

AUBURN AIRPORT ADVISORY BOARD
MEETING MINUTES

MEETING DATE: August 18, 2021
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
City Staff:
Ingrid Gaub, Public Works Director
Tim Mensonides, Auburn Airport Manager
Angela Klein, Auburn Airport Office Assistant

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll.

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

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

- B. APPROVAL OF MINUTES:** A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve the April 21, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 7-0

- C. BOARD ACTION ITEMS:** A motion was made by Board Member Butsick and seconded by Board Member Morrow to adopt the Board Operating Procedures.

MOTION CARRIED UNANIMOUSLY, 7-0

D. BOARD DISCUSSION ITEMS:

1. **HALF-YEAR AIRPORT BUDGET AND FINANCE REPORT**
Manager Mensonides discussed the airport's budget year-to-date including revenue being up due to fuel sales; the maintenance budget showing over while waiting for capital projects money to be transferred; and limited activity in the capital budget while there are no major capital projects. He expressed a desire to hang on to money in the capital funds budget to save for airfield pavement maintenance.
2. **WAYFINDING UPDATES**
Manager Mensonides shared recent improvements including new signage at the main pedestrian gate and placement of a large sign on the runway-side of the fuel tank that shows directory information, along with a complete repainting of the fuel tank and addition of the Auburn Municipal Airport logo, and wrapping of the fuel pumps in airport colors. A cooler containing bottled water was also placed at the fuel pumps for the summer.
3. **ANNUAL AIRPORT SURVEY**
Manager Mensonides shared survey questions from previous years and the proposed questions for the 2021 survey. No changes or additions were suggested. Flyers with QR codes to help increase participation are to be posted at entrance gates, in the airport office building, and the fuel tank. Participation will also be encouraged through invoicing messages and emails.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. AIRPORT DEVELOPMENT STANDARDS

Manager Mensonides discussed the implementation of airport development standards and their relationship to the airport rules and regulations. Once finalized, the development standards will be reviewed by the city's legal department.

5. 2021 CAPITAL PROJECT STATUS

Manager Mensonides updated the Board on the status of property acquisition from King County, FAA determinations regarding needed appraisals, and timing. He also discussed the runway enhancement project, night restrictions, current crack-sealing project at the airport, and an upcoming proposal to add doors to current open T hangars to help meet the demand for enclosed hangars. The new runway overlay (2023) and straight-in approach (2023) were also discussed.

6. TRACKING MATRIX (GENERAL BUSINESS)

Manager Mensonides shared the updated tracking matrix.

E. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT

Office Assistant Klein updated the Board on year-to-date fuel sales and hangar occupancy rates. She also discussed the hangar waiting list, a recent Dream Flight operation for WWII veterans that took place at Auburn Airport, and the Normandy Tenant Day BBQ. Manager Mensonides then shared upcoming plans to use the Clarion Hotel near airport property for supportive housing and plans to complete fencing around the airport perimeter, currently in the quote phase. Board Member DeCoteau expressed his desire for the airport to work with the police department to survey the area and make recommendations. Manager Mensonides then praised the new fuel provider sharing how they had been able to supply fuel to the airport when other airports hadn't been able to offer fuel due to shortages. Mensonides also introduced the airport summer intern, Kennedy Vessey, discussed the receipt of a third CARES grant, replacement of runway end identifier lights, updates on lease status

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

for the south-end hangar development, intern tour hosted by Operations Technician Hubbard, and updates to airport zoning and code. He then updated the Board on plans to remove two of the storm ponds on the northwest side of the airport and discussed the runway extension plan.

2. AIRPORT MAINTENANCE REPORT

Manager Mensonides shared recent improvements to the area leased by Classic Helicopter to help identify areas for helicopter parking and deter traffic. Mensonides then discussed wildlife mitigation efforts and pavement maintenance/crack-sealing currently in progress.

F. PRESENTATIONS: NONE

G. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

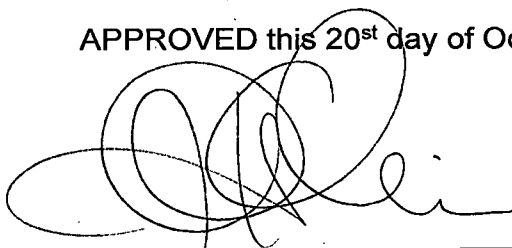
October 20, 2021

December 15, 2021

H. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:46 a.m.

APPROVED this 20th day of October, 2021



Angela Klein, Board Secretary