

# AUBURN AIRPORT ADVISORY BOARD

## MEETING MINUTES

**MEETING DATE:** Sept 20, 2023  
**MEETING TIME:** 8:00 A.M.  
**MEETING LOCATION:** Airport Office Building Conference Room

### Meeting Attendance Record:

<b>Board Members:</b>
Andrea Prasse, Chairperson (late)
Deanna Clark, Vice Chair
Wayne Osborne, Board Member
Joe Nessel, Board Member
Jay Miner, Board Member
Justin Heater, Board Member
Chad Ellison, Board Member
<b>City Staff:</b>
Ingrid Gaub, Public Works Director
Tim Mensonides, Airport Manager
Angela Klein, Airport Office Assistant
Ethan Kimes, Airport Operations Specialist
Ellie Lichti, Airport Intern

### A. CALL THE MEETING TO ORDER:

Vice-chair Clark called the meeting to order and welcomed attendees.

### B. PUBLIC COMMENTS: There were no public comments.

**AUBURN AIRPORT ADVISORY BOARD**  
**MEETING MINUTES**

**C. APPROVAL OF MINUTES:** A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve the May 17<sup>th</sup>, 2023 Auburn Airport Advisory Board Meeting Minutes.

**MOTION CARRIED UNANIMOUSLY, 6-0**

**D. PRESENTATIONS: NONE**

**E. BOARD ACTION ITEMS:**

**2024 AIRPORT FEE SCHEDULE**

Manager Mensonides reported on current fees and 2024 proposed rates. Questions and discussion followed. Vice-chair Clark moved to approve the rate increase as proposed. Board Member Osborne seconded. Chairperson Prasse recused herself from the vote.

**MOTION CARRIED UNANIMOUSLY, 6 - 0**

**F. BOARD DISCUSSION ITEMS:**

**1. 2023 CAPITAL PROJECT STATUS**

Manager Mensonides discussed capital project updates and timelines including the runway rehab project, new instrument approach, AWOS installation, J&G-row hangar door project and annual maintenance and repair, including crack sealing pavement. Board discussion and questions followed.

**2. TRACKING MATRIX**

Manager Mensonides updated the board on projects found on the tracking matrix, including hangar development, middle ramp development, marketing focus, expansion areas, instrument approach and annual tasks.

**3. AIRPORT BUDGET UPDATE**

Manager Mensonides reported on the 2023 airport operating fund.

**G. BOARD GUIDANCE AND INFORMATION ITEMS:**

# **AUBURN AIRPORT ADVISORY BOARD**

## **MEETING MINUTES**

### **1. AIRPORT MANAGER REPORT**

Manager Mensonides reported on the airport's recent CTAF and gate code changes, possible development in the southeast lot, crack sealing, the Oshkosh AirVenture event, and temporary fencing at the south end of the airport. He welcomed Rainier Flight Services to the airport and discussed derelict and non-airworthy aircraft status of several planes, the hangar row mural project, and upcoming events to include the City of Auburn's Civics Academy, a traffic pattern seminar, and Aloha Friday lunches.

### **2. AIRPORT ADMINISTRATION REPORT**

Office Assistant Klein reported on the hangar and tie-down lease numbers, the 2023 Auburn Airport Day, intern tours and an upcoming Business Connect gathering hosted by the Auburn Chamber of Commerce.

### **3. AIRPORT MAINTENANCE REPORT**

Operations Specialist Kimes reported on the waste oil station, the new 50'x30' A-U-B-U-R-N hangar rooftop letters, the recent CTAF change, upgrades to the fuel tank, and wildlife mitigation efforts.

### **4. AIRPORT INTERN REPORT**

Intern Lichti gave board members S50 bumper stickers, introduced herself and discussed her tasks and projects over the summer to include intern tours, hangar rooftop painting project, mural bench project, annual hangar inspections and helping design and order challenge coins for the airport.

## **H. SCHEDULE FOR UPCOMING MEETINGS:**

### **Regular Meeting Schedule:**

November 15, 2023

## **I. ADJOURNMENT OF MEETING**

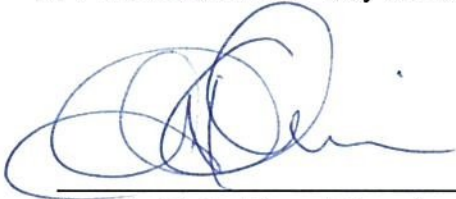
There being no other business, a motion was made by Board Member Osborne and seconded by Vice-chair Clark to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY, 7-0**

**AUBURN AIRPORT ADVISORY BOARD**  
**MEETING MINUTES**

Meeting adjourned at 9:11 a.m.

APPROVED this 15<sup>th</sup> day of November, 2023



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Angela Klein, Board Secretary