

Airport Advisory Board

October 21, 2015 8:00 AM
Airport Office
Conference Room 1

AGENDA

REGULAR MEETING: 8:00am

CALL THE MEETING TO ORDER

ROLL CALL

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. Time allotted to each speaker is determined by the Board Chair; however, comments will generally be limited to three minutes.

APPROVAL OF MINUTES: September 16, 2015

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING
2. REVIEW OF MATRIX.....**TAB 1**

BOARD ACTION ITEMS:

3. RECOMMEND 2016 RENTAL RATES**TAB 2**

BOARD GUIDANCE AND INFORMATION ITEMS:

4. AIRPORT MANAGER'S REPORT**TAB 3**
5. ORDINANCE NO. 6572

SCHEDULE FOR UPCOMING MEETINGS: The Board Chair and Airport Manager shall determine the agenda. Scheduled meetings of the Auburn Advisory Board are as follows:

- Regular Board Meeting – November 18, 2015, 7:30 AM: Auburn Airport Office
Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – December 16, 2015, 7:30 AM: Auburn Airport Office
Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR September 16, 2015

BOARD MEMBERS PRESENT:

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

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative
Kevin Snyder – COA Community Development & PW Director

VISITORS:

Gary Miller - tenant
Bob Myers, tenant
Mike Potter – NW Skyraiders
Rock Snodgrass – AHOA*

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: September 16, 2015

TIME: 7:30 A.M.

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

INTRODUCTIONS: Chairman Babcock introduced the visitors.

Ms. Coleman introduced Mr. Kevin Snyder, City of Auburn Community Development and Public Works Director as the new Airport Supervisor.

APPROVAL OF MINUTES: A motion was made and seconded to adopt the Advisory Board minutes of August 19, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

Public Comments – None

1. FOLLOW UP ON PUBLIC COMMENT FROM PREVIOUS MEETING – Mr. Garcia reported that he had received response from Angel Flight that their discount at local airports ranged from \$.10 to \$1.00. It was decided that with the current pricing structure and utilizing the cash price at the Auburn Municipal Airport, further discounts would not be considered.

2. REVIEW OF MATRIX-

Airport Asphalt Repair & Seal – Contractor had until September 11, 2015 to correct the items on the punch list. Century West will follow up and advise the City of the status.

On Going Business – Cascade Helicopter Services are renovating the 1725 E St. building and expect to be ready to move their operations mid-October. Classic Helicopters and the City of Auburn are in negotiation regarding the lease of the 506 bldg., ramp space, rental of hangars and hangar improvements to hangar row 8, City staff will follow up with Classic.

Airport Branding – On hold – Kevin Snyder will talk with the Mayor about timeline for the City's branding.

General Airport Events – Airport Management had a barbeque August 28th 11:30-1:30pm.

Hangar End Art Work – On hold

Viewing Area – The Eagle Scout project, a community viewing area, is completed with a picnic table and a plaque.

3. BOARD ACTION ITEMS-

Recommendation to Amend Ordinance No.5924 – Board members unanimously agreed with the amendment of Chapter 2.23 of the Auburn Municipal Code of the Municipal Airport Advisory Board.

BOARD GUIDANCE AND INFORMATION ITEMS:

4. AIRPORT MANAGER'S REPORT

Topic A: Noise Complaints

Number of complaints since last meeting: 9 Number of complainants: 1

Topic B: Occupancy Report

TYPE	TOTAL/OCCUPIED	PERCENTAGE	CHANGE
Open Hangar	68/67	99%	-1
Open Twin Hangar	6/5	83%	+2
Row 3	17/16	94%	+6
Row 9 & 10	40/40	100%	+1
Row 2	14/14	100%	0
Tie Down	89/45	51%	+10
Storage Units	17/14	82%	+1

Topic C: Fuel Prices

Fuel price at Auburn \$4.95 credit and \$4.83 cash.

OPEN DISCUSSION: - Mr.Theisen asked if there were any new steps toward business development at the Auburn Airport according to the Master Plan. Mr. Snyder responded that he would speak to the Mayor about her insight for future business development.

Mr. Garcia reported that Mr. Maiorca has been promoted to the position of Airport Manager. Mr. Garcia will support Mr. Maiorca, but now focus his energy to be more involved with the FAA.

Mr. Maiorca reported that Super Unicom is currently malfunctioning; Aviation Management is working to resolve the problem.

SCHEDULE FOR UPCOMING MEETINGS:

Regular Board Meeting – October 21, 2015 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

Regular Board Meeting – November 18, 2015 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING – 8:40 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Auburn Hangars Owners Association

Last Revision Date:10/16/15

AIRPORT ADVISORY BOARD - PROJECT TRACKING WORKSHEET

Item #	LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	NEXT REVIEW DATE	EST. COMPL DATE	Est. COST
Projects								
31	City/CW	Row 3 Hangar Development			02/2014	Ongoing		\$326,000 Airport Fund 100%
25	City/CW	Airport Asphalt Repair & Seal			02/2014	11/18/15		\$765,721 FAA 74% State 3% Airport 23%
37	City/CW	Runway Enhancement	Environmental Grant Awarded by FAA.		3/15/15	11/18/15	12/31/17	\$161,000 (90/5/5)
Business Development								
35	City	On-going Business Development	Continuing to solicit new businesses to base here.		08/2014	Ongoing	Ongoing	N/A
36	City	Airport Branding	City to discuss possible timeline for Airport Branding including branding buildings and hangars.		06/2014	11/18/15	12/31/15	TBD
Other Items								
13 13A	Board Only	General Airport Events (Outreach)	Planning annual Airport Christmas party		01/2012	11/18/15	Ongoing	TBD
43	WSDOT/ PSRC/FAA	AGIS Study	Contractor is gathering data	Compile report and submit for updated RNAV approach	8/2015	12/16/15	12/31/16	



Hangar Rental Rates And Deposits

Effective January 1, 2016

All permits are month to month and require a 30 day termination written notice

Checks are payable to the City of Auburn. The City of Auburn accepts cash or checks only.

Space Type	Basic Rent	Security Fee <i>Per door fee</i>	State Lease Hold Tax	Monthly Rent Due	First/Last Security	Damage Deposit	Total Due At Signing Permit
Open Hangar (68) w40xd31xh10	\$194.00	\$5.00	\$25.55	\$224.55	\$449.10	\$388.00	\$837.10
Twin Open Hangar(6) w42xd35xh12	\$224.00	\$5.00	\$29.40	\$258.40	\$516.80	\$448.00	\$964.80
Row 2 Enclosed Hangar (14) w40xd31xh10	\$310.00	\$5.00	\$40.45	\$355.45	\$710.90	\$620.00	\$1,330.90
Row 3 Enclosed Hangar (17) w40xd31xh10	\$360.00	\$5.00	\$46.87	\$411.87	\$823.74	\$720.00	\$1,543.74
Row 9-10 Enclosed Hangar (38) w41.5xd37.5xh13	\$420.00	\$5.00	\$54.57	\$479.57	\$959.14	\$840.00	\$1,799.14
Hangar 91 & 1020 Enclosed Hangar (2) w41.5xd37.5xh13 with extra 200 sqft storage	\$530.00	\$5.00	\$68.69	\$603.69	\$1,207.38	\$1,060.00	\$2,267.38
Tie-downs (140)	\$70.00	\$5.00	\$9.63	\$84.63	\$169.26	\$0.00	\$169.26
Storage 3-8 192 sqft w16xd12	\$114.00	\$5.00	\$15.28	\$134.28	\$268.56	\$228.00	\$496.56
Storage 185 sqft w10xd18.5	\$101.00	\$5.00	\$13.61	\$119.61	\$239.22	\$202.00	\$441.22
Storage 298 sqft w17xd17.5xh13	\$122.00	\$5.00	\$16.31	\$143.31	\$286.62	\$244.00	\$530.62
Storage 380 sqft w20xd19xh13	\$155.00	\$5.00	\$20.54	\$180.54	\$361.08	\$310.00	\$671.08
Vehicle Storage Month to Month	\$55.00	\$5.00	\$7.70	\$67.70	\$135.40	\$0.00	\$67.70

FAA, TSA and Homeland Security require all based and/or transient aircraft and pilots register with airport office

Daily Transient Parking (overnight)

Tie-Down	\$ 5.00	A drop box located next to airport office door is available for after hours registration and payments.
Open "T"	\$ 25.00	As available
Enclosed Hangar	\$ 35.00	As available

City of Auburn only accepts cash or check for fees. Fuel is available 24/7 through AMG and credit cards are welcomed.

Additional Airport Fees

Gate Cards	\$ 25.00	Each lease gets one card at no charge. Additional cards cost \$25.00
Aeronautical Business Permit	\$ 250.00	Includes listing of your business on airport signs and airport webpage
Hangar Wait List Fee	\$ 50.00	This fee is refundable or applicable to rent under certain conditions, see wait list form



AVIATION
MANAGEMENT GROUP

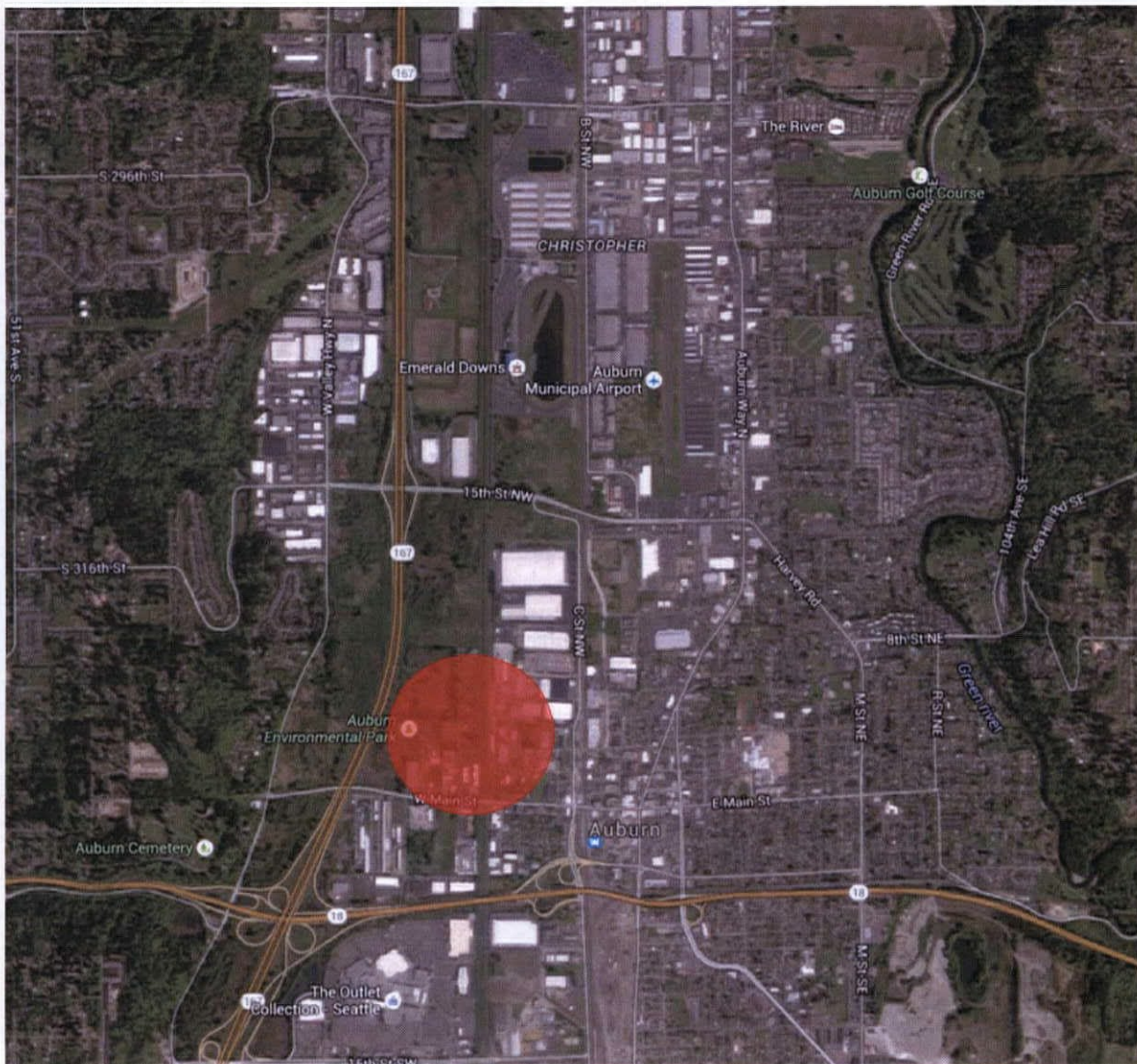
Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 4

Number of Complainants: 1

Location:



Auburn Airport Airport Managers Report

Topic B: Occupancy Report

Type	Total	Occupied	Percentage	Change
Open Hangar	68	68	100%	+1
Open Twin Hangar	6	6	100%	+1
Row 3	17	17	100%	+1
Row 9-10	40	40	100%	0
Row 2	14	14	100%	0
Tie Down	89	46	52%	+1
Storage Units	17	14	82%	0

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL OPERATIONS

