

AUBURN AIRPORT ADVISORY BOARD MEETING MINUTES

August 23, 2017.

BOARD MEMBERS	City of Auburn Staff (COA)	Aviation Management Group
John Theisen (Chair)	Kevin Snyder (Comm. Dev. & Public Works Dir). (Excused)	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		Tanya Rottkamp (AMG staff)
Sparrow Tang		
Deanna Clark		AOPA/ASN
		Cal Hunziker
		Guests
		Brandon & Danielle Butsick (Tenant) Bill Peloza Justin Heater (Cascade Helicopter Services)

MEETING DATE: August 23, 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 July 19, 2017.

D: PRESENTATIONS: Sparrow Tang and Justin Heater of Cascade Helicopter Services made a presentation highlighting their business operations at the Auburn Municipal Airport.

E: BOARD ACTION ITEMS: 1. Motion was made to forward to Auburn City Council the recommendation of AMG's proposed two (2) phased approach for implementation of Jet A fuel service by a Private Entity. (AMG will work with City staff to outline the Jet A service requirements.)

F: BOARD DISCUSSION ITEMS: 1. Ms. Gaub reviewed the draft for Request for Proposal of Market Analysis and Rate Study for the Auburn Municipal Airport.

2. Ms. Gaub updated the status of Facility Condition Assessment Request for Proposal which should be completed by the October 18, 2017 AAB Meeting.

3. Mr. Garcia presented, as requested a proposed 2018 Airport Rates and Fees schedule. After debate and discussion, the AAB made a recommendation to forward to Council the proposed 2018 airport rates for the City of Auburn's Fee Schedule effective January 1, 2018.

4. Mr. Theisen reviewed the appropriate areas of the tracking matrix and the strategic business plan. Matrix was updated as required.

G: BOARD GUIDANCE 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