



**Airport Advisory Board
Regular Meeting
October 20, 2021, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

A. VIRTUAL PARTICIPATION:

The Auburn Airport Advisory Board Meeting scheduled for Wednesday, October 20, 2021 at 7:30 a.m. will be held virtually and telephonically. To attend the meeting virtually please click the below link, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and Stay Safe-Stay Healthy, the City of Auburn is holding public meetings virtually at this time.

City of Auburn Resolution No. 5581, designates City of Auburn meeting locations for all Regular, Special and Study Session Meetings of the City Council and of the Committees, Boards and Commissions of the City as Virtual Locations.

The link to the Virtual Meeting or phone number to listen to the Advisory Board Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device.

<https://us06web.zoom.us/j/85915081559>

Or join by phone:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 859 1508 1559

B. CALL THE MEETING TO ORDER/ROLL CALL

C. PUBLIC COMMENT:

Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:

City of Auburn

Attn: Angela Klein, Airport Administrative Assistant

2143 E St NE Suite

Auburn, WA 98002

Email comments to:

aklein@auburnwa.gov

D. APPROVAL OF MINUTES:

1. AUGUST 18, 2021 REGULAR MEETING
2. OCTOBER 11, 2021 SPECIAL MEETING

E. BOARD ACTION ITEMS: none**F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.

1. CAPITAL IMPROVEMENT PLAN UPDATE (10 MIN)
2. ANNUAL AIRPORT SURVEY (10 MINUTES)
3. AIRPORT MINIMUM STANDARDS UPDATE (20 MIN)
4. 2021 CAPITAL PROJECT STATUS (5 MIN)
5. TRACKING MATRIX (GENERAL BUSINESS)(5 MIN)

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT (15 MIN)
2. AIRPORT MAINTENANCE REPORT (5 MIN)

H. PRESENTATIONS: none**I. SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows*:**2021 Regular Meeting Schedule:****December 15**

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.

J. ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: August 18, 2021

MEETING TIME: 7:30 A.M.

MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:
Deanna Clark, Chairperson
Danielle Butsick, Vice Chair
Wayne Osborne, Board Member
Sean Morrow, Board Member
Joe Nessel, Board Member
Dennis Decoteau, Board Member
Andrea Prasse, Board Member
City Staff:
Ingrid Gaub, Public Works Director
Tim Mensonides, Auburn Airport Manager
Angela Klein, Auburn Airport Office Assistant

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll.

PUBLIC COMMENTS: There were no public comments for this meeting.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

- B. APPROVAL OF MINUTES:** A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve the April 21, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 7-0

- C. BOARD ACTION ITEMS:** A motion was made by Board Member Butsick and seconded by Board Member Morrow to adopt the Board Operating Procedures.

MOTION CARRIED UNANIMOUSLY, 7-0

D. BOARD DISCUSSION ITEMS:

1. **HALF-YEAR AIRPORT BUDGET AND FINANCE REPORT**
Manager Mensonides discussed the airport's budget year-to-date including revenue being up due to fuel sales; the maintenance budget showing over while waiting for capital projects money to be transferred; and limited activity in the capital budget while there are no major capital projects. He expressed a desire to hang on to money in the capital funds budget to save for airfield pavement maintenance.
2. **WAYFINDING UPDATES**
Manager Mensonides shared recent improvements including new signage at the main pedestrian gate and placement of a large sign on the runway-side of the fuel tank that shows directory information, along with a complete repainting of the fuel tank and addition of the Auburn Municipal Airport logo, and wrapping of the fuel pumps in airport colors. A cooler containing bottled water was also placed at the fuel pumps for the summer.
3. **ANNUAL AIRPORT SURVEY**
Manager Mensonides shared survey questions from previous years and the proposed questions for the 2021 survey. No changes or additions were suggested. Flyers with QR codes to help increase participation are to be posted at entrance gates, in the airport office building, and the fuel tank. Participation will also be encouraged through invoicing messages and emails.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. AIRPORT DEVELOPMENT STANDARDS

Manager Mensonides discussed the implementation of airport development standards and their relationship to the airport rules and regulations. Once finalized, the development standards will be reviewed by the city's legal department.

5. 2021 CAPITAL PROJECT STATUS

Manager Mensonides updated the Board on the status of property acquisition from King County, FAA determinations regarding needed appraisals, and timing. He also discussed the runway enhancement project, night restrictions, current crack-sealing project at the airport, and an upcoming proposal to add doors to current open T hangars to help meet the demand for enclosed hangars. The new runway overlay (2023) and straight-in approach (2023) were also discussed.

6. TRACKING MATRIX (GENERAL BUSINESS)

Manager Mensonides shared the updated tracking matrix.

E. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT

Office Assistant Klein updated the Board on year-to-date fuel sales and hangar occupancy rates. She also discussed the hangar waiting list, a recent Dream Flight operation for WWII veterans that took place at Auburn Airport, and the Normandy Tenant Day BBQ. Manager Mensonides then shared upcoming plans to use the Clarion Hotel near airport property for supportive housing and plans to complete fencing around the airport perimeter, currently in the quote phase. Board Member DeCoteau expressed his desire for the airport to work with the police department to survey the area and make recommendations. Manager Mensonides then praised the new fuel provider sharing how they had been able to supply fuel to the airport when other airports hadn't been able to offer fuel due to shortages. Mensonides also introduced the airport summer intern, Kennedy Vessey, discussed the receipt of a third CARES grant, replacement of runway end identifier lights, updates on lease status

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

for the south-end hangar development, intern tour hosted by Operations Technician Hubbard, and updates to airport zoning and code. He then updated the Board on plans to remove two of the storm ponds on the northwest side of the airport and discussed the runway extension plan.

2. AIRPORT MAINTENANCE REPORT

Manager Mensonides shared recent improvements to the area leased by Classic Helicopter to help identify areas for helicopter parking and deter traffic. Mensonides then discussed wildlife mitigation efforts and pavement maintenance/crack-sealing currently in progress.

F. PRESENTATIONS: NONE

G. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

October 20, 2021
December 15, 2021

H. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:46 a.m.

APPROVED this 20st day of October, 2021

Angela Klein, Board Secretary

AUBURN AIRPORT ADVISORY BOARD
SPECIAL MEETING MINUTES

MEETING DATE: October 11, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:
Deanna Clark, Chairperson
Danielle Butsick, Vice Chair
Wayne Osborne, Board Member (excused)
Sean Morrow, Board Member
Joe Nessel, Board Member
Dennis Decoteau, Board Member
Andrea Prasse, Board Member
City Staff:
Ingrid Gaub, Public Works Director
Tim Mensonides, Auburn Airport Manager
Angela Klein, Auburn Airport Office Assistant

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order. Office Assistant Klein called roll. Board Member Osborne was absent.

B. BOARD ACTION ITEMS: A motion was made by Board Member Nessel and seconded by Board Member Decoteau to raise the airport fee

AUBURN AIRPORT ADVISORY BOARD

SPECIAL MEETING MINUTES

schedule by five (5) percent for 2022. Board Members Prasse and Morrow recused themselves from the vote due to a potential conflict of interest.

MOTION CARRIED UNANIMOUSLY, 4-0

C. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 7:47 a.m.

APPROVED this 20st day of October, 2021

Angela Klein, Board Secretary

Annual Repair and Maintenance of Airport Facilities

Due to the current conditions of the Facilities at the Airport, this program provides for necessary maintenance and repair work such as slab sealing, roof replacement, hangar beam replacement, painting, electrical repairs, etc. for buildings identified in the 2018 Facility Condition Assessment as being in "Fair" to "Good" condition. Repair and maintenance of these facilities will help prolong the service life of these buildings.

Jet A Fueling Facility

Construct any necessary site improvements to accommodate a temporary 2,000 gallon fueling truck for Jet A fuel on site in 2018. Design and Construct a permanent 12,000 gallon Fuel Tank for Jet A service at Airport in 2022 and 2023 after the runway extension is complete and demand for Jet A fuel is established. 50% split of funding between the airport and a private party.

AWOS, Beacon & Emergency Generator

This project will fund the environmental, design and construction of an Automated Weather Observation System (AWOS), Beacon and emergency generator. This will be funded at 90% by the FAA

Annual Airport Pavement Maintenance

This project will complete pavement maintenance and preservation activities for the Airport Runway, Taxiways and other paved surfaces at the Auburn Airport to maintain the facilities in adequate operational conditions

Open T-Hangar Upgrades & Door Replacement

Due to the current conditions of the hangar facilities at the Airport, this program will replace or upgrade hangar facilities as they reach the end of their service life. A Facility Condition Assessment was completed in 2018. In 2019 an in depth analysis of the hangars' structure and roofing was conducted with a recommendation to not replace but upgrade the structures. The demand on the airport is greater for closed hangars vs open units. This project will convert 2 (if budget allows) open hangar rows to closed hangars, and replace old doors on the airport's "H" hangar row. This will increase airport revenues at approximately \$100,000 annually. This will allow for 2 open rows to remain on the airport and provide greater hangar options for airport tenants.

Runway/Taxiway Rehab, RSA Grading & PAPI project

This project will complete a Fog seal of on the Airport Taxiways to extend the life of the pavement and complete rehabilitation of the Runway to prolong the useful life of the Runway. This project will also complete necessary improvements to the property purchased from the Park and Ride to be in compliance with the FAA requirements for the Runway Safety Area. In addition the project will install Precision Approach Path Indicator (PAPI) for Runway to replace aging Visual Approach Slope Indicator (VASI) system.

Property Access to Airport

Enter into a through the fence agreement with the Armstrong Property for access to the Airport.

Precision Instrument Approach

Approval process with the FAA to improve the airport's instrument approach.

Airport Office / Middle Ramp Reconfigure

This project will reconfigure the Airport office and parking lot area to allow for additional development of an Airport based aviation business /restaurant. 10/90% split with the airport and private party.

Airport Taxilane and Ramp Rehab

Pavement rehab of airport's south hangar taxilanes. Pavement Condition Index for this area is 55 and 61. Last major maintenance on the pavement was performed in 1972 (original construction).

City of Auburn Draft Capital Facilities Plan

TABLE A-2

CAPITAL FACILITIES PLAN PROJECTS AND FINANCING AIRPORT FUND

	2022	2023	2024	2025	2026	2027	Total
Capacity Projects:							
None							-
Non-Capacity Projects:							
227 Annual Repair and Maintenance of Airport Facilities							
Capital Costs	75,000	500,000	100,000	200,000	238,800	246,000	1,359,800
Funding Sources:							
Airport Fund	75,000	500,000	100,000	200,000	238,800	246,000	1,359,800
Grants	-	-	-	-	-	-	-
228 Jet A Fueling Facility							
Capital Costs	-	-	50,000	350,000	-	-	400,000
Funding Sources:							
Airport Fund	-	-	25,000	175,000	-	-	200,000
Other Agencies	-	-	25,000	175,000	-	-	200,000
Grants	-	-	-	-	-	-	-
229 AWOS, Beacon & Emergency Generator							
Capital Costs	-	-	111,110	1,000,000	-	-	1,111,110
Funding Sources:							
Airport Fund	-	-	5,555	100,000	-	-	105,555
Grants	-	-	105,555	900,000	-	-	1,005,555
230 Annual Airport Pavement Maintenance							
Capital Costs	50,000	-	50,000	50,000	100,000	100,000	350,000
Funding Sources:							
Airport Fund	50,000	-	50,000	50,000	100,000	100,000	350,000
Grants	-	-	-	-	-	-	-
231 Open T-Hangar Upgrades & Door Replacement							
Capital Costs	1,500,000	-	-	-	-	-	1,500,000
Funding Sources:							
Airport Fund	250,000	-	-	-	-	-	250,000
State Loan	750,000	-	-	-	-	-	750,000
Grants	500,000	-	-	-	-	-	500,000
232 Runway/Taxiway Rehab, RSA Grading & PAPI project							
Capital Costs	444,440	3,611,110	-	-	-	-	4,055,550
Funding Sources:							
Airport Fund	22,220	180,555	-	-	-	-	202,775
Grants	422,220	3,430,555	-	-	-	-	3,852,775
233 Property Access to Airport							
Capital Costs	-	-	-	50,000	-	-	50,000
Funding Sources:							
Airport Fund	-	-	-	50,000	-	-	50,000
Grants	-	-	-	-	-	-	-
234 Precision Instrument Approach							
Capital Costs	25,000	25,000	-	-	-	-	50,000
Funding Sources:							
Airport Fund	25,000	25,000	-	-	-	-	50,000
Grants	-	-	-	-	-	-	-
235 Airport Office / Middle Ramp Reconfigure							
Capital Costs	-	75,000	75,000	5,750,000	-	-	5,900,000
Funding Sources:							
Airport Fund	-	7,500	7,500	575,000	-	-	590,000
Other Agencies	-	67,500	67,500	5,175,000	-	-	5,310,000
236 Airport Taxiway and Ramp Rehab							
Capital Costs	-	-	-	-	-	2,100,000	2,100,000
Funding Sources:							
Airport Fund	-	-	-	-	-	210,000	210,000
Grants	-	-	-	-	-	1,890,000	1,890,000

SUMMARY:

CAPITAL COSTS

Capacity Projects	-	-	-	-	-	-	-
Non-Capacity Projects	2,094,440	4,211,110	386,110	7,400,000	338,800	2,446,000	16,876,460
Total Costs	2,094,440	4,211,110	386,110	7,400,000	338,800	2,446,000	16,876,460

FUNDING SOURCES:

Airport Fund	422,220	713,055	188,055	1,150,000	338,800	556,000	3,368,130
Other Agencies	-	67,500	92,500	5,350,000	-	-	5,510,000
State Loan	750,000	-	-	-	-	-	750,000
Grants (Fed, State, Local)	922,220	3,430,555	105,555	900,000	-	1,890,000	7,248,330
Total Funding	2,094,440	4,211,110	386,110	7,400,000	338,800	2,446,000	16,876,460



2021 Airport Survey Questions:

101 total responses (doubled from 2020) summarized below

To review all responses: <https://www.surveymonkey.com/results/SM-TXHDT6PD9/>

1. What airport improvements would you like to see (large or small)?

AWOS/Improve Say Weather, CTAF, Lower Approach, WiFi, Garbage, More Hangars

Message will be sent to Airport Users Clarifying the status on these items

2. In 2020 the airport phone system was changed. Have you encountered any problems when contacting the airport?

95: No

5: Yes

3. Are there ways in which the Auburn Airport facilities are not meeting your expectations? If so, please provide further details.

Bathroom Cleaning, Hand Sanitizer in Portable Toilets, Lighting in Hangars

4. What recommendations do you have for airport staff to better serve you?

Majority Positive

5. General airport comments:

Helicopters, Majority Positive

SECTION 1 – MINIMUM STANDARDS

SECTION 1.1 APPLICATION & WAIVER

1.1.1. Application of Minimum Operating Standards

All airport operators conducting commercial aeronautical activities at the airport shall comply with the applicable requirements set forth in these Minimum Operating Standards and any amendments thereto. These requirements are the minimum standards, and all persons conducting commercial aeronautical activities at the airport are encouraged to exceed these minimum standards in conducting their activities.

1.1.2 Waiver or modification of standards

The Airport Manager may waive or modify any Minimum Operating Standard for the benefit of any governmental agency performing public services, fire protection or firefighting operations in the best interest of the City. Such waiver shall not be considered unjust discrimination among commercial airport operators at the airport.

1.1.3 Processing; Denial

Before authorizing or approving any commercial aeronautical activities at the airport by lease, agreement, application or otherwise, the Airport Manager shall review the proposed activity to determine its compliance with these Minimum Operating Standards. The Airport Manager may deny a proposed activity that does not meet these airport minimum standards or if denial is otherwise in the best interest of the airport.

1.1.4 Appeal process

The applicant (a person applying to provide a commercial aeronautical activity) shall have the ability to appeal the denial of an application by the Airport Manager, subject to the following provisions:

- Providing written notice of appeal to the Public Works Director within ten (10) calendar days of said denial; and
- The Public Works Director shall render its decision in writing within thirty (30) calendar days of the conclusion of the appeal and the decision shall be final as to the denial or approval of the application.

1.1.5 Indemnification

Pursuant to ACC 12.56.070 and otherwise to the fullest extent permitted by law, any person accessing or using the airport or any of its facilities, or any airpark taxilanes, and the person's successors, assigns and guarantors, must indemnify, defend and hold harmless, the City, its agents, employees, elected and appointed officials, directors, officers, commissioners and representatives from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses (including, but not limited to, claims adjustment, attorney fees and court costs), related to, arising from or out of, or resulting from:

- Any negligent or intentional actions, acts, errors, mistakes or omissions caused in whole or in part by such person, or the person's employees and agents, or;
- The exercise of any rights or privileges under City Code, or under the Airport Minimum Operating Standards or Airport Rules and Regulations.

This section includes, but is not limited to: environmental claims (for property damage, cleanup, response, removal and remediation), any regulatory or administrative claims or actions stemming from any person's negligent or intentional use or misuse of airport property, and any claims brought under the Industrial Insurance/Worker's Compensation Act (RCW 51).

SECTION 1.2 MONTHLY AERONAUTICAL BUSINESS PERMIT FEE

1.2.1 Transient Commercial Operators

Transient commercial operators are those who are not based at the Airport with a lease or operating agreement. Transient commercial operators shall notify the Airport Manager of their commercial operation prior to performing any services at the airport.

A transient commercial operator shall pay the airport a minimum monthly fee of \$75 for access and operation on airport property.

SECTION 1.3 INSURANCE

1.3.1 General Insurance Requirements

Each commercial airport operator shall maintain in effect the following types and minimum amounts of insurance as applicable to the business to be conducted:

- Commercial General Liability insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate. Such insurance shall contain contractual liability insurance covering applicable leases, licenses, permits, or agreements.
- Commercial/business automobile liability insurance for all owned, non-owned and hired vehicles assigned to or used in performance of commercial aeronautical activities in the amount of at least \$300,000 per occurrence. If any hazardous material, as defined by any local, state or federal authority, is the subject, or transported, in the performance of this contract, an endorsement is required providing \$1,000,000 per occurrence limits of liability for bodily injury and property damage.
- Special Causes of Loss Property Form covering all improvements and fixtures on the commercial airport operator's premises in an amount not less than the full replacement cost thereof, to the extent of the commercial airport operator's insurable interest in the premises.
- Worker's compensation insurance as required by law and employers liability insurance in the amount of \$100,000 per accident, \$100,000 disease per person, \$500,000 disease policy limit.
- Aircraft liability insurance in the amount of at least \$1,000,000 per occurrence single limit Bodily Injury and Property Damage Liability including Passengers.
- Hangar keeper's liability insurance in the amount of at least \$1,000,000 per occurrence, or more as values require.
- Products-completed operations liability insurance in the amount of at least \$1,000,000 per occurrence.
- If applicable, Lessee shall maintain Environmental Impairment Liability coverage for any underground or aboveground fuel storage facility, tank, underground or aboveground piping, ancillary equipment, containment system or structure used, controlled, constructed or maintained by Lessee in the amount of \$1,000,000 Each Incident, \$2,000,000 Aggregate. The policy shall cover on-site and off-site third party bodily injury and property damage including expenses for defense, corrective action for storage tank releases and tank clean-up for storage tank releases.
- All insurance policies cited herein shall contain a waiver of subrogation rights endorsement with respect to the City.

1.3.2 Conditions of Insurance Acceptance by City

All insurance shall be from an insurance company with a Best's financial rating of at least B ++. All policies, except worker's compensation policies, shall name the City and its elected or appointed officials, officers, representatives, directors, commissioners, agents and employees as "Additional Insureds," and the commercial airport operator shall furnish insurance certificates for the required coverage before engaging in any commercial aeronautical activities. Such certificates shall provide for unequivocal thirty (30) day advance notice of cancellation or material change of any policy limits or conditions.

SECTION 1.4 GENERAL OPERATIONAL REQUIREMENTS

1.4.1 General Provisions

Each commercial airport operator shall abide by Auburn City Code, airport Rules and Regulations and any other authorities established by the City for the safe, orderly, and efficient operation of the airport.

1.4.2 Right-of-Entry Reserved

The City reserves the right to enter a commercial airport operator's leased premises for any lawful purpose and at all reasonable times, provided that the entry does not unreasonably interfere with the commercial airport operator's lawful use of the premises.

1.4.3 Rates and Charges

Each commercial airport operator may determine the rates and charges for its activities and services, provided that such rates and charges shall be reasonable and fairly applied to all of the commercial airport operator's customers.

1.4.4 Personnel, Subtenants, & Users; Control & Demeanor

Each commercial airport operator shall employ a sufficient number of trained, on-duty personnel to provide for the efficient, safe, orderly, and proper compliance with its obligations under its lease, license, permit, or agreement. Each commercial airport operator shall control the conduct and demeanor of its personnel, subtenants, licensees, and customers to ensure compliance with these minimum standards and any other obligations. Upon objection by the City concerning the conduct or demeanor of any such person, the commercial airport operator shall immediately take all lawful steps necessary to address the objection. Each commercial airport operator shall conduct its operations in a safe, orderly, efficient, and proper manner so as not to unreasonably disturb, endanger, or be offensive to others.

1.4.5 Fire Equipment

Each commercial airport operator shall comply with ACC 12.56.440 in all operations at the airport, and shall supply and maintain adequate and accessible fire extinguishers and equipment as required by law and/or by the Valley Regional Fire Authority.

SECTION 1.5 FIXED BASE OPERATORS (FBO)

1.5.1 FBO defined, Basic Requirements

A fixed base operator (FBO) means a person or entity engaged in one or more of the following commercial aeronautical activities on airport property:

- Aircraft fueling and lubrication;
- Aircraft line services;
- Major aircraft maintenance and repair services;
- Aircraft storage, parking, and tiedown;
- Retail sale of aircraft parts and accessories; and
- Flight training, aircraft rentals, and sales.

An FBO shall comply with these standards and requirements, and may engage in any general aviation specialty service activity upon meeting all standards identified for that specific activity.

Any airport lease, agreement or application for an FBO to conduct any of the above activities shall be conditioned upon the FBO providing sufficient area to accommodate transient aircraft operation, towing of aircraft to/from storage hangars, and staging of based aircraft.

1.5.2 Hours of Operation

Unless otherwise agreed to in writing by the Airport Manager, an FBO shall provide aircraft fueling seven (7) days per week. If an FBO provides for aircraft maintenance and repair service, the FBO shall keep its operation open for the service at least five (5) days per week. The FBO shall also be on-call twenty-four (24) hours per day for customer services.

1.5.3 Fueling

At all times during its operations, an FBO shall comply with the following (as now enacted or hereafter amended):

- (1) National Fire Protection Association (NFPA) codes and standards;
- (2) FAA Advisory Circulars 150/5230-4;
- (3) Article 5 of the Airport Rules and Regulations; and
- (4) All other applicable laws related to aircraft fuel handling, dispensing and storage.

An FBO shall construct (or install) and maintain at the airport an above- or below-ground fuel storage facility in a location approved by the Airport Manager. The construction, installation or modification of any such fuel storage or distribution facility requires the written consent of the City and compliance with all City safety standards. The City may inspect such facilities periodically to ensure compliance with all standards.

An FBO shall provide fuel dispensing equipment sufficient to serve the needs of the aircraft normally frequenting the airport.

1.5.4 Aircraft Maintenance & Repair Services

An FBO that provides aircraft maintenance and repair services at the airport shall:

- Lease sufficient land to accommodate the proposed operations;
- Provide office space, hangar facilities, on its premises;
- Provide sufficient shop space, equipment, supplies; and
- Employ at least one person who is currently certified by the FAA with ratings appropriate to the work being performed.

For purposes of this standard, “aircraft maintenance and repair services” means one or more of the following services provided to airport users: airframe, engine or accessory overhaul; repair services on aircraft, including aircraft and helicopters; sales of aircraft parts and accessories, radios, avionics, instruments, propellers, upholstery, and painting.

1.5.5 Flight Training Services

An FBO that provides flight training services at the airport shall:

- Lease an aircraft storage hangar or tiedown, or pay a transient operator fee;
- Provide adequate classroom facilities for the amount and type of training involved;
- Employ at least one instructor who is certified by the FAA to provide the type of training offered; and
- Maintain the minimum amounts of insurance specified in these standards by the City for any of its activities at the airport.

For purposes of this standard, “flight training services” means instructing pilots in dual and solo flight training using fixed-wing and/or rotary-wing aircraft, and providing related ground school instruction as is necessary to take a written examination and flight check ride for the categories of pilot’s licenses and ratings involved.

1.5.6 Aircraft Charter Services

An FBO that provides aircraft charter services at the airport shall have flight crews properly rated for any aircraft operated and shall maintain the minimum amounts of insurance required by these standards for any of its activities at the airport.

For purposes of this standard, “aircraft charter services” means the business of providing air transportation of persons or property to the public for hire. Aircraft charter services may also include the performance of aircraft management services as defined in these Minimum Operating Standards, as long as all requirements of such services are met.

1.5.7 Specialized Commercial Flying Services

An FBO providing specialized commercial flying services at the airport shall:

- Lease sufficient aircraft parking space and office space to support its operations and services;
- Employ at least one person who holds current commercial pilot and medical certificates with appropriate ratings for the aircraft to be flown; and
- Maintain the minimum amounts of insurance required by these standards for any of its activities at the airport.

For purposes of this standard, “specialized commercial flying services” means air transportation for hire for any of the following purposes: nonstop sightseeing flights that begin and end at the airport, aerial photography or survey, powerline or pipeline patrol, firefighting or fire patrol, airborne mineral exploration, or any other operations not specifically included in 14 C.F.R. Part 135.

1.5.8 Mobile Aircraft Washing Services

An FBO that provides mobile aircraft washing services at the airport shall restrict these services to designated wash rack/pad areas and/or other areas approved by the Airport Manager. The FBO shall perform these services in accordance with the Airport Rules and Regulations, and shall pay fees as required by lease or a transient operator fee.

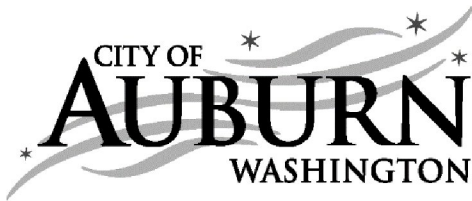
For purposes of this standard, “mobile aircraft washing services” means in the cleaning, detailing and/or washing of aircraft either for the public or for individual businesses.

1.5.9 Mobile Aircraft Maintenance & Repair Services

An FBO that provides mobile aircraft maintenance and repair services at the airport:

- (1) shall employ at least one person currently certified by the FAA with ratings appropriate to perform such services;
- (2) shall not conduct major aircraft alterations or repairs or business activities at any time inside hangars or other structures not designed for such activities. The approval of a hangar or other structure for such activities shall be determined by specific lease provisions and/or City fire codes;
- (3) shall maintain the minimum amounts of insurance specified by these standards for any of its activities at the airport; and
- (4) shall pay fees required by lease or a transient operator fee.

For purposes of this standard, “mobile aircraft maintenance and repair services” means providing airframe, engine or accessory overhaul, or aircraft repair services at an aircraft’s based location or within a designated aircraft maintenance area at the airport.



Memorandum

To: Airport Advisory Board
From: Tim Mensonides, Airport Manager
Cc: Ingrid Gaub, Director of Public Works
Date: October 13, 2021
Re: AGENDA ITEM F3 – Airport Minimum Standards

As part of the update to the Airport Rules and Regulations and adopting Development Standards airport staff is updating the Airport Minimum Standards and combining these 3 items into one document. Minimum standards are requirements for all persons conducting commercial aeronautical activities at the airport.

Airport staff have compiled the attached draft in conjunction with airport consultant, Century West. The proposed standards have been reviewed by airport staff and legal and are in the process of being reviewed by the Airport's insurance provider. Staff is seeking input from the Airport Advisory Board as a part of the review. Staff will also be reaching out to commercial operators on the airport for input on the Standards. Upon completion the document will be presented to the AAB.

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City	Property Acquisition	King County is reviewing the purchase and sale agreement. Draft short plat documents complete. Final short plat documents will be prepared once negotiations with County are complete.	Complete negotiations with King County. Complete short plat to create new parcel. Complete purchase of new parcel from King County.	Wickstrom/Mensonides	Jan-18	Jul-22	\$ 500,000 (90/10)
City/CW	Runway Rehab, RSA, Grading, New PAPI installation, Taxiway Alpha lighting, Runway Designation:17/35, New Insturment Approach, Possible CTAF Change	Planning	1. Discovery Meeting with the FAA, and Century West 2. FAA Grant Application 3. Begin Design	Wickstrom/Mensonides	Nov-21	Jun-24	\$ 4,055,555 (90/10)
City	Night Restrictions	33 obstructions mitigated and updated in the FAA's system.	FAA flight check anticipated 6/2022, once complete night restrictions should be removed	Mensonides	Aug-18	Jun-22	\$ 13,000
City	Annual Maintenance and Repair	Completed Airport Staff crack sealing airfield pavement, Planning/Design enclosing open hangars and removal and replacement of J Hangar doors	Design of project, Award of CARB Loan	Mensonides	Mar-19	Nov-21	\$ 1,125,000

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals (Not in Priority Order)	Lead	Narrative Description	Start Date	Completion Date
N/A	Update City Code	Public Works Director/Airport Manager	Updating several sections of outdated code that are related to the Airport for adoption by City Council.	1Q 2021	4Q 2021
2-1	Airport Zoning Regulation Update	Airport Manager/Long Range Planner	Coordinate with City's Community Development Service Area to assess and potentially implement new zoning regulations amendments to current City of Auburn zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts. This will require an approval process through the City's Planning Commission and Council.	1Q 2019	2Q 2021
N/A	AAB Procedures and Standards	Public Works Director/Airport Manager/ Airport Advisory Board	Develop specific board procedures around the operation of the board and the management of meetings for adoption by the Board. (The Board currently does not have any specific procedures in place, and this is required for a public board).	2Q 2021	2Q 2021
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board	Annual review of the 2021 Airport Marketing Focus to be responsive to changing market conditions and needs with a focus on marketing and leasing the two on airport development sites approved in the approved Airport Master Plan to prospective tenants and developers. Other areas of focus are emerging technologies, alternative fuels, recruitment of on airport Businesses, and better incorporation of the Airport into other City events. Current focus for on airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.	1Q 2021	1Q 2021
3-3	Wayfinding Improvements	Airport Staff/Airport Advisory Board	Develop wayfinding upgrades to airport signage to improve information for airport users to find amenities and businesses on the airport.	2Q 2021	3Q 2021
3-4	Airport Broadband Service	Airport Staff	Developing potential option(s) for Broadband improvements to the Airport for service to Airport users. 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 This will include the estimated cost to implement.	2Q 2021	2Q 2021
N/A	Update Airport Rules & Regulations	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Rules and Regulations for adoption by the Board.	3Q 2020	4Q 2021
N/A	Update Airport Minimum Standards	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Minimum Standards for adoption by the Board.	2Q 2021	4Q 2021
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	1. Annual Fee Update 2. Annual Airport Users Survey 3. Capital Improvement Plan Update 4. Board Compostion Review 5. Board Work Plan Update for 2022		<i>Anticipated : October</i> <i>Completed : October</i> <i>Completed: October</i> <i>Anticipated : December</i> <i>Anticipated : December</i>

[1] KRA 1 = Facility & Infrastructure; KRA 2 = Economic/Community Development; KRA 3 = Operation Enhancement/Expansion