

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: August 15, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn City Hall, 25 West Main Street
Council Chambers

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson (by phone)
Deanna Clark, Vice Chair
Danielle Butsick, Board Member
Wayne Osborne, Board Member
Sean Morrow, Board Member (excused)
Mark Kornei, Board Member (excused)
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Doug Lein, Director of Community Development Services
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Members of the Public:
Todd Chase (FCS Group)
Gary Miller (Tenant)
Dixon Smith (Tenant)

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Vice Chairperson Clark called the meeting to order and welcomed attendees and guests. Vice Chairperson Clark noted Board Member Mark Kornei and Sean Morrow were both excused absences. Chair John Theisen attended by phone.

B. PUBLIC COMMENTS: NONE

C. APPROVAL OF MINUTES: A motion was made, seconded and unanimously passed to approve the Auburn Airport Advisory Board Meeting Minutes of the June 20, 2018 meeting.

D. PRESENTATIONS:

1. LONG TERM RATE MODEL (FCS GROUP) Presentation by Todd Chase was made to all in attendance. Mr. Chase reviewed the 3 different deliverables from this rate model project. Mr. Chase demonstrated the rate model for the airport which City staff can edit or modify going forward depending on different scenarios. Ms. Gaub discussed the use of the model incorporating Capital Improvements (CIP), rate changes that occur, additional revenue sources and other on-going repairs and operations cost. Ms. Gaub also discussed the different grant sources (Federal or State) that are used for eligible projects and accounted for in the model.
2. MARKETING PROGRAM (EC. DEV STAFF) Presentation by Doug Lein, Economic Development Manager included a discussion of current efforts and also long-range efforts to attract different airport users. Mr. Lein also reviewed certain areas of the airport master plan.

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. GPS NIGHT APPROACH RESTRICTIONS UPDATE. Ms. Gaub gave a brief update on the status of the removal of the night restriction on the airport's approach. During the AGIS survey it was discovered there are some obstructions. Most obstructions are off airport and those obstructions need to be mitigated before the restriction is removed. These obstructions include light poles, trees, and business signs. City is

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

working with the property owners and FAA to determine the best way to either removed or mitigate.

2. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS

- A. Airport Management Update. Ms. Gaub presented a timeline and discussed the status of the Airport Management and advised the City has proposed the budget for 2019/2020 to move the airport's management back into the City's management. Within 2018, the City Council approved the hiring of 3 employees for the Airport management so that staff can be in place by the end of 2018. The Airport Manager position will be advertised in Fall 2018 with a projected start date of October/November 2018.
- B. RUNWAY ENHANCEMENT PROJECT UPDATE. Ms. Gaub advised the City continues working with the FAA and the City's consultant Century West for Runway Enhancement Project. A meeting with FAA in July 2018 including discussion the of the 4,100-foot enhancement which the FAA would not support. The FAA would support to a 3,841-foot enhancement. After much discussion and debate of the options for runway enhancement, the AAB members agreed the 3,841-foot option is the best and proposed this as a recommendation to the City Council.
- C. JET A FUEL PROGRAM STATUS UPDATE: Ms. Gaub advised the agreement with Cascade Helicopters has been completed and waiting on the Best Practices document from Cascade.
- D. ANNUAL TENANT SURVEY: Mr. Garcia reviewed the results of the recent airport survey.

3. Ms. Gaub reviewed the Airport tracking matrix.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

- 1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the report which included airport revenues with month-to-month and year-to-year comparisons. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

H. SCHEDULE FOR UPCOMING MEETINGS:

October 17, 2018
December 19, 2018.

I. ADJOURNMENT OF MEETING:

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

There being no other business the Board Vice Chairperson adjourned the meeting at 9:42 a.m.

Prepared by:

Aviation Management Group, LLC on behalf of the City of Auburn