

Airport Advisory Board

Aug 20, 2014 7:30 AM
Airport Office
Conference Room 1

AGENDA

REGULAR MEETING: 7:30am

CALL THE MEETING TO ORDER

ROLL CALL

PUBLIC COMMENT: Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board. Comments relating to items on today's agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board Chair; however, comments will generally be limited to three minutes.

APPROVAL OF MINUTES: July 16th, 2014

PRESENTATIONS AND ROUTINE REPORTS:

1. REVIEW OF MATRIX..... **TAB 1**

BOARD ACTION ITEMS:

3. NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

4. AIRPORT MANAGER'S REPORT..... **TAB 2**

- A. Noise Complaints
- B. Occupancy Report
- C. Review Fuel Operations
- D. Airport Revenue Performance

SCHEDULE FOR UPCOMING MEETINGS: The Board Chair and Airport Manager shall determine the agenda. Scheduled meetings of the Auburn Advisory Board are as follows:

- Regular Board Meeting – September 17, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – October 15, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

Auburn Airport Advisory Board Notes for July 16, 2014

Board Members Present:

Mark Babcock-Chair
Don Peters
John Theisen
Josh Clearman
Bob Jones

City Staff Present:

Shelley Coleman, Airport Supervisor
Bill Peloza, City of Auburn, Councilmember

Visitors:

Jim Flynn - WPA
Bob Myers – Airport tenant
Kathy Gleason- Auburn Resident
Wayne Johnson- Auburn Resident

Airport Management Present:

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

Meeting Date: July 16, 2014

Time: 7:30 A.M.

Place: Auburn Municipal Airport, 506 23rd St. NE., Conference Room 1

Public Comment: None.

Approval of Minutes: A motion was made and seconded to adopt the Advisory Board minutes of June 18, 2014.

Presentations and Routine Reports:

1. Airport Branding - Mr. Maiorca presented a variety of ideas showcasing branding of the Auburn Airport on all signs. Vinyl graphics could easily be applied to existing signs stated Mr. Maiorca. Cost for the branding would be \$4,040.00, and would include airport signage for buildings, hangars, information signs that all tie into the central concept of the airport.

2. Review of Airport Budget Performance- Ms. Coleman distributed a working capital statement for May. A review of the report followed. A suggestion was made to include year to date and year to date actual in the working capital statement for clarity. Ms. Coleman said she would bring the financial report that is presented to Council. After a brief discussion about the Airport Enterprise Fund, current cash flow and upcoming expenses, Ms. Coleman stated she would like to have at least 60 days of working capital available in the Enterprise Fund.

3. Review of Matrix – done

Board Action Items –

1. None

Board Guidance and Information Items-

1. Airport Asphalt Repair and Seal- This project is substantially FAA/State eligible and grants have been submitted to both agencies. There are areas which are not eligible for grant funding. As an example there is approx. 50 feet of the taxi lanes between the hangars and some access road areas which are not eligible. These areas are identified on the Engineers Estimate worksheet. There are sound reasons to complete these non-eligible areas

providing the airport enterprise fund can support this project. At both the Federal and State level asphalt preservation is given high priority and scores high on the grant process. It is less expensive to preserve what is in good shape than to rehabilitate or reconstruct asphalt after it has deteriorated.

2. Update on Proposed Hangar Row 3 Enclosure Project- Mr. Maiorca stated Rupert Engineering has completed 90% of the plan set. One cost estimate from Waters and Woods has been received. The interior and hangar doors will be made of aluminum which would be easily maintained. Firewalls will be installed as required by City code.

3. Airport Manager's Report-

Topic A: Noise Complaints

Number of complaints: 8

Number of complainants: 1

Topic B: Occupancy Report

Type	Occupied	Percentage	Change
Open hangar	57	67%	+2
Open Twin hangar	4	67%	-1
Row 9-10	40	100%	0
Row 2	14	100%	0
Tie Down	35	39%	0
Storage Units	7	58%	0

Topic C: Fuel Prices

Fuel price at Auburn increased slightly from last month, due to rising fuel prices.

- **Regular Board Meeting** – August 20th, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002.

Adjournment of Meeting - 9:26 A.M.

Respectfully submitted,

Aviation Management Group, LLC

On behalf of the City of Auburn

AIRPORT ADVISORY BOARD - PROJECT TRACKING WORKSHEET

	LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	NEXT REVIEW DATE	EST. COMPL DATE	Est. COST
Projects								
11	Airport Master Plan Mid-Term Update	City Staff/ CW/AMG	Awaiting submission of draft to FAA. AMG received draft copy of ALP 8/14/14. Awaiting draft Master Plan copies. CW has not completed expense/revenue projections. That will be added to the document before FAA submittal. ETA on submittal is End of August.	90 days after submittal, Draft will be returned with comments then completed Master Plan submitted to City of Auburn for approval	11/2012	9/17/2014	3/31/15	\$225,000
19	City Staff	506 Building Update	Building is complete.		11/2013	8/20/2014	8/8/2014	TBD
21	AMG	Wildlife Hazard Assessment	Biologist surveys are ongoing as per scope of work.	Wait for observations to conclude at end of the year.	12/2013	11/19/2014	3/31/15	\$76,100
25	AMG	Airport Asphalt Repair & Seal	Work is underway. Runway, North and South ramps are prepped and ready for slurry coat.	All work is scheduled to be completed by 9/5/14	02/2014	9/17/2014	12/31/14	\$721,000
Business Development								
27	City Staff	Helicopter School	City Staff to evaluate/prepare RFP for prospective west side rotorcraft operations area.	On Hold until master plan completion and approval	08/2013	12/17/2014	Ongoing	N/A
36	AMG	Airport Branding	Contract is being prepared for City of Auburn to be coordinated and signed by the Mayor.	Execute contract and begin work.	6/2014	9/17/2014	12/31/14	\$4,500
35	AMG	506 Building	AMG has solicited multiple flight schools to rent back 600 sqft.	Follow up on contacts made and possible expansion into aviation related activities vs aeronautical use.	08/2014	9/17/2014	12/31/14	N/A
28	AMG	Galvin	Correspondence sent regarding rental of back 600sqft of 506 building. They are interested but cannot commit at this time.	Continue communication with Galvin. AMG has advised Galvin that we have begun solicitation of the space to other companies.	01/2014	9/17/2014	TBD	TBD
31	AMG	Row 3 Hangar Development	Permit issued. Waters & Woods construction bid is under revision to change scope to three hangar bays on west end. Three bids for the fire notification system were received.	AMG is reviewing fire notification bids and will make recommendation to City.	02/2014	9/17/2014	Summer 2014	\$60-\$90k
34	AMG	AFS Building	Building is for sale. Mr. Garcia has contacted Mr. Kopp to discuss purchase options. AMG is soliciting potential tenants and buyers.	Mr. Garcia after meeting with Mr. Kopp will construct a business plan for City or Private purchase options.	06/2014	9/17/2014	Ongoing	TBD
Other Items								
13	Board Only	General Airport Events (Outreach)	Event for Auburn Days was a success. There was a large turnout of both pilots and non-pilots.	Next year's Auburn Days plan is to invite model trains, specialty automobiles and vintage or special use aircraft and food vendors and entertainment.	01/2012	2/18/15	Ongoing	TBD
32	City Staff	Communications Infrastructure	??	??	03/2014	9/17/2014	TBD	TBD

Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 12

Number of Complainants: 1

Location: 1 Mile SW of Airport



Auburn Airport Airport Managers Report

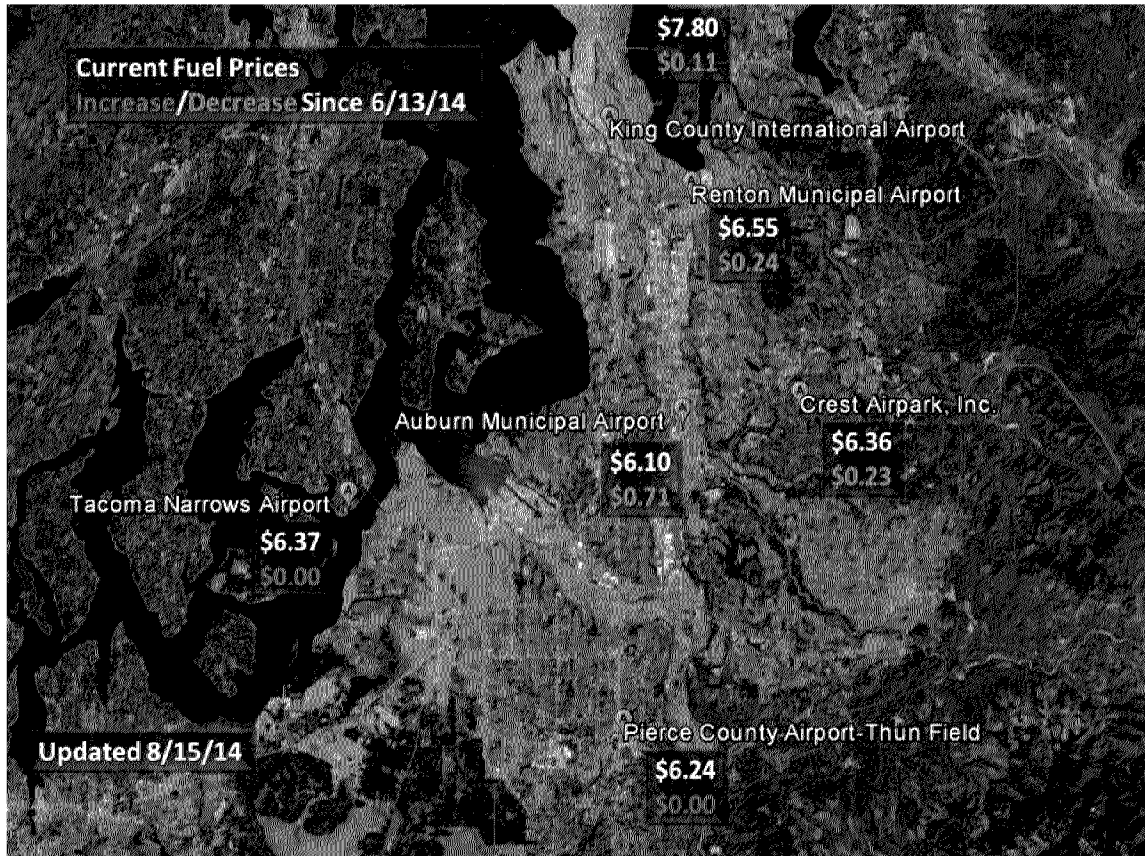
Topic B: Occupancy Report

Type	Occupied	Percentage	Change
Open Hangar	61	72%	+4
Open Twin Hangar	3	50%	-1
Row 9-10	40	100%	0
Row 2	14	100%	0
Tie Down	34	38%	0
Storage Units	7	58%	0

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL PRICES



Auburn Airport Airport Managers Report

Topic D: AIRPORT REVENUE PERFORMANCE

Run: 8/15/2014
12:11PM

Aviation Management Group, LLC One-Year Budget Performance Report

Page: 1

All Departments Consolidated
For the Month Ending: 7/31/2014
Year-To-Date: 1/01/2014- 7/31/2014

Account	Actual	Budgeted	Variance	Pct	Actual	Budgeted	Variance	Pct
Income								
Hangar Row 2	4,053.14	4,000.00	53.14	1.3 %	28,371.98	28,000.00	371.98	1.3 %
Hangar Row 3-7	10,522.56	8,666.67	1,855.89	21.4 %	74,496.00	60,666.69	13,829.31	22.8 %
Hangar Row 8	1,087.10	1,000.00	87.10	8.7 %	8,044.54	7,000.00	1,044.54	14.9 %
Hangar Rows 9/10	10,135.01	15,000.00	1,135.01	7.6 %	115,396.61	105,000.00	10,396.61	9.9 %
Tie Down	2,430.48	2,333.33	97.15	4.2 %	15,798.11	16,333.31	-535.20	-3.3 %
Transient	80.00	0.00	80.00	0.0 %	417.81	0.00	417.81	0.0 %
Storage	850.09	833.33	16.76	2.0 %	6,241.30	5,833.31	407.99	7.0 %
Vehicle Parking 362-502	341.25	208.33	132.92	63.8 %	3,202.50	1,458.31	1,744.19	119.6 %
Property Lease 362-501	15,210.44	15,000.00	210.44	1.4 %	106,073.08	105,000.00	1,073.08	1.0 %
Building Lease 362-501	756.25	1,250.00	-493.75	-39.3 %	6,307.75	8,750.00	-2,442.25	-27.9 %
Miscellaneous Airport Income	0.00	166.67	-166.67	-100.0 %	250.00	1,166.69	-916.69	-78.6 %
Late Fees 362-502	105.00	83.33	21.67	26.0 %	1,350.00	583.31	766.69	131.4 %
Security Fee 341-930	1,337.50	1,250.00	87.50	7.0 %	9,517.50	8,750.00	767.50	8.8 %
Gate Card 369-900	25.00	41.87	-16.87	-40.0 %	300.00	291.88	8.31	2.8 %
Wait List Fee 369-900	300.00	0.00	300.00	0.0 %	450.00	0.00	450.00	0.0 %
Fuel Commissions Income 344-604	4,140.80	1,000.00	3,140.80	314.1 %	5,080.41	7,000.00	-1,919.59	-27.4 %
Total Income:	57,376.62	50,833.33	6,543.29	12.9 %	381,297.59	355,833.31	25,464.28	7.2 %