AUBURN AIRPORT ADVISORY BOARD MEETING MINUTES

September 20, 2017.

BOARD MEMBERS	City of Auburn Staff (COA)	Aviation Management Group
John Theisen (Chair)	Kevin Snyder (Comm. Dev. & Public Works Dir).	Jamelle R. Garcia (AMG-CEO)
Gary Gustafson (Vice Chair) (Absent)	Ingrid Gaub (City Engineer/Asst. Director of Engineering Services)	Guillermo Arevalo (AMG Staff)
Mark Kornei	Paul Haugan (IT Director)	Tanya Rottkamp (AMG staff)
Sparrow Tang (Excused)		
Deanna Clark		
		Guests
		Danielle Butsick (Tenant) Bill Peloza (Auburn Council) F. Gregory Baker (Classic Helicopter)

MEETING DATE: September 20, 2017
MEETING TIME: 7:30 A.M.
PLACE: Auburn Municipal Airport, 2143 E ST NE Suite #1 Auburn WA 98001

A. CALL THE MEETING TO ORDER: Chairman John Theisen called the meeting to order and welcomed attendees and guests.

B. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING: None

C: APPROVAL OF MINUTES: A motion was made and seconded to Approved the Advisory Board minutes of August 23, 2017.

D: PRESENTATIONS: John Theisen made a presentation highlighting their business operations at Orion Industries.

E: BOARD ACTION ITEMS: None

F: BOARD DISCUSSION ITEMS:

1. Ms. Gaub reviewed the draft for Request for Proposal of the Market Analysis and Rate Study for the Auburn Municipal Airport. This will be published on September 27, 2017.

2. Ms. Gaub updated the status of Facility Condition Assessment. The City has received eight (8) proposals and will start the selection process Mid-October.

3. Ms. Gaub discussed the current status of the Jet A Fuel. She advised the members she is currently working on the agreement and will have additional information at the next meeting.

4. Mr. Snyder reported on the Wayfinding Signage for the Airport.

5. Mr. Haugan presented an update on the Wi-Fi status for Airport and surrounding areas. First area to be brought online is the Airport Office and then branch out along the eastside of the Airport. Discussion continued on the cost and the possibility of implementation of a technology fee to cover the cost of providing this service.

6. Ms. Guab and Mr. Snyder presented and discussed with the Board the Airport's Capital Improvement Plan for FY2018-2022. The City has received a response from the FAA outlining the projects and year of implementation.

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 reviewed the report which included airport revenues to-date and compared 2017 to 2016 year-to-year variations. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

There being no other business the meeting was adjourned.

ADJOURNMENT OF MEETING – 9:30 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn