financing. (Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 3, 1974.)

2.33.040 Meetings of municipal airport advisory board.

The board shall meet at least one time per quarter or as needed to perform the duties of the board and to fulfill the role of being an advisory body to the city council. (Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 4, 1974.)

¹ For airport regulations, see Ch. 12.56 ACC.



Memorandum

To: John Theisen, Chairperson, Airport Advisory Board
Gary Gustafson, Vice-Chairperson, Airport Advisory Board
Sparrow Tang, Member, Airport Advisory Board
Deanna Clark, Member, Airport Advisory Board
Mark Kornei, Member, Airport Advisory Board

From: Kevin Snyder, AICP, Director of Community Development & Public Works

Date: November 9, 2017

Re: AGENDA ITEM F2 – 2018 Annual Board Work Program

Goal #6 of KRA No. 2 of the adopted Airport Strategic Business Plan directs that the Board should annually develop a work plan for the upcoming calendar. Specifically, this Goal states:

Prepare for each calendar year a focused work plan for the Board to utilize in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council.

Work plans serve two important key functions for an advisory body such as the Airport Advisory Board. First, a work plan will assist the Board in insuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.33 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the focuses of the Board during the upcoming calendar year.

Work plans do not need to be overly detailed, but should present enough information to provide clear guidance as to what the Board would like to work on. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board's overall availability and ability to complete its advisory responsibilities.

At the Board's November 15, 2017 meeting, staff request that the Board engage in substantive discussion on potential work tasks for the 2018 Annual Board Work Program. From this discussion, staff will develop a proposed 2018 Annual Board Work Program that the Board can take possible motion action at its December 20, 2017 meeting. Following any action by the Board, staff recommend that the Chairperson and Vice-Chairperson present the Annual Board Work Program to the City Council for its review and concurrence.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	EST. COMPL. DATE	EST. COST
GENERAL AIRPORT BUSINESS						
City	Strategic Business Plan	Board reviewed and discussed 2017 only priority matrix action items at March 15, 2017, April 19, 2017, May 17, 2017, June 21, 2017, July 19, 2017, August 23, 2017, and September 20, 2017 meetings.	Board to continue to review and discuss 2017 only action items.	On-going	On-going	Action costs will be identified for each action at time of Board effort
City	Airport Enterprise Fund	City Council passed 2017-2018 Biennial Budget and 2017-2022 Capital Improvement Program	Finance Director Coleman provided City Council an update on the 2 nd Quarter 2017 Financials on August 14, 2017; staff provided airport related information to the Board from this update. 3 rd Quarter 2017 Financials to be presented to the City Council on 11/27/17. Staff will provide a copy of this report to the Board upon availability.	On-going	On-going	N/A
City/CW	Runway Enhancement Project – Environmental Review	Federal environmental review effort complete. FAA issued a Finding of No significant Impact and Record of Decision (FONSI/ROD) on January 20, 2017 and the public informational review period ended on February 6, 2017	Federal grant closeout underway. Execution of final close out document is in process.	03/2015	07/2017	\$248,308 (90/5/5)
City/CW	Runway Enhancement Project – Design	Scoping for consultant design work underway. Working with FAA on their grant process. Submitted grant application on May 12, 2017 for 5% State funding match. FAA has indicated that it may require that property acquisition occurs with project construction.	Federal grant obligation is complete with FAA. Working on the consultant design agreement so design work may begin this fall. We were not successful in obtaining a 2017 State Grant and will pursue this again in 2018.	06/2017	06/2018	\$333,333 (90/10)
City/CW	Runway Enhancement Project – Construction	Scheduled to begin this phase in 2018 following the completion of the Design Phase.	Design phase approval and applying for and obligating State and Federal Grant funding.	06/2018	06/2019	\$1,833,333 (90/5/5)
City	Facility Condition Assessment	Consultant Selection is in process with an RFP to be published in Mid- August.	MENG was selected as the consultant and the contract is being executed.	07/2017	12/2017	\$50,000
City	On-going Business Development	Continue to pursue right-of-first refusals on ALP identified acquisition parcels	Work with Economic Development staff on targeted marketing efforts	On-going	On-going	TBD
WSDOT/PSRC/FAA	AGIS Study	Project work completed in December 2016.	Report is complete and we have requested it from WSDOT/FAA.	08/2015	10/2017	FAA/WSDOT 100%

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference ¹	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date ²	Completion Date
1	1	5	Develop and implement a Jet-A-Fuel temporary pilot program	Community Development & Public Works Director/City Engineer	Based on interest from the Board and other interested parties, the currently adopted Capital Facilities Plan had proposed the permanent installation of Jet-A-Fuel fuel service. However, because of 1) uncertain market need and response to warrant investment; and 2) higher than anticipated costs, permanent installation cannot be achieved in the near-term. Funding for the temporary pilot program has been included in the proposed 2017-2022 City Capital Facilities Plan. On September 11, 2017 City Council concurred with the Private Partnership Option and staff are working on the Draft Operating Agreement. Draft License Agreement provided to Cascade on 11/2/2017 and Draft Operating Procedures provided to Cascade and AMG for review and comment.	1 st Quarter 2017	4 th Quarter 2017
1	2	6	Annual Board Work Plan	Airport Advisory Board	Prepare for each calendar year a focused work plan for the Board to utilize in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council	Annually	Annually
1 – Should be part of market study effort	2	3	Long-Term Rate Study	Airport Management	Rates charged to tenants and users of the airport are the primary funding source for the airport, excluding grants for capital development. To assure that the Airport Enterprise Fund remains self-sustaining into the future, current and future rate structures must be evaluated balancing market competitiveness with short-term and long-term airport operation needs. Contract negotiations with FCS Group are underway.	2 nd Quarter 2017	4 th Quarter 2018
1	3	1	Competitive Market Assessment Study	Community Development & Public Works Director	Engage with a qualified professional with experience in airport market analysis to assess the Airport's current and future sub-regional and regional market positions and identify strategies for maintaining and enhancing these positions. Contract negotiations with FCS Group are underway.	2 nd quarter 2017	4 th quarter 2018
1	3	2	Recommendations - City's 10-Year Economic Development Strategic Plan	Community Development & Public Works Director	Working with the Board and City Administration, evaluate and implement recommendations of the City's 10-Year Economic Development Strategic Plan.	On-going	On-going

¹ KRA 1 = Airport Capital Improvement Program; KRA-2 = Airport Operations; KRA-3 = Economic Development

² Please note that actions that start in 2017 and extend into 2018 are listed.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference ³	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date ⁴	Completion Date
1	3	5	Current Development Sites Marketing	Community Development & Public Works Director/City Real Estate Analyst/Airport Management	Market and lease the two on-airport development sites approved in the approved Airport Master Plan to prospective tenants and developers ⁵	1 st quarter 2017	4 th quarter 2017
1	3	6	Airport Growth Areas	Community Development & Public Works Director/City Real Estate Analyst/	Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including but not limited to acquisition of first rights of refusal on potential future acquisition properties ⁶	1 st quarter 2017	4 th quarter 2017
2	2	1	Airport Vision/Mission/Values	Airport Advisory Board	Develop Airport specific vision statement, mission statement and values – completed.	1 st quarter 2017	July 19, 2017
2	2	2	Annual Tenant Survey	Airport Management	Prepare, transmit and analyze with the Board an annual tenant survey. The questions will be developed in consultation with the Board and tenant feedback will be shared with the Board for potential immediate action, if appropriate or incorporation into the Strategic Business Plan	Annually	Annually July 19, 2017
2	2	8	Long-Term Airport Management strategy	Community Development & Public Works Director	Evaluate with Board, City Council, City Administration and appropriate stakeholders a long-term airport management strategy Anticipate beginning Board Discussion on this soon.	1 st quarter 2017	4 th Quarter 2017

³ KRA 1 = Airport Capital Improvement Program; KRA-2 = Airport Operations; KRA-3 = Economic Development

⁴ Please note that actions that start in 2017 and extend into 2018 are listed.

⁵ Please note that the timeframes shown for this Goal are aspirational. The ability to achieve them in the timeframes stated are influenced by market factors beyond the City's direct control. As such, this Goal may not be achieved in the specified timeframe, however, the City will pursue all reasonable and appropriate actions to do so.

⁶ Please note that the timeframes shown for this Goal are aspirational. The ability to achieve them in the timeframes stated are influenced by market factors beyond the City's direct control. As such, this Goal may not be achieved in the specified timeframe, however, the City will pursue all reasonable and appropriate actions to do so.

AIRPORT ADVISORY BOARD – TRACKING MATRIX

STRATEGIC BUSINESS PLAN – 2017 ONLY ACTION ITEMS							
AAB Priority Ranking	KRA Reference	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date	Completion Date
2	2	9	Airport Marketing Plan	Community Development & Public Works Director	Prepare a comprehensive marketing plan that will act as a communication and implementation tool that can be used to achieve the goals established for the Airport. The Plan will utilize the Five Ps (Product, Price, Placement, Promotion, and People) that focus on the points of view of the Airport's target audiences	3 rd Quarter 2017	2 nd Quarter 2018
3	1	6	Wildlife Hazard Management Plan Implementation	Community Development & Public Works Director/City Engineer	Per the 2015 Wildlife Hazard Management Plan, obtain a scope of work and budget, modify Capital Facilities Plan, obtain required permits and approvals and conduct recommended tree removal activities. Century West is currently reviewing the Plan and will prepare a technical memorandum to City staff recommending key next steps.	2 nd Quarter 2017	4 th Quarter 2018
3	2	5	Board Composition Review	Airport Advisory Board	Conduct a review of the current composition and focuses of the Airport Advisory Board to determine potential for recommended code changes. Areas of interest could include but are not limited to current number of authorized board members and specific Board focuses	Annually	Annually
Purposely left blank – being done or to be done	1	1	Annual Capital Improvement Program Review	Airport Advisory Board	The City is required by the Federal Aviation Administration (FAA) and the Washington State Department of Transportation-Aviation Division (WSDOT-Aviation) to annually submit an updated Capital Improvement Program (CIP). The CIP forms the basis for potential state and federal funding for airport capital improvements. In coordination with City staff, the Board will annually review and advise on the required update to the Capital Improvement Program required prior to its submittal. Reviewed with the Board at its 09/20/17 regular meeting.	Annually	Annually 9/20/2017
Purposely left blank – being done or to be done	2	4	Updated Airport Documents and Forms	Airport Management	Conduct an update of all airport related documents and forms to ensure that they are legally compliant, easy to use and are available for fill in and download on all appropriate websites	1 st Quarter 2017	3 rd Quarter 2017 Complete
Purposely left blank – being done or to be done	2	18	Unmanned Aerial Vehicle (UAV) Training Area	Innovation & Technology Department/ Airport Management	Investigate the potential establishment of a UAV training area at the Airport for use by City staff for required UAV flight training subject to FAA approval	4 th quarter 2017	2 nd quarter 2018

STRATEGIC BUSINESS PLAN – 2017 ONLY ACTION ITEMS

AIRPORT ADVISORY BOARD – TRACKING MATRIX

AAB Priority Ranking	KRA Reference	Goal #	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date	Completion Date
Purposely left blank – being done or to be done	2	12	Airport Wayfinding Signage	Community Development & Public Works Director	Design, fabrication and installation of new and additional airport way-finding signs on key City transportation corridors. City staff is currently working on designs for additional wayfinding signs and an updated sign on E Street with installation anticipated before the end of 2017.	2 nd quarter 2017	3 rd quarter 2017
Purposely left blank – being done or to be done	2	15	Annual Lease Rates Survey & Analysis	Real Property – Mayor's Office/Airport Management	Conduct comparison survey and valuation analysis for rates for Open T and Closed Hangars, Tie-Downs.	Annually	Annually 8/23/2017
Purposely left blank – being done or to be done	2	16	Airport Municipal Broadband Service	Innovation & Technology	Extend City's Municipal Broadband service to the Airport. Currently, the City's high speed fiber optic network has been extended to the Airport. Building off of this network, wireless broad band services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience. City staff is currently working with IT Department staff on extension of WiFi and MiFi to the airport office and hangars.	3 rd quarter 2017	4 th quarter 2017

Monthly Report for October 2017

Year to Date Totals through October 2017

	<u>2016</u>	<u>2017</u>	<u>% of Change</u>
Income	\$693,852	\$744,879	+7.4%
Fuel Gallons Sold	75,031	81,169	+8.2%

Occupancy

50% Tie Downs

100% Closed

100% Twin Hangars

93% Open T- Hangars

94% Storage Units

Wait List - 29 on the list - all waiting for Closed Hangars

NOTE:

All numbers are prepared by AMG without review or audit by City of Auburn Finance