

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: August 19, 2020
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:	
Deanna Clark, Chairperson	
Danielle Butsick, Vice Chair	
Wayne Osborne, Board Member	
Sean Morrow, Board Member	
Joe Nessel, Board Member	
Dennis Decoteau, Board Member	
Andrea Prasse, Board Member (excused)	
City Staff:	
Ingrid Gaub, Public Works Director	
Tim Mensonides, Auburn Airport Manager	
Ryan Hubbard, Auburn Airport Operations Technician	
Angela Klein, Auburn Airport Office Assistant	
Alexandria Teague, Planning and Community Development Planner	
Shawn Campbell, City Clerk	

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A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Board Member Andrea Prasse was excused from the meeting.

B. PUBLIC COMMENTS: There were no public comments for this meeting.

C. APPROVAL OF MINUTES: A motion was made by Boardmember Osborne and seconded by Boardmember Butsick to approve the February 21, 2020 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS: NONE

F. BOARD GUIDANCE, INFORMATION AND DISCUSSION ITEMS:

1. PUBLIC RECORDS AND P.R.A. TRAINING

The Board was presented with Public Records Act and Open public Meetings Act training video.

2. BUDGET UPDATE

Manager Mensonides provided the Board with the Auburn Municipal Airport budget update. He reviewed hangar rentals, fuel sales, CARES Act Funding, and 2021-2022 Budget planning.

3. AIRPORT MANAGER UPDATE

Manager Mensonides provided the Board with an update including the introduction of Office Assistant Klein. He reviewed seasonal hires, terminal shutdown due to fuel issues, cancellation of events, hangar marketing, Green River College presence at the airport, waiver of late fees, the official letter from the FAA regarding the Auburn Municipal Airport's Capital Improvement Plan (CIP) letter, update to ForeFlight, the gate project, updates to the lease agreements for tenants, update of the vertical structure policy, policy for removal and derelict aircraft, FEMA facemasks availability, grant funds from WSDOT, new hangar construction, land lease for box hangers, transient parking, update to

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the airport HVAC system, tenant request for a Jet A fuel truck, and use of the Airport dumpster.

4. ZONING UPDATE

Planner Teague provided the Board with an update on Comprehensive Plan Policies and the zoning and Airport Land Use Policies for the Auburn Municipal Airport, staff's intent to take the proposed policies to the Planning Commission in September, and proposed airport overlay.

5. STRATEGIC PLAN UPDATE

Director Gaub provided the Board an update for the 2021-2022 Strategic Business Plan update and the Key Results Areas and Goals. She reviewed the updated Key Results Areas, explained the reordering and updates to the 2021-2025 Strategic Business Plan.

The Board discussed including staff in the acknowledgements, verbiage in the executive summary, population changes, edits to the Airport Overview, the audience for the business plan, shortening the executive summary, expanding on the why of the Key Results Areas and Goals, incorporating the City's Core Values into the Key Results Areas.

6. CAPITAL PROJECT AND TRACKING MATRIX

Manager Mensonides updated the Board on the Airport Board tracking matrix. The Board discussed the night restrictions, the land lease duration, and gate access.

7. AIRPORT MAINTENANCE REPORT

Technician Hubbard reported on the updates to the maintenance and upkeep around the airport, tracking based and transient aircraft, updating of tie-down numbering, updating the live ATC Stream, and management of wildlife at the airport.

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G. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

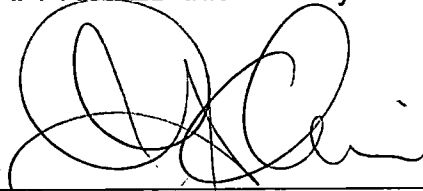
2020 Regular Meeting Schedule:

October 21, 2020
December 16, 2020

H. ADJOURNMENT OF MEETING:

There being no other business the Board Vice Chair adjourned the meeting at 8:33 a.m.

APPROVED this 21st day of October, 2020

A handwritten signature in black ink, appearing to be 'AK', written over a horizontal line.

Angela Klein, Board Secretary