



**Airport Advisory Board
Regular Meeting
August 18, 2021, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

A. VIRTUAL PARTICIPATION:

The Auburn Airport Advisory Board Meeting scheduled for Wednesday, August 18, 2021 at 7:30 a.m. will be held virtually and telephonically. To attend the meeting virtually please click the below link, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and Stay Safe-Stay Healthy, the City of Auburn is holding public meetings virtually at this time.

City of Auburn Resolution No. 5581, designates City of Auburn meeting locations for all Regular, Special and Study Session Meetings of the City Council and of the Committees, Boards and Commissions of the City as Virtual Locations.

The link to the Virtual Meeting or phone number to listen to the Advisory Board Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device.

<https://us06web.zoom.us/j/82144746754>

Or join by phone:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 821 4474 6754

B. CALL THE MEETING TO ORDER/ROLL CALL

C. PUBLIC COMMENT:

Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:

City of Auburn

Attn: Angela Klein, Airport Administrative Assistant

2143 E St NE Suite

Auburn, WA 98002

Email comments to:

aklein@auburnwa.gov

D. APPROVAL OF MINUTES:

1. APRIL 21, 2021 REGULAR MEETING

E. BOARD ACTION ITEMS:

1. ADOPTION OF BOARD OPERATING PROCEDURES (MEMO)

F. BOARD DISCUSSION ITEMS: Please note that no action will be taken on Board discussion items.

1. ½ YEAR AIRPORT BUDGET AND FINANCE REPORT (10 MIN)
2. WAYFINDING UPDATES (10 MIN)
3. ANNUAL AIRPORT SURVEY (15 MINUTES)
4. AIRPORT DEVELOPMENT STANDARDS (20 MIN)
5. 2021 CAPITAL PROJECT STATUS (5 MIN)
6. TRACKING MATRIX (GENERAL BUSINESS)(5 MIN)

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT (5 MIN)
2. AIRPORT MAINTENANCE REPORT (5 MIN)

H. PRESENTATIONS: none**I. SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows*:**2021 Regular Meeting Schedule:**

October 20

December 15

Unless otherwise noted and advertised, all meetings will start at 7:30 a.m. and will take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

*Please note that subject to advanced public noticing the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

J. ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: April 17, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

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

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll. Board Member Butsick was excused absent.

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

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

C. APPROVAL OF MINUTES: A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve the February 17, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

D. BOARD ACTION ITEMS: NONE

E. BOARD DISCUSSION ITEMS:

1. BROADBAND

Manager Mensonides shared updates on current tenant requests for Wi-Fi at airport hangars. Approximately 20 tenants are interested in paying for Wi-Fi with a price point between \$10 and \$20 per month. Mensonides said the airport has asked the developers of the upcoming hangars plan to offer Wi-Fi to the tenants of those hangars. He also expressed interest in additional Wi-Fi range/capability to allow for security cameras at airport gates.

2. AIRPORT BUDGET

Manager Mensonides shared the working capital report for 2021 to date and 2022. He then shared figures and comments on 2020's budget, noting benefits and salary saved during a vacancy in the office assistant position and a delay in property acquisition that positively impacted expenses. He also discussed the FAA capital improvement plan letter which highlights the 2023 runway improvements and AWOS planning and installation scheduled for 2024 -2025. Mensonides stressed the importance of maintaining the runway and finding funds to be able to do so if the FAA monies aren't available.

3. AIRPORT BOARD RULES OF PROCEDURE

Director Gaub shared the latest draft of board rules and procedures based on board member comments from the February meeting and a review of City of Auburn's legal team. Gaub shared specific changes and discussed next steps.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. AIRPORT CODE CHANGES

Director Gaub shared proposed changes to the airport code, including board makeup and how to handle any potential conflict of interest, fire code, traffic and parking, and other changes made since the city is no longer outsourcing management of the airport.

5. 2021 CAPITAL PROJECT STATUS

Manager Mensonides updated the board on the status of capital projects. The runway mitigation project is waiting on the FAA, which is experiencing backlogs due to COVID. All obstructions have been mitigated on the airport's end. He then discussed annual maintenance and repairs, especially for the roll-up door motors for hangar row J.

6. TRACKING MATRIX (GENERAL BUSINESS)

Manager Mensonides shared the updated tracking matrix and provided an update on the construction of the new southern-end hangars, currently in the permitting phase of development.

F. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT

Manager Mensonides shared recent incidences of trespassing, vandalism and attempted theft, noting an increase in homelessness activity on and around the airport that corresponds with state and national increases. Resources were discussed, including Outreach Program Administrator for the City of Auburn, Kent Hay, and Director Gaub shared the city's approach to the issue including a recently approved ability to potentially charge with criminal trespass for all city properties. She discussed the city's approach of "services first" as a philosophy and that a charge of criminal trespass should be used as a last resort. Board Member DeCoteau asked about the possibility of a survey to offer suggestions for improvement. Discussion followed on the challenges and progress that's been made to that effect. Manager Mensonides then shared that \$23,000 in additional funds had been received for operational support from the FAA for COVID relief. He also discussed the civics academy, new summer employees and the recent Central Washington

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

University graduate hired as the 2021 summer intern. Mensonides praised Ryan Hubbard for his key role in coordinating, recruiting and hiring for the position. An update on the wait list was then given. The wait list for closed hangar is no longer accepting additional demand due to high demand. Upgrades to the fuel tank and informational sign located at the pedestrian gate will also be taking place over the summer. Lastly, Mensonides shared that Auburn Airport had been featured at a recent Washington Pilots Association meeting (Green River Chapter) where Ryan Hubbard and Angela Klein presented the Airport 101 Power Point that showcases the airport and is used in various presentations throughout the state.

2. AIRPORT MAINTENANCE REPORT

Technician Hubbard discussed airport operations and activity. He is also coordinating airport visits with nearby airports for summer interns, usually college students or recent graduates majoring in aviation management. Hubbard shared summer plans for crack sealing and thankfulness for the additional help of seasonal employees to help with that project, vegetation management and mowing. He also shared his work on the storm water prevention plan and the collaboration with the department of ecology to install catch basin filters, a focus on wildlife mitigation, particularly with an increase in geese flocks, and his work with the motors in hangar row J that are failing.

G. PRESENTATIONS: AIRPORT 101

H. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

August 18, 2021
October 20, 2021
December 15, 2021

I. ADJOURNMENT OF MEETING:

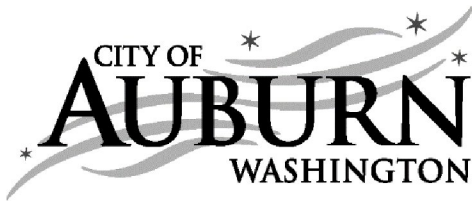
There being no other business Chairperson Clark adjourned the meeting at 8:50 a.m.

AUBURN AIRPORT ADVISORY BOARD
MEETING MINUTES

APPROVED this 18th day of August, 2021

Angela Klein, Board Secretary

DRAFT



Memorandum

To: Airport Advisory Board
From: Ingrid Gaub, Director of Public Works
Cc: Tim Mensonides, Airport Manager
Date: August 5, 2021
Re: AGENDA ITEM E1 – ADOPTION OF AIRPORT BOARD RULES OF PROCEDURE

One of our 2021 Work Plan items is the development of the Airport Board specific Rules of Procedure that govern how the Airport Board functions and runs their meetings. Currently, the only specific rules in place are what is written in City Code which does not cover all aspects of how the board should function and run their meetings.

Since the last meeting, the City Council has adopted the various code changes related to the Airport Board reviewed with the Board in April 2021 that were necessary to be completed before the adoption of the Board Rules of Procedure.

Attached you will find the final Rules of Procedure document as reviewed with the Board in your April 2021 meeting for your adoption.



CITY OF AUBURN
AIRPORT ADVISORY BOARD
RULES OF PROCEDURE

ADOPTED August XX, 2021

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

Table of Contents

1. BOARD NAME AND RULES
2. BOARD MEMBERS AND OFFICERS
3. BOARD MEETINGS

AUBURN AIRPORT ADVISORY BOARD

RULES OF PROCEDURE

We, the members of the City of Auburn Airport Advisory Board (Board), hereby adopt, publish, and declare the following Rules of Procedure:

1. BOARD NAME AND RULES:

- 1.1. The Board's official name is the "Auburn Airport Advisory Board." The Board adopts these rules pursuant to its powers under RCW 14.08.120(1)(a)(b) and Auburn City Code (ACC) 2.33. These rules may be referred to as the Rules of Procedure.
- 1.2. Purpose of Rules: The Board adopts these rules in furtherance of its powers to advise the City Council and/or its committees regarding the matters specified in ACC 2.33.030.
- 1.3. Effective Date of Rules: These rules shall take effect upon their adoption by majority Board vote.
- 1.4. Amendment of the Rules: The Board may amend these Rules at any regular Board meeting by majority vote. The proposed amendment should be presented in writing at a preceding regular meeting.
- 1.5. Suspension of the Rules: The Board may suspend the rules as authorized in Robert's Rules of Order by majority vote, except when such suspension would conflict with state law or city ordinances.

2. BOARD MEMBERS AND OFFICERS:

2.1. BOARD MEMBERS:

- 2.1.1. Number and appointment: The Board shall have up to seven (7) members, who shall serve for a term as indicated in ACC 2.33 without remuneration. Board members shall be appointed by the Mayor and confirmed by the City Council.

2.1.2. Rules applicable to all Board members:

Any member of the Board who, in their opinion, has an interest in any matter before the Board that would tend to prejudice their actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial, or as otherwise required by these rules or other applicable law.

No member of the Board may use their position to secure special privileges or exemptions for themselves or others.

No member of the Board may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the City for a matter connected with or related to the board member's services unless otherwise provided for by law.

No member of the Board may accept employment or engage in business or professional activity that might reasonably be expected to require or induce them to disclose confidential information acquired by reason of their official position.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

No member of the Board may disclose confidential information gained by reason of the board member's position, nor may the board member otherwise use such information for their personal gain or benefit.

2.1.3. Board member conflicts of interest and remote interests

2.1.3.1. Conflicts of interest. No Board member may wholly, partly, directly or indirectly benefit from any contract made by, through, or under their supervision on the Board. No Board member may directly or indirectly accept any compensation, gratuity or reward in connection with such a contract. Any Board member with such a conflict of interest may not vote on such contract's authorization, approval or ratification. If such a contract comes before the Board for consideration, the member shall disclose their conflict of interest to the Board and abstain from voting according to the procedure in Rule 3.9.4

Pursuant to RCW 42.23.030(6)(d), conflicts of interest under this rule include a member's interest in any contract or lease with the City or Airport.

2.1.3.2. Remote interests. Rule 2.1.3.1 does not apply to remote interests held by Board members. Remote interests are those defined by RCW 42.23.040.

2.2. OFFICERS:

2.2.1. Election and terms of officers: Board Officers shall be Board members, and shall consist of a Chair and Vice Chair, elected by majority Board vote.

Officer elections shall take place once each year at the Board's first regular meeting of each calendar year, or as soon thereafter as possible. The term of office for each officer shall run until the subsequent election.

If an officer resigns or is removed from their position before the end of their term, the Board will elect new officers at its next regular meeting. The Vice Chair will administer the election of a vacant Chair position.

2.2.2. CHAIR AND VICE CHAIR. The Board shall have the following officers

2.2.2.1. Chair. The Chair shall preside over Board meetings, and may exercise all the powers usually incident of the office. The Chair shall be a member of the Board and except as otherwise provided in these rules shall have the right to cast a recorded vote in all Board deliberations. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion. The Board Chair shall annually provide to the city council the annual Board Work Plan for the coming year and report on progress since the previous Work Plan. The Chair may also submit additional reports when deemed appropriate by the Board or when requested by the city council.

2.2.2.2. Vice Chair. The Vice Chair shall perform the Chair's duties in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting, the Senior present Board member shall act as the meeting Chair, or may delegate the responsibility to another member.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

2.3. SECRETARY:

A member of City Staff shall act as the Board's Secretary and shall keep record of all Board meetings and perform the other functions and duties described in these rules. Records created by the Secretary shall include any disclosed Board member interests pursuant to Rule 3.9.2., and shall be retained at the City Clerk's Office.

2.3.1. Removal and resignation of Members and Officers.

Any Board member or officer may submit written resignation to the Board for consideration. Such resignation is effective upon majority Board vote.

By majority vote, the Board may recommend to the Mayor the removal of any Member or officer:

Absent from a total of 2 Board meetings in a calendar year without excuse;

Who willfully violates any provision of these Rules of Procedure in the conduct of their functions or duties as a Board member;

Who willfully violates any provision of the ACC 2.33, RCW 42.23.070, or any other applicable law in the performance of Board duties;

Who willfully commits any act defined by law as a criminal offense in the performance of Board duties.

Following a removal or resignation, the Board shall fill vacant Board member positions pursuant to Rule 2.1.1, and vacant officer positions pursuant to Rule 2.2.1.

3. BOARD MEETINGS:

3.1. Board meeting date, time and place. All Board meetings will be held in the Auburn Airport Conference Room at 2143 E Street NE, Auburn, WA 98002, unless otherwise directed by the Chair. The Board will set meeting dates and times on or before December 31st of the preceding year.

3.2. Number of Board meetings. Pursuant to ACC 2.33.040, the Board shall meet a minimum of quarterly each calendar year. The Board may set additional regular or special meetings as needed to properly conduct Board business.

3.3. City personnel at Board meetings. All Board meetings shall be staffed by City personnel to support and assist the Board, and to perform the role of Board Secretary pursuant to Rule 2.2.3.

3.4. Meeting agendas. Unless the Chair directs otherwise, the Secretary shall prepare a meeting agenda for Board meetings and provide it to the Board members not less than five (5) days in advance of the meeting. Meeting agendas shall list the items the Board will address at the meeting and shall include any corresponding materials necessary for the Board's consideration. Agenda items shall be determined through coordination of the Board Chair and City staff members, but shall generally consist of the following outline:

A. CALL TO ORDER/ROLL CALL

B. PUBLIC COMMENT

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

- C. APPROVAL OF MINUTES
- D. PRESENTATIONS
- E. BOARD ACTION ITEMS
- F. BOARD DISCUSSION ITEMS
- G. BOARD GUIDANCE AND INFORMATION ITEMS
- H. SCHEDULE FOR UPCOMING MEETINGS
- I. ADJOURNMENT

- 3.5. Meeting minutes. The Secretary shall keep minutes of all Board meetings. Meeting minutes shall be kept on file at the City Clerk's Office pursuant to the City's document retention schedule.
- 3.6. Meeting Procedure:
- 3.6.1. Rules of Order. The most current version of Robert's Rules of Order shall govern Board member meetings procedure unless otherwise provided in these Rules.
 - 3.6.2. Open Public Meetings Act. Board meetings are subject to the Washington State Open Public Meetings Act, RCW 42.30. The Board may hold executive sessions to consider the matters identified in RCW 42.30.110.
- 3.7. Meeting interruptions.
- 3.7.1. Removal of interrupting individuals or groups. The Board meeting presiding officer may direct the removal any individual or group that interrupts a Board meeting to render the meeting's orderly conduct unfeasible. A removed individual or group may only be readmitted to the meeting by majority Board vote.
 - 3.7.2. Continued meeting disruption after removal. If removal of such individuals or groups does not restore order to the meeting, the Board may clear the meeting location of observers/participants and either: (1) continue in session, or (2) adjourn the meeting and reconvene it at a stated date, time and location selected by majority Board vote. In either instance, the Board may only take action on items appearing on its agenda for that meeting, and must allow media/press members to attend unless they too were involved in the meeting disturbance.
 - 3.7.3. Illustration of interruptions warranting Board action pursuant to this rule. By way of illustration, interruptions may include (but are not limited to) any of the following that interrupts a meeting's orderly conduct:
 - Making personal, impertinent or slanderous remarks or noises;
 - The use of speech intended to incite fear of violence;
 - Failing to limit public comments to an established allotted time;
 - Yelling or screaming in a manner that prevents the Board from conducting the meeting;
 - Making irrelevant, distracting, or offensive comments or noises;
 - Demonstrations, disruptive applause, other disruptive behavior.
- 3.8. Member meeting quorum. A simple majority of the appointed Board members shall constitute a quorum for the transaction of business.

AUBURN AIRPORT ADVISORY BOARD

RULES OF PROCEDURE

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Any meeting lacking a quorum may only continue to: fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

3.9. Voting.

3.9.1. Voting generally. Board member votes shall generally be given audibly, with “yes” being an affirmative vote, and “no” a negative vote. Any inaudible Board member vote shall be recorded as an affirmative vote.

3.9.2. Roll call voting. At the request of the Chair or another Board member, or on their own initiative, the Secretary may ensure an accurate vote record by taking “roll call” or “show of hands” vote.

3.9.3. Tie Votes. Any motion resulting in a tie vote fails. A denial motion resulting in a tie shall not be considered an approval of the motion subject.

3.9.4. Abstention for conflicts of interest.

3.9.4.1. If the Board considers an issue involving conflict of interest for a Board member as defined in Rule 2.1.3.1, the Board member shall disclose the conflict to the Board before any Board action is taken on the matter, and shall abstain from discussion and voting on the issue.

3.9.4.2. Abstention procedure. The Board member shall advise the Chair of their intent to abstain before the Board discusses or considers the subject matter, and shall remove themselves from the deliberation and consideration of the matter. A member may confer with the City Attorney to determine if their intended abstention conforms to this rule. The City Attorney’s role in such a conference is limited to advising the Board member in their capacity as a member, and shall not include advice or recommendations regarding the member’s personal or business interests. If an intended abstention cannot be anticipated in advance, the member should advise the Chair that they have an “abstention question.” A brief recess would then be given to permit the member to consult regarding their intended abstention as may be necessary.

3.9.4.3. A Board member may also abstain from voting on any matter to otherwise ensure the appearance of fairness.

3.9.4.4. Procedure for remote Board member interests. Any Board member with a remote interest in a contract before the Board as defined by Rule 2.1.3.2 shall disclose the interest to the Board before the Board takes any action. The secretary shall record the member’s disclosed remote interest in the Board’s meeting minutes. Once disclosed, the Board may authorize, approve or ratify the contract in good faith by majority Board vote (without counting any vote cast by the member holding the remote interest).

3.10. Member meeting absences. To be excused, members must inform the Board’s Secretary or Airport Manager a minimum of one day in advance of the meeting date if they cannot attend a scheduled meeting, unless it is an emergency situation and the board chair agrees to waive the late notice of the absence.

OPERATING & CAPITAL FUNDS					
Through June 2021	AIRPORT				
	2021 Budget	2021 YTD Actual	Variance	2022 Budget	
OPERATING FUND:					
OPERATING REVENUES					
Charges For Service	1,458,000	768,149	(689,851)	1,492,700	
Grants	-	2,500	2,500	-	
Interest Earnings	12,800	622	(12,178)	10,400	
Rents, Leases, Concessions, & Other	4,000	2,431	(1,569)	4,000	
TOTAL OPERATING REVENUES	1,474,800	773,702	(701,098)	1,507,100	
OPERATING EXPENSES					
Salaries & Wages	249,471	121,359	128,112	259,083	
Benefits	119,725	59,896	59,829	120,864	
Supplies	362,000	190,405	171,595	368,000	
Other Service Charges	267,800	152,745	115,055	279,200	
Intergovernmental Services (Less Transfers Out)	-	-	-	-	
Debt Service Interest	251,400	-	251,400	203,200	
Interfund Operating Rentals & Supplies	110,600	55,300	55,300	115,400	
TOTAL OPERATING EXPENSES	1,360,996	579,705	781,291	1,345,747	
OPERATING REVENUES LESS EXPENSES BEFORE DEPRECIATION		113,804	193,997	80,193	161,353
NON-OPERATING REVENUES					
Operating Transfers-in					
Intergovernmental Loan					
Other Non-Operating Revenues					
Revenue Bond Proceeds	3,810,900	-	3,810,900	-	
NON-OPERATING EXPENSES					
Transfer to Capital Subfund	3,000,000	50,560		1,400,000	
Other Operating Transfers-out	-	-	-	-	
Debt Service Principal	126,700	-	126,700	133,100	
Net Change in Restricted Net Assets	-	7,000	7,000	-	
Interfund Loan Repayment	-	-	-	-	
Other Non-Operating Expenses					
BEGINNING WORKING CAPITAL - January 1, 2021	810,777	810,777	-	1,608,781	
ENDING WORKING CAPITAL - June 30, 2021	1,608,781	947,214	(661,567)	237,034	
NET CHANGE IN WORKING CAPITAL (see Note)	798,004	136,437	(661,567)	(1,371,747)	
CAPITAL FUND:					
CAPITAL REVENUES					
Interest Revenue	200	53	(147)	200	
Grants					
Contributions	-	-	-	22,220	
Other Non-Operating Revenue	-	1,899	1,899	25,000	
Increase In Contributions - System Development	-	-	-	-	
Interfund Revenues	-	-	-	-	
Increase In Contributions - FAA	13,500	-	(13,500)	400,000	
Proceeds of Debt Activity	-	-	-	-	
Transfers In from Operating Sub-Fund	3,000,000	50,560	(2,949,440)	1,400,000	
Transfer In from Other Funds	-	-	-	-	
TOTAL CAPITAL REVENUES	3,013,700	52,512	(2,961,188)	1,847,420	
CAPITAL EXPENSES					
Other Non-Operating Expense	-	-	-	-	
Increase In Fixed Assets - Salaries	-	-	-	-	
Increase In Fixed Assets - Benefits	-	-	-	-	
Increase In Fixed Assets - Services	100	-	100	100	
Increase In Fixed Assets - Site Improvements			-		
Increase In Fixed Assets - Equipment			-		
Increase In Fixed Assets - Construction	2,949,210	52,982	2,896,228	1,780,340	
Operating Transfers Out	-	-	-	-	
TOTAL CAPITAL EXPENSES	2,949,310	52,982	2,896,328	1,780,440	
BEGINNING WORKING CAPITAL - January 1, 2021		64,767	64,767	-	129,157
ENDING WORKING CAPITAL - June 30, 2021		129,157	64,297	(64,860)	196,137
NET CHANGE IN WORKING CAPITAL (see Note)		64,390	(470)	(64,860)	66,980
Total Change in Working Capital		862,394	135,967	(726,427)	(1,304,767)
(*) Depreciation		434,700	333,606		443,400

Auburn Municipal Airport (S50) Dick Scobee Field

The Auburn Municipal Airport (AMA), founded in 1969, is a general aviation public use airfield centrally located within the I-5 corridor of western Washington. Situated 45 minutes south of Seattle and 25 minutes north of Tacoma, AMA is perfectly situated to serve the growing needs of pilots and general aviation enthusiasts in the Pacific Northwest.

The Auburn Municipal Airport is completely self-sufficient and receives zero tax revenue from the community.

- AMA revenue comes from several sources:
- 60% comes from hangar and tie-down fees
- 30% from land/building leases
- 10% from fuel sales and miscellaneous

AMA primarily serves small, general aviation aircraft. General aviation is all forms of civil flying, excluding scheduled passenger airline service.

Property is 110 acres.

AMA has ~140,000 operations annually (take-off and landings).

Serves as a base for many local aircraft, as a reliever for SeaTac Airport, and as a training facility for many pilots.

Average aircraft's wingspan is less than 49 feet and less than 140 mph.

Serves aircraft weighing less than 12,500 pounds.

Also serves as a Medivac facility, transferring patients from ambulance to helicopters.

Additional activity at the airport involves law enforcement, recreational, charter, and business operations.

Approximately 100,000 gallons of 100LL Avgas sold each year.

Auburn Municipal Airport plays a vital role by creating 232 jobs and bringing \$43.1M to the local economy

Auburn Municipal Airport is also known as Dick Scobee Field.

Francis R. (Dick) Scobee was a NASA astronaut who was raised in the Auburn Valley in the 1940s and 1950s. Dick's long and storied career included military service flying in the Vietnam War, flying test aircraft at Edwards Air Force Base in California and concluded as a Commander within the Space Shuttle Program (STS-41-C and STS-51-L). Commander Scobee and six others were killed during the 1986 Space Shuttle Challenger launch when the spacecraft broke apart 73 seconds after launch. The Auburn Municipal Airport was renamed to "Dick Scobee Field" to honor the life and legacy of a great Pacific Northwest native.

Total square footage of paved area to maintain at the airport: 1,330,436 square feet.

- This area equates to:
- 23 NFL football fields, or
 - 283 NBA basketball courts, or
 - 98 Olympic-sized swimming pools.

AIRPORT DATA

CTAF: 122.8
(3 Clicks for Say Weather Report)
Runway Length/Width: 3,841' x 75'
Asphalt Strength:
12,500 lbs single-wheel axle

Navigation Aids:
Instrument Approach: RNAV
Runway Lights: Medium Intensity
Taxiway Lights: Medium Intensity



**AUBURN
MUNICIPAL
AIRPORT**
AUBURN, WASHINGTON



2143 E ST NE, Suite 1, Auburn, Washington 98002
Airport Main Line: (253) 333-6821 | airport@auburnwa.gov
auburnmunicipalairport.com



2019 Airport Survey Questions:

1. If it was available on the airport what fuel would you purchase:
2. How would you rate the overall services you receive?
3. Please indicate which of the following best describes you?
4. When at the airport do you utilize off airport amenities? (restaurants, local business, etc)?
5. How would you rate the overall safety at the airport?
6. How would you rate the runway/taxiways?
7. How would you rate the lighting/marketing/airfield guidance systems?
8. How would you rate the availability of aircraft services (e.g. maintenance, avionics, parts, etc)
9. How would you rate the washing facilities?
10. How would rate the condition of the fuel facilities?

2020 Questions:

1. What airport improvements would you like to see?
2. (list amenities) Are there ways in which the Auburn Airport facilities are not meeting your expectations? If so please provide further details
3. Why do you choose to use the Auburn Airport?
4. What type of business and services would you like to see on or within ¼ mile of the airport?
5. (list services) What recommendations do you have for airport staff to better serve you?
6. If Jet-A fuel was available on the airport would you use it?
7. How would you rate communications with airport staff? Are there anyways we can better communicate with you?
8. General airport comments:

2021 Proposed Questions:

1. In 2020 the airport phone system was changed. Have you encountered any problems when contacting the airport? If yes, what specific issue did you have?
2. What airport improvements would you like to see (large or small)?
3. Are there ways in which the Auburn Airport facilities are not meeting your expectations? If so please provide further details
4. What recommendations do you have for airport staff to better serve you?
5. General airport comments:

**Rules & Regulations,
Minimum Standards &
Development Standards**

2021

This Page Intentionally Left Blank

SECTION 3 – DEVELOPMENT STANDARDS

SECTION 3.1 – POLICY AND INTENT OF THESE DEVELOPMENT STANDARDS

City of Auburn (“City”), as the airport sponsor of Auburn Municipal Airport (“Airport”), has adopted these Development Standards in order to establish development requirements that must be met by all persons or entities planning to construct or make improvements to buildings and facilities at the Airport. These Development Standards apply to proposed new construction, including proposed alterations or improvements to existing buildings and facilities.

The City reserves the right to revise or amend these Development Standards from time-to-time and to grant deviations from specific standards and requirements when required under unique circumstances, as solely determined by the City.

These Development Standards do not supersede any requirements in any applicable law or regulation, any provisions within Federal or State regulations, the Auburn City Code, or any provisions in the Airport’s Minimum Standards.

SECTION 3.2 – GENERAL PROVISIONS

The development of building and facilities on the Airport is subject to the following general provisions and to any other applicable jurisdictional requirements including, but not limited to, Auburn City Code and FAA Airport Design Standards. All development shall be consistent with the approved Airport Layout Plan.

SECTION 3.3 – PAVED AREAS

3.3.1 Aircraft Parking & Storage

Any proposed aprons and or taxilanes privately constructed by a tenant must acquire permits and be reviewed and approved by the Airport Manager prior to construction. The space between hangar development and adjacent taxiway/taxilanes must be paved. Paved areas must be constructed to ensure that they do not create ponding or allow flooding to occur within the hangars. The pavement construction and materials must be approved by the Airport Manager and ensure its weight will support a 12,500lb single-wheel airplane configuration.

Aircraft parking setback lines for leased areas may be required and will be determined by the Airport Manager.

3.3.2 Taxiways and Taxilanes

All taxiways and taxilanes will be marked with a minimum of a centerline stripe in yellow paint that meets FAA design standards. Taxiway and taxilane construction will meet the FAA design standards for width and object free areas.

SECTION 3.4 – HANGARS, BUILDINGS, & STRUCTURES

3.4.1 Location, Setbacks, and Heights

The location of the hangar, building, or structure shall be consistent with the currently approved Airport Layout Plan (ALP).

The location of the structure shall not penetrate any protected surfaces or safety areas. This includes protecting the taxilane/taxiway object free areas.

No hangar, building, or structure shall be constructed at a height that penetrates the FAR Part 77 surfaces and TERPs.

Windows and large area of glass shall be oriented and/or treated to avoid reflections that could distract pilots landing and/or taking off.

3.4.2 Utilities

All hangars used for commercial activities shall be required to connect to municipal water and sewer services at the tenant's expense.

Utilities including electrical and telephone, shall be underground in areas of aircraft movements. Overhead poles shall not penetrate any FAR Part 77 surfaces.

Utility usage and fees (including stormwater, waste disposal) are the responsibility of the tenant unless otherwise addressed in their lease.

Prior to excavation for utility installation, all applicable permits shall be obtained and are the tenants responsibility.

3.4.3 Wash Racks

Construction of a wash rack will meet all requirements within the Auburn City Code, and obtain required permits, as well as approval by the Airport Manager. Wash racks shall be constructed with oil and water separators, with an oil catch basin to prevent oil from being discharged into the City sewer systems.

3.4.4 Access

The airport is fenced with controlled access gates. For commercial hangars or businesses, public access to buildings shall be from the outside of the AOA or perimeter fence.

3.4.5 Security Fencing & Gates

New or replaced fencing will match the existing airport fencing. All new gates will utilize card readers that are compatible with the existing airport gate system. The cost for relocation or replacement of a fence or gate is the responsibility of the developer.

3.4.6 Materials & Finishes

All new permanent hangar, building, or structure construction shall utilize materials and finishes that maintain their appearance for the life of the building.

Approved hangars and hangar-type buildings shall be constructed of steel, aluminum, concrete or masonry.

Timber Frame, Pole Buildings or Stick-Built construction may be allowed for airport facilities maintenance and equipment storage or other similar uses only if approved by the City and Airport Manager. Additional fire protection may be required.

Exterior colors and textures shall be consistent with other buildings and structures on the Airport. All materials and finishes shall be reviewed and approved by the Airport Manager prior to construction.

All exterior surfaces including metal roofs shall be non-glare, as to not interfere with a pilot's visibility.

3.4.7 Structural Requirements

All hangars, buildings, or structures shall be designed to meet City Code and building requirements.

Due to a high water table, the City or Airport Manager reserves the right to require a vapor barrier to be installed in the foundation prior to any structure being constructed.

3.4.8 Outside Lighting

Outside hangar, parking area, or apron lighting shall be provided for safety, security, and operational needs during times of darkness. (ACC 18.55.030)

All lighting within the AOA shall be fully shielded and directed downward to prevent light pollution and the potential interference with a pilot's vision.

SECTION 3.5 – SIGNS, ANTENNAS, POLES, SCREENING & SATELLITE DISHES

Prior to installation, the Airport Manager will advise whether a Form 7460-1 is required to be submitted to FAA and approved. The tenant shall obtain all permits and approval from the City prior to installation.

No signs, except those for safety or directional purposes, shall be placed on fences.

Signs, antennas, poles, and satellite dishes shall be constructed at a height that does not penetrate any FAR Part 77 surfaces or TERPs surfaces.

Externally illuminated signs must have the lighting fixtures oriented downward and fully shielded in order to prevent glare for pilot's visibility. The City or Airport Manager reserves the right to require the owner of the sign to adjust the sign if it is creating interference with aircraft and pilots. Any adjustments required by the City or Airport manager will be at the sign owners expense including any necessary permitting required.

Any type of moving, blinking, or neon lighted sign must not interfere with pilot visibility.

Any screening used to enhance aesthetics as viewed from offsite shall be reviewed and approved by the City and Airport Manager and acquire all required permits prior to installation.

SECTION 3.6 – OUTDOOR STORAGE & TEMPORARY STRUCTURES

3.6.1 Temporary Structures

Temporary buildings or structures must be approved by the City and Airport Manager and acquire all required permits prior to construction/installation.

The location of the temporary building must be approved by the Airport Manager and placed in an area that does not impact the airports protected surfaces and safety areas.

The building or structure height shall not penetrate any FAR Part 77 surfaces.

3.6.2 Waste, Recycling, & Debris

All waste and recycling receptacles shall be secured as to not be blown or damaged by inclement weather.

Receptacle pickup shall be done outside of the AOA in the landside areas. Any waste or debris pickup required inside of the AOA shall be monitored and escorted by the tenant.

The location of the receptacles shall be in an area as to not detract from the overall visual impression of the airport and must be approved by the Airport Manager. If unable to diminish the negative visual impact, the receptacles must be placed behind screening material and/or landscaping.

SECTION 3.7 – CONSTRUCTION REVIEW, DOCUMENTATION, PERMITTING, AND INSPECTIONS

3.7.1 Pre-design Coordination

Prior to site planning and design, the tenant shall meet with the Airport Manager to discuss the following:

- Terms and conditions of lease agreement;
- Type of use;
- Proposed site location;
- Hangar or building development standards;
- Preliminary concepts;
- FAA Notice of Proposed Construction (Form 7460-1);
- Compliance with ALP drawing, FAR Part 77 surfaces, and TERPs surfaces; and
- City Code Requirements.

3.7.2 Pre-construction Review & Approval

Prior to the commencement of construction, the tenant shall have provided the Airport Manager with the following documentation:

- A signed lease agreement;
- Final plans as approved in permits, also known as construction documents including site layout, engineering, architectural and structural design, utility plans, landscape design, and any other documents as required;
- Approved FAA Notice of Proposed Construction (Form 7460-1);
- Proof of insurance as required;
- Copies of all permits required;
- Construction schedule;
- Construction Safety and Access Plan; and
- Performance bonding on the project may be required.

3.7.3 Construction Fees & Permitting

The tenant is solely responsible for obtaining all permits, payment of all fees associated with or made necessary by the project, and paying all costs associated with the project including, but not limited to the following:

- All required environmental review (NEPA, SEPA, etc.) and mitigation as necessary;
- Design and engineering costs;
- Utility connection fees;
- Permitting fees; and
- City application and impact fees.

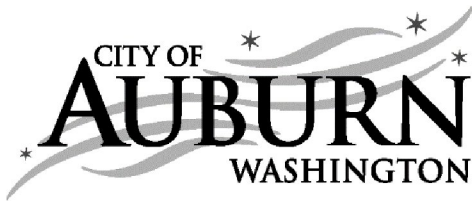
3.7.4 Construction Inspection & Safety

In coordination with the Airport Manager, the tenant is responsible for maintaining safety during construction, FOD removal, dust control, minimizing impacts to airport operations, and ensure the construction access point is secure.

The Airport Manager will conduct periodic inspections during construction. Any changes to approved plans and specifications must be approved by the City and Airport Manager prior to implementing.

Developer must comply with airport requirements. Developer must complete the approved construction project according to the approved plans and specifications, or within applicable permit times of all required agencies as stated in the tenant's lease. The Airport Manager may revoke the lease associated with the project and may require that any improvements constructed on the leased property be removed.

Any changes to the construction schedule must be coordinated with the Airport Manager.



Memorandum

To: Airport Advisory Board
From: Tim Mensonides, Airport Manager
Cc: Ingrid Gaub, Director of Public Works
Date: July 28, 2021
Re: AGENDA ITEM F4 – Airport Development Standards

As part of the update to the Airport Minimum Standards and Rules and Regulations staff is proposing Airport Development Standards. These standards are intended to establish development requirements that must be met by all persons or entities planning to construct or make improvements to buildings and facilities at the Airport. These Development Standards would apply to proposed new construction, including proposed alterations or improvements to existing buildings and facilities.

Airport staff have compiled the attached draft in conjunction with airport consultant, Century West. The proposed standards have been reviewed by airport staff, the Public Works Director, Planning and the City's Property Manager. Staff is seeking input from the Airport Advisory Board as a final review. The finalized document will be included with Minimum Standards and Rules and Regulations and be reviewed by the City's Legal team.

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City	Property Acquisition	King County is reviewing the purchase and sale agreement. Draft short plat documents complete. Final short plat documents will be prepared once negotiations with County are complete.	Complete negotiations with King County. Complete short plat to create new parcel. Complete purchase of new parcel from King County.	Wickstrom/Mensonides	Jan-18	Jul-22	\$ 500,000 (90/10)
City/CW	Runway Enhancement Project – Construction	FAA grant closed out complete and final reimbursement requested.		Wickstrom/Mensonides	Sep-19	Jul-21	\$ 3,842,269 (90/10)
City	Night Restrictions	33 obstructions mitigated and updated in the FAA's system.	FAA flight check anticipated 2/2022, once complete night restrictions should be removed	Mensonides	Aug-18	Mar-22	\$ 13,000
City	Annual Maintenance and Repair	Airport Staff crack sealing airfield pavement, Planning enclosing open hangars and removal and replacement of J Hangar doors	Budget hangar door and enclosure work	Mensonides	Mar-19	Nov-21	\$ 125,000
City/Consultant	West Side Preliminary Environmental Permitting	This project will conduct an analysis of the expected environmental permitting requirements associated with potential development of the west side of the Airport.	Project scoping.	TBD	May-21	Dec-21	\$ 50,000

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date	Completion Date
N/A	Update City Code	Public Works Director/Airport Manager	Updating several sections of outdated code that are related to the Airport for adoption by City Council.	1Q 2021	4Q 2021
2-1	Airport Zoning Regulation Update	Airport Manager/Long Range Planner	Coordinate with City's Community Development Service Area to assess and potentially implement new zoning regulations amendments to current City of Auburn zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts. This will require an approval process through the City's Planning Commission and Council.	1Q 2019	2Q 2021
N/A	AAB Procedures and Standards	Public Works Director/Airport Manager/ Airport Advisory Board	Develop specific board procedures around the operation of the board and the management of meetings for adoption by the Board. (The Board currently does not have any specific procedures in place, and this is required for a public board).	2Q 2021	2Q 2021
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board	Annual review of the 2021 Airport Marketing Focus to be responsive to changing market conditions and needs with a focus on marketing and leasing the two on airport development sites approved in the approved Airport Master Plan to prospective tenants and developers. Other areas of focus are emerging technologies, alternative fuels, recruitment of on airport Businesses, and better incorporation of the Airport into other City events. Current focus for on airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.	1Q 2021	1Q 2021
3-3	Wayfinding Improvements	Airport Staff/Airport Advisory Board	Develop wayfinding upgrades to airport signage to improve information for airport users to find amenities and businesses on the airport.	2Q 2021	1Q 2022
3-4	Airport Broadband Service	Airport Staff	Developing potential option(s) for Broadband improvements to the Airport for service to Airport users. The City's high speed fiber optic network has been extended to the Airport. Building off of this network, wireless broad band services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience This will include the estimated cost to implement.	2Q 2021	2Q 2021
N/A	Update Airport Rules & Regulations	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Rules and Regulations for adoption by the Board.	3Q 2020	4Q 2021
N/A	Update Airport Minimum Standards	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Minimum Standards for adoption by the Board.	2Q 2021	4Q 2021
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	1. Annual Fee Update 2. Annual Airport Users Survey 3. Capital Improvement Plan Update 4. Board Compostion Review 5. Board Work Plan Update for 2022		<i>Anticipated</i> : October <i>Anticipated</i> : October <i>Anticipated</i> : August <i>Anticipated</i> : December <i>Anticipated</i> : December

[1] KRA 1 = Facility & Infrastructure; KRA 2 = Economic/Community Development; KRA 3 = Operation Enhancement/Expansion