

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: October 20, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:
Deanna Clark, Chairperson
Danielle Butsick, Vice Chair (excused)
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 Nessel and seconded by Board Member Osborne to approve the August 18, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

A motion was made by Board Member Nessel and seconded by Board Member Osborne to approve the October 11, 2021 Auburn Airport Advisory Board Special Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

- C. BOARD ACTION ITEMS: NONE**

- D. BOARD DISCUSSION ITEMS:**

1. CAPITAL IMPROVEMENT PLAN UPDATE

Manager Mensonides shared the updated Capital Facilities Plan for projects and financing planned through 2027. Projects include the AWOS, pavement maintenance/replacement, upgrades and door replacements for open and enclosed hangars, and a potential airport office/middle ramp reconfiguration.

2. ANNUAL AIRPORT SURVEY

Manager Mensonides shared the results of the 2021 annual airport survey that included 101 responses, nearly double the amount of responses received to the 2020 survey. Answers from the survey were primarily those received from the year before. Manager Mensonides suggested sending out the survey on a less than annual basis based on feedback, common answers from year to year, and open lines of communication with airport staff.

3. AIRPORT MINIMUM STANDARDS

Manager Mensonides updated the board on the progress of revising the airport minimum standards to be more specific to Auburn Airport.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. 2021 CAPITAL PROJECT STATUS

Manager Mensonides shared the current statuses of capital projects including property acquisition, runway rehabilitation, night restrictions, and annual maintenance and repairs.

5. TRACKING MATRIX (GENERAL BUSINESS)

Manager Mensonides shared progress on various tasks and projects in process.

E. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S & MAINTENANCE REPORT

Manager Mensonides informed the board of an upcoming survey planned with the Auburn Police Department and Community Development to help with recommendations for possible security needs or opportunities. He then shared that a user group meeting was held Sept. 14th, 2021. One suggestion from the meeting was to change the radio frequency used by the airport (CTAF) to help alleviate excess congestion from other airports. Airport zoning was also discussed. A public meeting was held to obtain feedback. The updated zoning is set to be presented to the Auburn City Council in November. Manager Mensonides then updated the Board on the new hangar construction project that has stalled due to increasing costs, specifically the cost of steel. He is meeting with developers to reassess options and move forward. Construction is now estimated to begin spring or summer 2022. Derelict planes were also discussed and the effort made by airport staff to address planes that are not airworthy or registered with the FAA. He also mentioned staff attending the annual Washington Airport Management Association conference in early October where Operations Technician Ryan Hubbard was presented with an award from the USDA for his work with and improvement of wildlife mitigation at the airport.

AUBURN AIRPORT ADVISORY BOARD
MEETING MINUTES

F. PRESENTATIONS: NONE

G. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

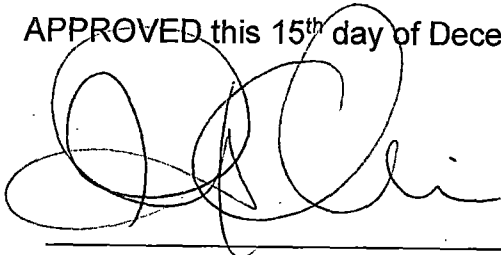
2021 Regular Meeting Schedule:

December 15, 2021

H. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:27 a.m.

APPROVED this 15th day of December, 2021

A handwritten signature in black ink, appearing to be 'Angela Klein', written over a horizontal line.

Angela Klein, Board Secretary