

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: November 15, 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
Sparrow Tang, Board Member
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)
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 Gary Gustafson was an unexcused absence.

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 October 18, 2017.

D. PRESENTATIONS: Classic Helicopters was unavailable for their presentation and asked to be rescheduled for the January 2018 meeting.

E. BOARD ACTION ITEMS: None

F. BOARD DISCUSSION ITEMS:

1. Mr. Snyder reviewed the revision to the Auburn City Code to increase the Auburn Municipal Airport Advisory Board from 5 to 7 members. Following discussion, the Board requested staff to bring back the proposed code change to Chapter 2.33 of the Auburn City Code for Board action at its December 20, 2017 meeting
2. Mr. Snyder reviewed the 2018 Annual Board Work Program. The work plan is prepared each calendar year as a focused work plan for the Board to utilize in agenda setting, coordination with the City staff, development of policy and fiduciary recommendations to City Council. This will be an action item for the December 20, 2017 AAB Meeting.
3. Ms. Gaub reported the City has completed all reference checks on FCS Group who was chosen to complete the Analysis and Rate Study for the Auburn Municipal Airport. The City is finalizing the contract and work begins early December.
4. Ms. Gaub updated the status of Facility Condition Assessment. MENG and the City have executed the contract. MENG will complete the Airport walk through on November 20, 2017 and November 21, 2017.
5. Ms. Gaub discussed the current status of Jet A Fuel. A draft agreement was provided to Cascade for review. City Risk Management is going through requirements and a License Agreement for fueling on Cascade's property or a location mutually agreeable between the City and Cascade. Additionally, a separate license agreement from the City offering AMG to provide Jet A fuel to airport tenants and visitors.
6. Mr. Snyder reported the Wayfinding Signage for the Airport is scheduled to be completed by the end of the year. There will be 15 signs in different locations around the City along with two (2) larger signs on Highway 167. Mr. Snyder reported a replacement airport entrance sign is almost completed including the airport logo.

7. Mr. Snyder gave an update on the Wi-Fi status for the Airport and surrounding areas. This project is on hold and will be revisited in a year.
8. The Airport tracking matrix was reviewed along with the 2017 Strategic Business Plan Priority actions items.

G. BOARD GUIDENCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the report which included airport revenues with month-to-month and year-to-year comparisons. 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