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 GUIDENCE 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