

Airport Advisory Board

August 19, 2015 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 15, 2015

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING
2. AGIS PRESENTATION BY CARTER TIMMERMAN, WSDOT
3. MASTER PLAN SUMMARY
4. REVIEW OF MATRIX.....**TAB 1**

BOARD ACTION ITEMS:

NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

5. AIRPORT MANAGER'S REPORT.....**TAB 2**
 - A. Noise Complaints
 - B. Occupancy Report
 - C. Fuel Report

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 16, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – October 21, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR JULY 15, 2015

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters
John Theisen
Robert Jones
Josh Clearman – absent, excused

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative
Neil Wachter, COA, Assistant City Attorney

VISITORS:

Dave Liesse
Ben Johnson, Boy Scouts
Brice Johnson, Boy Scouts
Gary Miller, tenant
Bob Myers, tenant
Rock Snodgrass, AHOA*

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: July 15, 2015

TIME: 7:30 A.M.

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

INTRODUCTIONS: Chairman Babcock introduced the visitors.

APPROVAL OF MINUTES: A motion was made and seconded to adopt the Advisory Board minutes of June 17, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

Eagle Scout Project Presentation – Benjamin Johnson presented his Eagle Scout Project plan for creating a community area outside the 506 building at the Auburn Airport. He included several design options for the viewing area which would include a picnic table and informational plaque about the airport. A motion was made and unanimously approved by the AAB to accept the design option 2 of his plan.

1. FOLLOW UP ON PUBLIC COMMENT FROM PREVIOUS MEETING – none

2. REVIEW OF MATRIX-

Wildlife Hazard Assessment – The Assessment documentation has been accepted by the FAA. Currently working on an ordinance authorizing the discharge of firearms within the airport boundaries for wildlife management.

Airport Asphalt Repair & Seal – Mr. Brooks reports a delay from the subcontractor to complete portions of the project. A meeting with Century West is scheduled for today.

On Going Business – Mr. Garcia reports the Auburn Flight Service building sale is near closure. Cascade Helicopter Services will continue to rent aircraft tie down space during its renovation of the building.

The City Economic Development and Airport Management open house was a success.

Runway Enhancement – The project is moving forward, phase one of the Environmental Assessment is scheduled to be completed by the end of 2015.

Brochure – The brochure is complete.

Row 3 Hangar Development – The punch list is being reviewed today, July 15th.

Airport Branding – On hold

General Airport Events – In coordination with Auburn Days, the Washington Pilots Association, Green River Chapter, will provide a pancake breakfast and also a hot dog/hamburger BBQ at noon. Static aircraft will be displayed and Green River College, Greentails, will have an aircraft wash available.

Hangar End Art Work – On hold

BOARD ACTION ITEMS: NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

3. AIRPORT MANAGER'S REPORT

Topic A: Noise Complaints

Number of complaints since last meeting: 0 Number of complainants: 0

Topic B: Occupancy Report

TYPE	TOTAL/OCCUPIED	PERCENTAGE	CHANGE
Open Hangar	68/59	91%	+3
Open Twin Hangar	6/5	83%	+1
Row 3	14/9	60%	+2
Row 9 & 10	40/39	98%	-1
Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/9	53%	+1

Topic C: Fuel Prices

Fuel price at Auburn \$5.14 credit and \$4.99 cash.

Topic D: Airport Revenue Performance – Report reviewed.

Mr. Brooks provided and reviewed a working capital statement May 2015 to the AAB.

OPEN DISCUSSION:

SCHEDULE FOR UPCOMING MEETINGS:

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Regular Board Meeting – September 16, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING – 9:08 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Auburn Hangars Owners Association

Last Revision Date:8/14/15

AIRPORT ADVISORY BOARD - PROJECT TRACKING WORKSHEET

Item #	LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	NEXT REVIEW DATE	EST. COMPL. DATE	Est. COST
Projects								
31	Century West	Row 3 Hangar Development	Substantially completed		02/2014	Ongoing	9/30/15	\$326,000 Airport Fund 100%
25	CW/City/AMG	Airport Asphalt Repair & Seal	Punch list waiting to be completed	Runway Closure scheduled for Aug 25 th from 8am-7pm to complete Punch list Items.	02/2014	9/16/15	9/30/15	\$765,721 FAA 74% State 3% Airport 23%
Business Development								
35	City/AMG	On-going Business	• AFS Building deal closed, Welcome Aboard Package Delivered to Cascade Helicopter services.	Continuing to solicit new businesses to base here.	08/2014	Ongoing	Ongoing	N/A
37	City/CW	Development	Runway Enhancement – Environmental Grant Awarded by FAA.	Prepare contract between City of Auburn and Century West.	3/15/15	9/16/15	12/31/15	\$161,000 (90/5/5)
38	City/AMG	Brochure	Brochure completed	Item Closed	2/15/15	9/16/15	8/19/15	
36	City/AMG	Airport Branding	Project will be handled by City of Auburn Multimedia Department. Developing new brand for airport to include new logo and advertising.	On Hold	06/2014	12/16/15	12/31/15	TBD
42	City Staff	Classic Helicopter	In negotiations		6/17/15	9/16/15		
Other Items								
13 13A	Board Only	General Airport Events (Outreach)	AMG planning BBQ for August 28 th 11:30am-1:30pm		01/2012	9/16/15	Ongoing	TBD
39	City Staff	Hangar End Art Work	Project on hold		02/2015	Ongoing	TBD	\$0
41	AMG	Viewing Area	Eagle Scout is obtained Scoutmaster approval and met with AMG to finalize plans.	Eagle scout will obtain supplies and begin construction on 8/28/15.	7/15/15	9/16/15	8/29/15	\$0

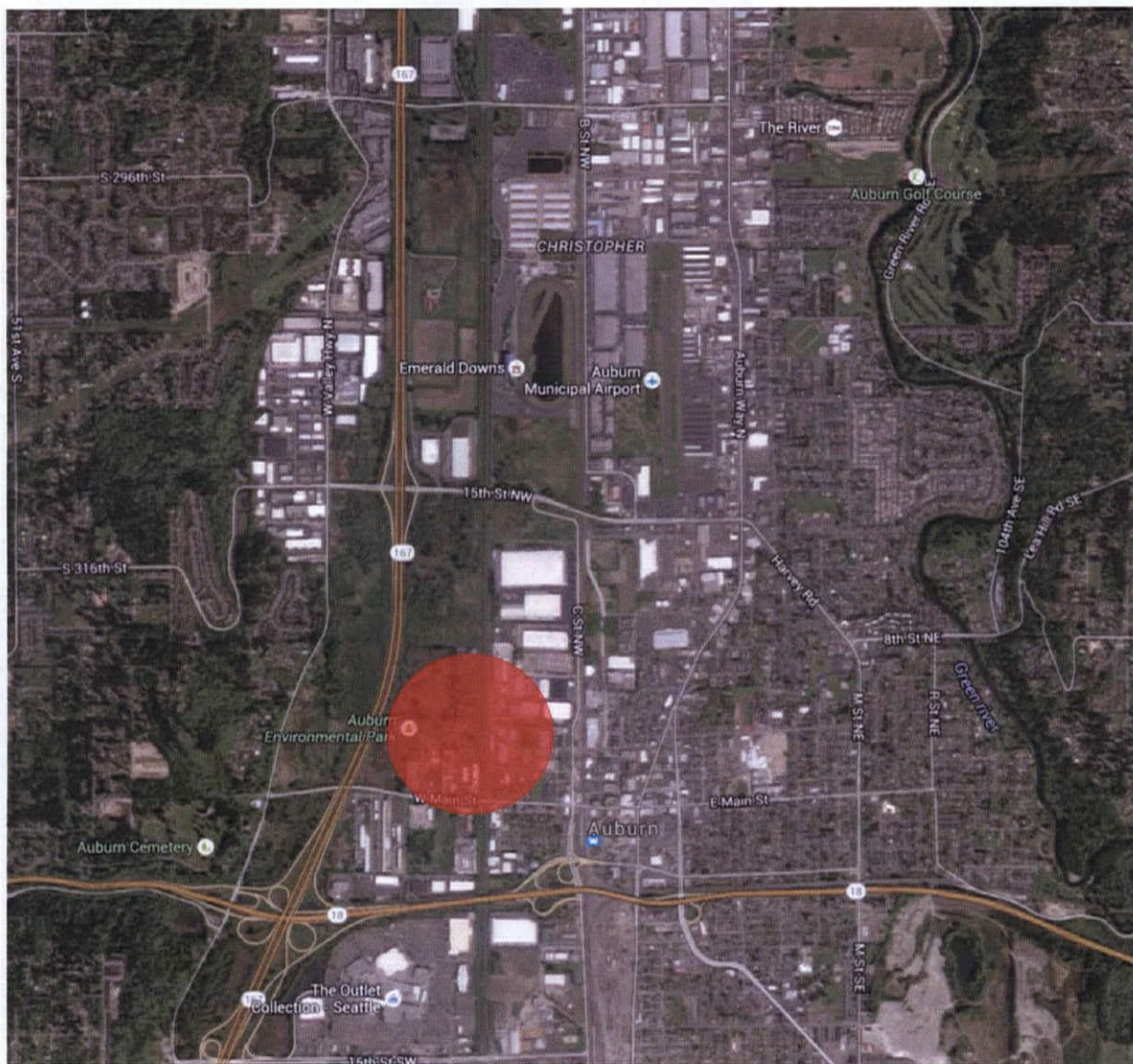
Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 4

Number of Complainants: 2

Location:



Auburn Airport Airport Managers Report

Topic B: Occupancy Report

Type	Total	Occupied	Percentage	Change
Open Hangar	68	68	100%	+8
Open Twin Hangar	6	3	50%	-2
Row 3	17	16	94%	+6
Row 9-10	40	40	100%	+1
Row 2	14	14	100%	0
Tie Down	89	43	48%	+10
Storage Units	17	13	76%	0

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL OPERATIONS

