



**Airport Advisory Board
SPECIAL Meeting
October 11, 2021, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

A. VIRTUAL PARTICIPATION:

The Auburn Airport Advisory Special Board Meeting scheduled for Monday, October 11, 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/89355061936>

Or join by phone:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 893 5506 1936

B. CALL THE MEETING TO ORDER/ROLL CALL

C. BOARD ACTION ITEMS:

1. 2022 AIRPORT FEE SCHEDULE (10 MIN)

D. ADJOURNMENT OF MEETING

D. AUBURN MUNICIPAL AIRPORT FEES *(Per Ordinance No. 5707, amended by Ordinance No. 5715 and Ordinance No. 5819, and amended by Resolution No. 3784, Resolution 3797, Resolution No. 3841, Resolution No. 3953, Resolution No. 4117, Resolution No. 4270, Resolution No. 4414, Resolution 4734, Resolution No. 4880, Resolution No. 5016, Resolution No. 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5255, Resolution No. 5319, Resolution No. 5388, Resolution No. 5424, Resolution 5470, and Resolution No. 5549.)*

1. Lease Fees

Lease Type:

Open D-G	\$221.00 <u>228.00</u>
Open C	\$263.00 <u>271.00</u>
Closed J	\$397.00 <u>409.00</u>
Closed H	\$422.00 <u>435.00</u>
Closed Y & Z	\$490.00 <u>505.00</u>
Closed Y1 & Z22	\$630.00 <u>649.00</u>
Outside Tiedowns	\$83.00 <u>85.00</u>
Storage Rows H-D	\$142.00 <u>146.00</u>
Storage Units (185 sq. ft. – Buildings Y&Z)	\$125.00 <u>129.00</u>
Storage Units (298 sq. ft.)	\$152.00 <u>157.00</u>
Storage Units (380 sq. ft. – Buildings Y&Z)	\$192.00 <u>198.00</u>

A security surcharge of \$10.00 per month is charged, in addition to the base monthly rental fees provided in this section, for each tie-down, each hangar door and each storage rental area, which security surcharge fees are to be used for the provision of increased security at the Auburn Municipal Airport (approved by Ordinance No. 5500 on January 16, 2001). For the purposes hereof, each tie-down consists of the structures/facilities necessary to accommodate one (1) regular sized light aircraft. Furthermore, the hangar doors to which the security surcharge applies includes all hangars located at the Auburn Municipal Airport, including those hangars built on land owned by the City but leased to private parties, and those hangars owned in a condominium type ownership.

The above lease and security surcharge amounts are subject to applicable leasehold taxes, which shall be paid by the tenant. The total charges, including the above lease rates plus lease hold tax and surcharge shall be reflected in monthly billing rates. Tenants shall be given notice as required by Ordinance or lease agreements. The Airport Lease rates shall be effective January 1, 202~~1~~4.

Payments. Payments are due on the first of each month, past due as of the 5th and late as of the 16th. Payments not received by the 15th incur a \$25.00 late fee. Payments not received after 30 days from the due date incur an additional \$25.00 delinquency fee each month payment is delinquent. Any instance where a check is tendered for payment and non-sufficient funds exist to settle the transaction, a fee shall apply as set forth in the City of Auburn Fee Schedule.

Automatic gate electronic cards. One automatic gate electronic card will be issued to each City rental tenant free of charge. Any additional electronic cards requested by a tenant are subject to a \$25.00 fee. An additional \$25.00 replacement fee will be assessed against the tenant for all lost or damaged electronic cards. All electronic cards must be returned to the airport at the time of lease expiration.

Each lease shall include an initial payment of first and last months' rent plus a damage deposit in the amount of two times the monthly base rate, with the exception of an Outside

Tie-Down Lease which shall include an initial payment of first months' rent only. Each lease agreement shall also include terms that authorize the Ceity to apply the damage deposit to outstanding charges on termination.

2. Daily Transient Parking (overnight)

Tie Down	\$5.00
Open "T"	\$25.00
Enclosed Hangar	\$35.00

3. Base Parking Fee – Designated Spaces

A base vehicle parking fee of ~~\$64.00~~66.00 per month per designated space is charged. There are designated spaces available on a first come basis for pilots to park or store a vehicle for an extended period of time. All airport rules and regulations apply. A monthly storage agreement must be completed and appropriate fees paid. The storage of vehicles is for the convenience of the users of the Auburn Airport and is month-to-month.

4. Additional Airport Fees

Gate Cards (each lease gets one card at no charge.)	\$25.00
Monthly <u>Annual</u> Aeronautical Business License Fee	\$75.00 <u>250.00</u>
Initial Hangar Waitlist Fee	\$50.00
Annual Hangar Waitlist Fee	\$25.00/year
Resale Fuel Flowage Fee (Jet A Retailers)	\$0.05/gallon
Conference Room Rental Fee	\$25.00/hour
Gate Remote	\$50.00 <u>40.00</u>

5. Waiver of Fees for Governmental Entities or Governmental Affiliated Entities

The Mayor is authorized to waive a portion or all of any (otherwise) required fees for hangar space rental - if space is available - for governmental entities or government affiliated entities that provide community service(s) and public benefit(s) to residents, citizens and businesses of Auburn.

D. AUBURN MUNICIPAL AIRPORT FEES *(Per Ordinance No. 5707, amended by Ordinance No. 5715 and Ordinance No. 5819, and amended by Resolution No. 3784, Resolution 3797, Resolution No. 3841, Resolution No. 3953, Resolution No. 4117, Resolution No. 4270, Resolution No. 4414, Resolution 4734, Resolution No. 4880, Resolution No. 5016, Resolution No. 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5255, Resolution No. 5319, Resolution No. 5388, Resolution No. 5424, Resolution 5470, and Resolution No. 5549.)*

1. Lease Fees

Lease Type:

Open D-G	\$232.00 <u>221.00</u>
Open C	\$276.00 <u>263.00</u>
Closed J	\$417.00 <u>397.00</u>
Closed H	\$422.00 <u>443.00</u>
Closed Y & Z	\$515.00 <u>490.00</u>
Closed Y1 & Z22	\$630.00 <u>662.00</u>
Outside Tiedowns	\$87.00 <u>83.00</u>
Storage Rows H-D	\$149.00 <u>142.00</u>
Storage Units (185 sq. ft. – Buildings Y&Z)	\$125.00 <u>131.00</u>
Storage Units (298 sq. ft.)	\$160.00 <u>152.00</u>
Storage Units (380 sq. ft. – Buildings Y&Z)	\$202.00 <u>192.00</u>

A security surcharge of \$10.00 per month is charged, in addition to the base monthly rental fees provided in this section, for each tie-down, each hangar door and each storage rental area, which security surcharge fees are to be used for the provision of increased security at the Auburn Municipal Airport (approved by Ordinance No. 5500 on January 16, 2001). For the purposes hereof, each tie-down consists of the structures/facilities necessary to accommodate one (1) regular sized light aircraft. Furthermore, the hangar doors to which the security surcharge applies includes all hangars located at the Auburn Municipal Airport, including those hangars built on land owned by the City but leased to private parties, and those hangars owned in a condominium type ownership.

The above lease and security surcharge amounts are subject to applicable leasehold taxes, which shall be paid by the tenant. The total charges, including the above lease rates plus lease hold tax and surcharge shall be reflected in monthly billing rates. Tenants shall be given notice as required by Ordinance or lease agreements. The Airport Lease rates shall be effective January 1, 202~~1~~4.

Payments. Payments are due on the first of each month, past due as of the 5th and late as of the 16th. Payments not received by the 15th incur a \$25.00 late fee. Payments not received after 30 days from the due date incur an additional \$25.00 delinquency fee each month payment is delinquent. Any instance where a check is tendered for payment and non-sufficient funds exist to settle the transaction, a fee shall apply as set forth in the City of Auburn Fee Schedule.

Automatic gate electronic cards. One automatic gate electronic card will be issued to each City rental tenant free of charge. Any additional electronic cards requested by a tenant are subject to a \$25.00 fee. An additional \$25.00 replacement fee will be assessed against the tenant for all lost or damaged electronic cards. All electronic cards must be returned to the airport at the time of lease expiration.

Each lease shall include an initial payment of first and last months' rent plus a damage deposit in the amount of two times the monthly base rate, with the exception of an Outside

Tie-Down Lease which shall include an initial payment of first months' rent only. Each lease agreement shall also include terms that authorize the Ceity to apply the damage deposit to outstanding charges on termination.

2. Daily Transient Parking (overnight)

Tie Down	\$5.00
Open "T"	\$25.00
Enclosed Hangar	\$35.00

3. Base Parking Fee – Designated Spaces

A base vehicle parking fee of ~~\$67.00~~64.00 per month per designated space is charged. There are designated spaces available on a first come basis for pilots to park or store a vehicle for an extended period of time. All airport rules and regulations apply. A monthly storage agreement must be completed and appropriate fees paid. The storage of vehicles is for the convenience of the users of the Auburn Airport and is month-to-month.

4. Additional Airport Fees

Gate Cards (each lease gets one card at no charge.)	\$25.00
Monthly <u>Annual</u> Aeronautical Business License Fee	\$75.00 <u>250.00</u>
Initial Hangar Waitlist Fee	\$50.00
Annual Hangar Waitlist Fee	\$25.00/year
Resale Fuel Flowage Fee (Jet A Retailers)	\$0.05/gallon
Conference Room Rental Fee	\$25.00/hour
Gate Remote	\$50.00 <u>40.00</u>

5. Waiver of Fees for Governmental Entities or Governmental Affiliated Entities

The Mayor is authorized to waive a portion or all of any (otherwise) required fees for hangar space rental - if space is available - for governmental entities or government affiliated entities that provide community service(s) and public benefit(s) to residents, citizens and businesses of Auburn.

Review of Airport Rates Proposal of 2020 Rates

Space Type	Basic Rent		2022	Security	Total Rev	Fee to Tenant	Month Rate	# of	Annualized
	2021		Rate	Fee	to City	Incl SLHT*	Change	Units	Increase Rev
Open Hangar (D,E,F,G)	\$ 221.00	3.0%	\$ 228.00	\$ 10.00	\$ 238.00	\$ 268.56	\$ 7.00	68	\$ 5,712.00
Open Hangar (C)	\$ 263.00	3.0%	\$ 271.00	\$ 10.00	\$ 281.00	\$ 317.08	\$ 8.00	6	\$ 576.00
Enclosed Hangar (J)	\$ 397.00	3.0%	\$ 409.00	\$ 10.00	\$ 419.00	\$ 472.80	\$ 12.00	14	\$ 2,016.00
Enclosed Hangar (H)	\$ 422.00	3.0%	\$ 435.00	\$ 10.00	\$ 445.00	\$ 502.14	\$ 13.00	17	\$ 2,652.00
Enclosed Hangar (Y,Z)	\$ 490.00	3.0%	\$ 505.00	\$ 10.00	\$ 515.00	\$ 581.13	\$ 15.00	38	\$ 6,840.00
Enclosed Hangar (Y,Z w/storage)	\$ 630.00	3.0%	\$ 649.00	\$ 10.00	\$ 659.00	\$ 743.62	\$ 19.00	2	\$ 456.00
Tie down	\$ 83.00	3.0%	\$ 85.00	\$ 10.00	\$ 95.00	\$ 107.20	\$ 2.00	54	\$ 1,296.00
Storage Unit (418,618,40,50,60,70,80,300)	\$ 142.00	3.0%	\$ 146.00	\$ 10.00	\$ 156.00	\$ 176.03	\$ 4.00	8	\$ 384.00
Storage Unit (Z west)	\$ 125.00	3.0%	\$ 129.00	\$ 10.00	\$ 139.00	\$ 156.85	\$ 4.00	1	\$ 48.00
Storage Unit (Z east)	\$ 152.00	3.0%	\$ 157.00	\$ 10.00	\$ 167.00	\$ 188.44	\$ 5.00	1	\$ 60.00
Storage Unit (Z/Y west)	\$ 192.00	3.0%	\$ 198.00	\$ 10.00	\$ 208.00	\$ 234.71	\$ 6.00	2	\$ 144.00
Vehicle Parking	\$ 64.00	3.0%	\$ 66.00	\$ 10.00	\$ 76.00	\$ 85.76	\$ 2.00		
								Total	\$ 20,184.00

NO INCREASE IN 2021 Due to COVID

*SLHT (State Leasehold Tax) = 12.84%

*2022 Budget planned a 2% increase

*August 2021 CPI 5.1%

Closed Hangar Rates in the Region (SLHT included)

	Tie Down
Auburn \$472-\$581* proposed	\$107
Paine \$403-\$624	
Renton \$462	\$120
Crest \$245	
Boeing \$981	\$110
Tacoma \$279-\$444	\$61-84
Puyallup \$233	\$61-84

* Auburn waitlist for closed hangars is over 100 people= 10+ year wait

* With the building of the SE Hangars Tied down space has become a premium

Review of Airport Rates Proposal of 2020 Rates

Space Type	Basic Rent		2022	Security	Total Rev	Fee to Tenant	Month Rate	# of	Annualized
	2021		Rate	Fee	to City	Incl SLHT*	Change	Units	Increase Rev
Open Hangar (D,E,F,G)	\$ 221.00	5.0%	\$ 232.00	\$ 10.00	\$ 242.00	\$ 273.07	\$ 11.00	68	\$ 8,976.00
Open Hangar (C)	\$ 263.00	5.0%	\$ 276.00	\$ 10.00	\$ 286.00	\$ 322.72	\$ 13.00	6	\$ 936.00
Enclosed Hangar (J)	\$ 397.00	5.0%	\$ 417.00	\$ 10.00	\$ 427.00	\$ 481.83	\$ 20.00	14	\$ 3,360.00
Enclosed Hangar (H)	\$ 422.00	5.0%	\$ 443.00	\$ 10.00	\$ 453.00	\$ 511.17	\$ 21.00	17	\$ 4,284.00
Enclosed Hangar (Y,Z)	\$ 490.00	5.0%	\$ 515.00	\$ 10.00	\$ 525.00	\$ 592.41	\$ 25.00	38	\$ 11,400.00
Enclosed Hangar (Y,Z w/storage)	\$ 630.00	5.0%	\$ 662.00	\$ 10.00	\$ 672.00	\$ 758.28	\$ 32.00	2	\$ 768.00
Tie down	\$ 83.00	5.0%	\$ 87.00	\$ 10.00	\$ 97.00	\$ 109.45	\$ 4.00	54	\$ 2,592.00
Storage Unit (418,618,40,50,60,70,80,300)	\$ 142.00	5.0%	\$ 149.00	\$ 10.00	\$ 159.00	\$ 179.42	\$ 7.00	8	\$ 672.00
Storage Unit (Z west)	\$ 125.00	5.0%	\$ 131.00	\$ 10.00	\$ 141.00	\$ 159.10	\$ 6.00	1	\$ 72.00
Storage Unit (Z east)	\$ 152.00	5.0%	\$ 160.00	\$ 10.00	\$ 170.00	\$ 191.83	\$ 8.00	1	\$ 96.00
Storage Unit (Z/Y west)	\$ 192.00	5.0%	\$ 202.00	\$ 10.00	\$ 212.00	\$ 239.22	\$ 10.00	2	\$ 240.00
Vehicle Parking	\$ 64.00	5.0%	\$ 67.00	\$ 10.00	\$ 77.00	\$ 86.89	\$ 3.00		
								Total	\$ 33,396.00

NO INCREASE IN 2021 Due to COVID

*SLHT (State Leasehold Tax) = 12.84%

*2022 Budget planned a 2% increase

*August 2021 CPI 5.1%

Closed Hangar Rates in the Region (SLHT included)

	Tie Down
Auburn \$472-\$581* proposed	\$107
Paine \$403-\$624	
Renton \$462	\$120
Crest \$245	
Boeing \$981	\$110
Tacoma \$279-\$444	\$61-84
Puyallup \$233	\$61-84

* Auburn waitlist for closed hangars is over 100 people= 10+ year wait

* With the building of the SE Hangars Tied down space has become a premium