

Airport Advisory Board

July 16, 2014 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: June 18th, 2014

PRESENTATIONS AND ROUTINE REPORTS:

1. AIRPORT BRANDING.....**TAB 1**
2. REVIEW OF AIRPORT BUDGET PERFORMANCE**TAB 2**
3. REVIEW OF MATRIX.....**TAB 3**

BOARD ACTION ITEMS:

1. NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT ASPHALT REPAIR & SEAL.....**TAB 4**
2. UPDATE ON PROPOSED HANGAR ROW 3 ENCLOSURE PROJECT**TAB 5**
3. AIRPORT MANAGER'S REPORT.....**TAB 6**
 - A. Noise Complaints
 - B. Occupancy Report
 - C. Review Fuel Operations

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 – August 20, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – September 17, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

Auburn Airport Advisory Board Notes for June 18, 2014

Board Members Present:

Mark Babcock-Chair
Don Peters
John Theisen
Josh Clearman
Bob Jones - excused

City Staff Present:

Bill Peloza, City of Auburn, Councilmember

Visitors:

Rock Snodgrass- Airport tenant
Bob Myers – Airport tenant
Jim Flynn - WPA
Ross Heller – Airport tenant

Airport Management Present:

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

Meeting Date: June 18, 2014

Time: 7:30 A.M.

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

Public Comment: Ross Heller, an Auburn Condo Hangar Association tenant inquired about the feasibility of adding a mail box in an area near the “D” Street entry of the condo association.

Approval of Minutes: A motion was made and seconded to adopt the Advisory Board minutes of May 28, 2014.

Presentations and Routine Reports:

1. FBO Services: AMG relocated to the vacant 506 building and conducts airport management functions. AMG has begun to implement some valued services including, but not limited to: fueling, parking, rental cars, hotels, catering, pilot and passenger lounge, flight planning and a conference room available to conduct business of the airport. A suggestion was made to include a posted list of nearby hotels and restaurants outside the drop box payment area for transient customers. Mr. Maiorca said in the future AMG has plans to build a covered shelter that will house this type of information. Mr. Garcia and Mr. Maiorca explained the TFBO accounting system which is aviation based, and currently in use by AMG.

2. Airport Branding: Mr. Maiorca said Brandner Communications was asked to give a proposal on the cost to develop a logo and tagline with the possibility of future marketing. The owner, Paul Brandner, obtained his Private Pilot’s license here at Auburn and is supportive with the direction the City wants to take airport and believes strongly in the future of the Auburn Airport. A suggestion was made to use Dick Scobee Field in the tag line. Mr. Maiorca will invite Mr. Brandner to the next Advisory Board meeting.

3. Review of Airport Budget Performance: A copy of the one year budget performance created by AMG was reviewed and Advisory Board Members stated they appreciated the clarity of its format. The year-to-date report indicates a 6% increase from the budgeted income.

4. Review of the matrix: Done.

Board Action Items: A motion was made and seconded by the Advisory Board to use monies from the Enterprise Fund to pay for the non-FAA eligible work for the crack repair and slurry seal project.

Board Guidance and Information Items:

1. 2015 MAI Appraisal: The land leases at the Auburn Municipal Airport have an annual CPI increase every 5 years. The agreement requires a MAI market rate appraisal to be conducted and rates adjusted accordingly. AMG recommends to the AAB and the City to select S.Murray Brackett, MAI Valbridge Property Advisors/Allen, Brackett, Shedd perform the required restricted use appraisal. The last MAI appraisal was conducted by Murray, Brackett and Shedd in 2010. Mr. Brackett is very knowledgeable of airport properties and his company completes most of the market analysis in the Puget Sound area.

2. Airport Asphalt Repair and Seal: This project is substantially FAA/State eligible and grants have been submitted to both agencies. There are areas which are not eligible for grant funding. As an example there is approx. 50 feet of the taxi lanes between the hangars and some access road areas which are not eligible. These areas are identified on the Engineers Estimate worksheet. There are sound reasons to complete these non-eligible areas providing the airport enterprise fund can support this project. Completion of the entire project requires only one advertisement and bid process no additional engineering costs or additional scope of work.

After much discussion and debate, there was a motion made and unanimously passed that the AAB recommends to the City of Auburn complete the entire airport pavement project including the non-FAA eligible alternative work.

3. Update on Proposed Hangar Row 3 Enclosure Project: June 5, 2014 AMG met with Rupert Engineering, VRFA representatives and Mike from City planning about designing the door enclosure. All parties agreed on metal walls with fire walls to keep enclosure under 5,000 square feet. June 12, 2014, AMG met with Rupert Engineering to finalize creation of drawings for the project.

AMG staff projects demand from the current waiting list for closed hangars that an additional \$345 per hangar per month (\$5,175 annually) could be realized for each hangar completed with \$62,100 annually at 100% occupancy.

4. Airport Manager's Report:

Topic A: Noise Complaints

Number of complaints: 6

Number of complainants: 1

Topic B: Occupancy Report

Type	Occupied	Percentage	Change
Open Hangar	57	67%	+2
Open Twin Hangar	4	67%	-1
Row 9-10	40	100%	0
Row 2	14	100%	0
Tie Down	35	39%	0
Storage Units	7	58%	0

Topic C: Fuel Prices

Fuel price at Auburn increased slightly from last month, due to rising fuel prices.

Topic D: 400 Building Update

After the building was vacated, walls were patched, textured and painted and the carpet professionally cleaned. The building has been setup with workstations similar to Airport Office units. AMG paid the cost for the repairs.

- **Regular Board Meeting – July 16, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St., Auburn, WA 98002.**

Adjournment of Meeting - 9:26 A.M.

Respectfully submitted,
Aviation Management Group, LLC
On behalf of the City of Auburn

Auburn Airport

Agenda Item Summary

Topic: Airport Branding

Developing a logo and tagline to market the airport

Purpose:	☒ Information	☐ Guidance	☐ Decision
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Recommendation: NA

Last Action: Interviewed Brandner Communications to discuss developing an Auburn Airport logo and marketing materials.

Discussion: Brandner Communications was asked to give a proposal on the cost to develop a logo and tagline with the possibility of future marketing. The owner, Paul Brandner, obtained his Private Pilot's license here at Auburn and is supportive with the direction the City wants to take airport and believes strongly in the future of the Auburn Airport.

Fiscal Impact: \$4,040

Strategy: Coordinate with the City's appropriate staff as not to lose any connection with the City's branding and tag line, but to develop tools to specifically market the airport effectively to the General Aviation, business aviation and surrounding communities. This would include airport signage for buildings, hangars, information signs that all tie into the central concept of the airport.

Attachments: Tacoma Narrows Examples

Auburn Airport Agenda Item Summary



Auburn Airport Agenda Item Summary



Auburn Airport Agenda Item Summary

A **A12** **A12 - A26**

B **B3** **B9 - B18**

C **C6** **C29 - C48**

FBO - Swift Flight Center

U. S. Customs



Auburn Airport

Agenda Summary Item



Recommendation: N/A

Last Action: N/A

Discussion: Work continues on the expenses and other cash flow items. As AMG's statement on the airport match the City's working capital statement, a complete report will be issued.

Fiscal Impact: Current revenue stream is running 6.2% above forecast.

Strategy: N/A

Attachments: June 2014 One Year Budget Performance
May 2014 Working Capital Statement

Auburn Airport

Agenda Summary Item

Run: 7/11/2014
10:04AM

Page: 1

Aviation Management Group, LLC One-Year Budget Performance Report

All Departments Consolidated

Account	For the Month Ending: 6/30/2014			Pct	Year-To-Date: 1/01/2014- 6/30/2014			Pct
	Actual	Budgeted	Variance		Actual	Budgeted	Variance	
Income								
3010.01 Hangar Row 2	4,053.14	4,000.00	53.14	1.3 %	24,318.84	24,000.00	318.84	1.3 %
3010.02 Hangar Row 3-7	11,081.28	8,666.67	2,414.61	27.9 %	63,973.44	52,000.02	11,973.42	23.0 %
3010.03 Hangar Row 8	1,087.10	1,000.00	87.10	8.7 %	6,957.44	6,000.00	957.44	16.0 %
3010.04 Hangar Rows 9/10	16,543.60	15,000.00	1,543.60	10.3 %	99,261.60	90,000.00	9,261.60	10.3 %
3010.05 Tie Down	2,398.50	2,333.33	65.17	2.8 %	13,367.63	13,999.98	-632.35	-4.5 %
3010.06 Transient	10.00	0.00	10.00	0.0 %	337.81	0.00	337.81	0.0 %
3010.07 Storage	850.09	833.33	16.76	2.0 %	5,391.21	4,999.98	391.23	7.8 %
3010.10 Vehicle Parking 362-502	446.25	208.33	237.92	114.2 %	2,861.25	1,249.98	1,611.27	128.9 %
3010.11 Property Lease 362-501	15,210.44	15,000.00	210.44	1.4 %	90,862.64	90,000.00	862.64	1.0 %
3010.12 Building Lease 362-501	1,258.25	1,250.00	8.25	0.7 %	5,549.50	7,500.00	-1,950.50	-26.0 %
3020.00 Miscellaneous Airport Income	0.00	166.67	-166.67	-100.0 %	250.00	1,000.02	-750.02	-75.0 %
3020.01 Late Fees 362.502	80.00	83.33	-3.33	-4.0 %	1,245.00	499.98	745.02	149.0 %
3020.03 Security Fee 341-930	1,377.50	1,250.00	127.50	10.2 %	8,180.00	7,500.00	680.00	9.1 %
3020.05 Gate Card 369-900	25.00	41.67	-16.67	-40.0 %	275.00	250.02	24.98	10.0 %
3020.06 Wait List Fee 369-900	50.00	0.00	50.00	0.0 %	150.00	0.00	150.00	0.0 %
3020.08 Fuel Commissions Income 344-604	0.00	1,000.00	-1,000.00	-100.0 %	939.61	6,000.00	-5,060.39	-84.3 %
Total Income:	54,471.15	50,833.33	3,637.82	7.2 %	323,920.97	304,999.98	18,920.99	6.2 %

City of Auburn
Working Capital Statement
435-AIRPORT
May, 2014

	Budget	Monthly Actual	Year-to-Date Actual	Variance to Budget	Percent of Budget
Airport Security Service	15,000.00	1,370.00	6,802.50	8,197.50	45.4%
Property Leases	203,000.00	16,368.69	79,943.45	123,056.55	39.4%
Tiedown and Hangar Rent	380,000.00	36,150.84	180,709.26	199,290.74	47.6%
Other	12,000.00	0.00	939.61	11,060.39	7.8%
Total Operating Revenue	610,000.00	53,889.53	268,394.82	341,605.18	44.0%
Salaries & Wages	20,024.35	1,705.75	9,229.35	10,795.00	46.1%
Benefits	6,839.23	589.96	3,003.12	3,836.11	43.9%
Supplies	2,000.00	0.00	112.44	1,887.56	5.6%
Other Service Charges	441,840.00	35,552.20	209,470.40	232,369.60	47.4%
Depreciation & Amortization	416,800.00	33,473.62	167,368.17	249,431.83	40.2%
Total Operating Expenses	887,503.58	71,321.53	389,183.48	498,320.10	43.9%
Operating Income or Loss	(277,503.58)	(17,432.00)	(120,788.66)	(156,714.92)	43.5%
Interest Revenue	1,500.00	67.77	396.08	1,103.92	26.4%
Miscellaneous Revenue	500.00	50.00	(2,341.17)	2,841.17	(468.2)%
Debt Service Interest	41,675.00	20,837.50	20,837.50	20,837.50	50.0%
Total Non-operating Revenues (Expenses)	(39,675.00)	(20,719.73)	(22,782.59)	(16,892.41)	57.4%
Net Income or (Loss)	(317,178.58)	(38,151.73)	(143,571.25)	(173,607.33)	45.3%
Depreciation	416,800.00	33,473.62	167,368.17	249,431.83	40.2%
Total Items Not Effecting W/C	416,800.00	33,473.62	167,368.17	249,431.83	40.2%
Net W/C from Operations	99,621.42	(4,678.11)	23,796.92	75,824.50	23.9%
Increase in Contributions-FAA	534,207.00	0.00	0.00	534,207.00	0.0%
Increase in Contributions-Other Government	23,179.00	0.00	0.00	23,179.00	0.0%
Increase in Restricted Net Assets	0.00	0.00	(2,301.91)	2,301.91	0.0%
Increase in Deferred Credits	0.00	(2,139.11)	5,128.83	(5,128.83)	0.0%
Total Resources Other Than Operations	557,386.00	(2,139.11)	2,826.92	554,559.08	0.5%
Net Change in Restricted Net Assets	0.00	(576.86)	(2,301.91)	2,301.91	0.0%
Increase in Fixed Assets-Construction	723,066.00	5,281.23	105,207.97	617,858.03	14.6%
Debt Service Principal	125,000.00	0.00	0.00	125,000.00	0.0%
Total Uses Other Than Operations	848,066.00	4,704.37	102,906.06	745,159.94	12.1%
Net Change in W/C	<u>\$(191,058.58)</u>	<u>\$(11,521.59)</u>	<u>\$(76,282.22)</u>	<u>\$(114,776.36)</u>	<u>39.9%</u>
Working Capital, Beginning of Year	\$655,082.00	\$0.00	\$801,284.01	(\$146,202.01)	122.3%
Working Capital, End of Period	464,023.42	(11,521.59)	725,001.79	(260,978.37)	156.2%
Net Change in W/C	<u>\$(191,058.58)</u>	<u>\$(11,521.59)</u>	<u>\$(76,282.22)</u>	<u>\$(114,776.36)</u>	<u>39.9%</u>

AIRPORT ADVISORY BOARD - PROJECT TRACKING WORKSHEET

#	LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	NEXT REVIEW DATE	EST. COMPL DATE	Est. COST
Projects								
11	Airport Master Plan Mid-Term Update	City Staff/ CW/AMG	Awaiting submission of draft to FAA	90 days after submittal, Draft will be returned with comments then completed Master Plan submitted to City of Auburn for approval	11/2012	8/20/2014	3/31/15	\$225,000
19	City Staff	506 Building Update	AMG has moved to the west end of building. Phone system installed.	Bathrooms require repairs to become fully operational.	11/2013	8/20/2014	TBD	TBD
21	AMG	Wildlife Hazard Assessment	Biologist surveys are ongoing as per scope of work.	Wait for observations to conclude at end of the year.	12/2013	11/19/14	3/31/15	\$76,100
25	AMG	Airport Asphalt Repair & Seal	See Tab 4	See Tab 4	02/2014	8/20/2014	12/31/14	\$578,000
Business Development								
27	City Staff	Helicopter School	City Staff to evaluate/prepare RFP for prospective west side rotorcraft operations area.	On Hold until master plan completion and approval	08/2013	7/16/2014	Ongoing	N/A
28	AMG	Galvin	Correspondence sent regarding rental of back 600sqft of 506 building. No response as of this update.	If Galvin does not send letter of intent, AMG will market the area beginning 7/14/14.	01/2014	7/16/2014	TBD	TBD
31	AMG	T Hangar Development	See Tab 5	See Tab 5	02/2014	7/16/2014	Summer 2014	\$60-\$90k
34	AMG	AFS Building	Building is for sale. Mr. Garcia has contacted Mr. Kopp to discuss purchase options. AMG is soliciting potential tenants and buyers.	Mr. Garcia after meeting with Mr. Kopp will construct a business plan for City or Private purchase options.	06/2014	7/16/2014	Ongoing	TBD
Other Items								
13	Board Only	General Airport Events (Outreach)	AMG is moving forward with planning the event for Auburn Days. Mr. Garcia is coordinating with Connie Henkie	AMG is inviting model trains, specialty automobiles and vintage or special use aircraft and food vendors. Additionally, AMG will have a Grand Re-opening event of the Airport Office on completion of the 506 building.	01/2012	7/16/2014	Ongoing	TBD
32	City Staff	Communications Infrastructure	Contract is in legal review. Comcast has accepted the City's contract, terms and conditions, and various language changes and are making the edits now.	Contract will go onto 2 committees and then Council approval. City Staff report project is on track to meet original estimates. After committee and contract approval of committee, Council and Mayor would work with Comcast on finalizing installation dates for Airport facilities.	03/2014	7/16/2014	TBD	TBD

Auburn Airport

Agenda Item Summary



Recommendation:	Repair and seal all asphalt on airport property to prevent further deterioration
Last Action:	The bid opening was on July 1, 2014. The low bidder was Blackline. Next steps are Municipal Services meeting and then Council approval, once approved a pre-construction meeting will be scheduled.
Discussion:	This project is substantially FAA/State eligible and grants have been submitted to both agencies. There are areas which are not eligible for grant funding. As an example there is approx. 50 feet of the taxi lanes between the hangars and some access road areas which are not eligible. These areas are identified on the Engineers Estimate worksheet. There are sound reasons to complete these non-eligible areas providing the airport enterprise fund can support this project.
Fiscal Impact:	See Bid Tabulation in Attachments
Strategy:	At both the Federal and State level asphalt preservation is given high priority and scores high on the grant process. It is less expensive to preserve what is in good shape than to rehabilitate or reconstruct asphalt after it has deteriorated.
Attachments:	Bid Tabulation Site Map

**BID TABULATION
SCHEDULE SUMMARY**

Project Name: CP1324, Auburn Municipal Airport Runway and Apron Rehabilitation, Contract 14-03
Schedule No.: A - Base Bid-FAA Eligible Work

Prepared by: City of Auburn
Bid Date: 7/1/14

ENGINEER'S ESTIMATE:		\$ 394,445.05			
AVERAGE BID AMOUNT:		\$ 318,858.01			
BID SPREAD AMOUNT:		\$ 92,139.31			
LOW BIDDER:					
Second Bidder:	Blackline Inc Slurry Seal	\$ 282,325.79	\$ (112,119.26)		-28.42%
	Specialized Pavement Marking	\$ 299,783.13	\$ (94,661.92)		-24.00%

Basic BID (Tax not Included)

Blackline Inc Slurry Seal \$ 282,325.79
Specialized Pavement Marki \$ 299,783.13
VSS International \$ 374,465.10

**BID TABULATION
SCHEDULE SUMMARY**

Project Name: CP1324, Auburn Municipal Airport Runway and Apron Rehabilitation, Contract 14-03
Schedule No.: B - Additive Alternate-Non FAA Eligible Work

Prepared by: City of Auburn
Bid Date: 7/1/14

ENGINEER'S ESTIMATE:			
AVERAGE BID AMOUNT:	\$	125,418.45	
BID SPREAD AMOUNT:	\$	125,032.41	
	\$	53,587.50	
		BID Amount	Spread \$
			Spread %

LOW BIDDER:	Specialized Pavement Marking, Inc	\$	104,587.30	\$	(20,831.15)	-16.61%
Second Bidder:	Blackline Inc Slurry Seal	\$	112,335.13	\$	(13,083.32)	-10.43%

Basic BID (Tax not Included)

Blackline Inc Slurry Seal	\$	112,335.13
Specialized Pavement Markir	\$	104,587.30
VSS International	\$	158,174.80

**BID TABULATION
SCHEDULE SUMMARY**

Project Name: CP1324, Auburn Municipal Airport Runway and Apron Rehabilitation, Contract 14-03
Schedule No.: C - Additive Alternate-FAA Eligible Work

Prepared by: City of Auburn
Bid Date: 7/1/14

ENGINEER'S ESTIMATE:		\$ 171,994.92			
AVERAGE BID AMOUNT:	\$	158,687.10			
BID SPREAD AMOUNT:	\$	42,167.60	BID Amount	Spread \$	Spread %
LOW BIDDER:	Blackline Inc Slurry Seal	\$ 133,169.40	\$	(38,825.52)	-22.57%
Second Bidder:	Specialized Pavement Marking, Inc	\$ 167,554.91	\$	(4,440.01)	-2.58%

Basic BID (Tax not Included)

Blackline Inc Slurry Seal	\$	133,169.40
Specialized Pavement Mark	\$	167,554.91
VSS International	\$	175,337.00

**BID TABULATION
BID TOTALS SUMMARY**

Project Name: CP1324, Auburn Municipal Airport Runway and Apron Rehabilitation, Contract 14-03

Prepared by: City of Auburn

Bid Date: 7/1/14

ENGINEER'S ESTIMATE: \$ 691,858.42

AVERAGE BASIC BID AMOUNT: \$ 602,577.52

BASIC BID SPREAD AMOUNT: \$ 180,146.58

Basic BID Amount Spread \$ Spread %

LOW BIDDER: Blackline Inc Slurry Seal -23.71%
Second Bidder: Specialized Pavement Marking, Inc -17.33%

Basic BID (Tax not Included)		Total BID (Tax Included)	
Blackline Inc Slurry Seal	\$ 527,830.32	\$	577,974.20
Specialized Pavement Markin	\$ 571,925.34	\$	626,258.25
VSS International	\$ 707,976.90	\$	775,234.71

VICINITY MAP



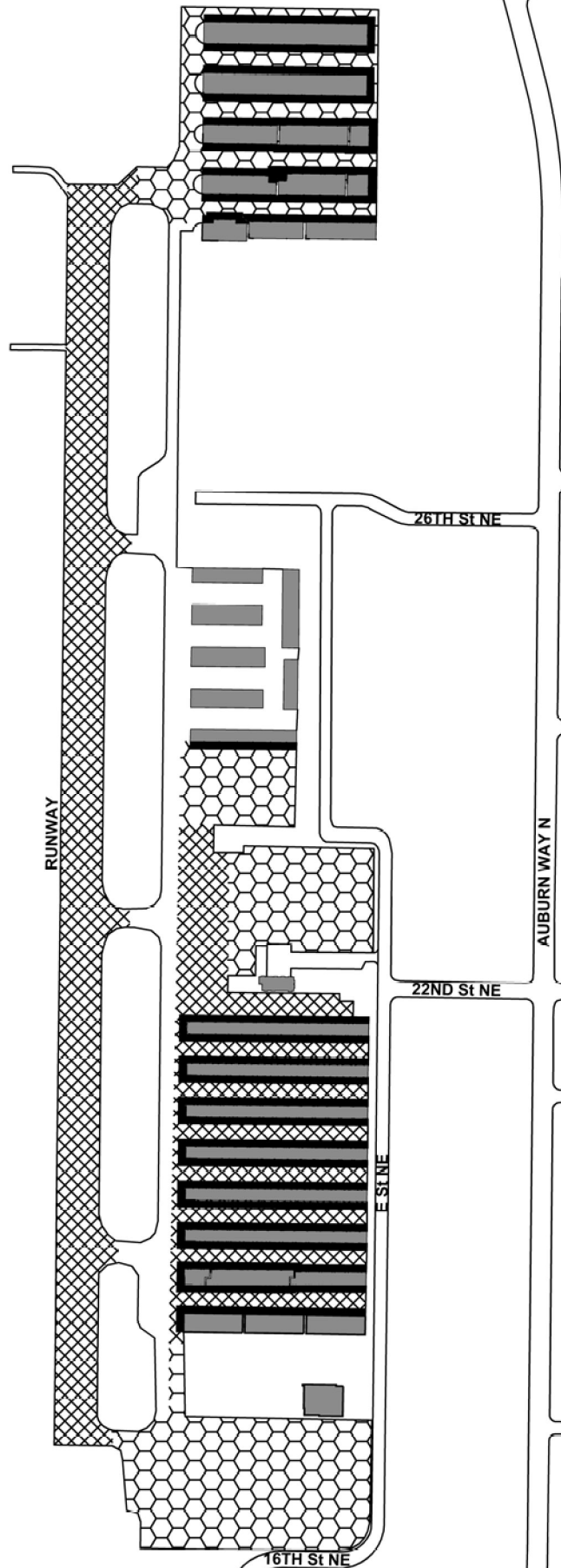
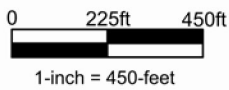
Schedule A (Base Bid) - Crackseal and Slurry Seal Location



Schedule B (Non FAA Eligible) - Crackseal and Slurry Seal Location



Schedule C (FAA Eligible) - Crackseal and Slurry Seal Location



Auburn Airport

Agenda Item Summary

Recommendation:	Consider enclosing Hangar Row 3 to increase occupancy of vacant open hangars and to bring aircraft onto the airport from the enclosed hangar waiting list.
Last Action:	Rupert Engineering has completed 90% of plan set. We received one Cost estimate from Waters and Wood. Another meeting is scheduled for 7/14/14 to review plan set and make certain adjustments discovered during last meeting.
Discussion:	AMG will update AAB on outcome of 7/14 meeting and next steps. Current wait list is 12 waiting for hangars. AMG receives numerous inquiries per week regarding closed hangars.
Fiscal Impact:	AMG staff projects demand from the current waiting list for closed hangars that an addition \$345 per hangar per month (\$4,200 annually) could be realized for each hangar completed and \$5,175 per month (\$62,100 annually) at 100% occupancy. Strategy: As mentioned, this topic has been well discussed in various meeting and is identified in the updated (pending) Airport Master Plan Update being completed by Century West. A targeted outreach effort to bring new aircraft to the airport and not to compete with existing tenants will begin after approval.
Attachments:	Hard copy of drawings (provided at meeting) Initial proposal from Waters & Wood

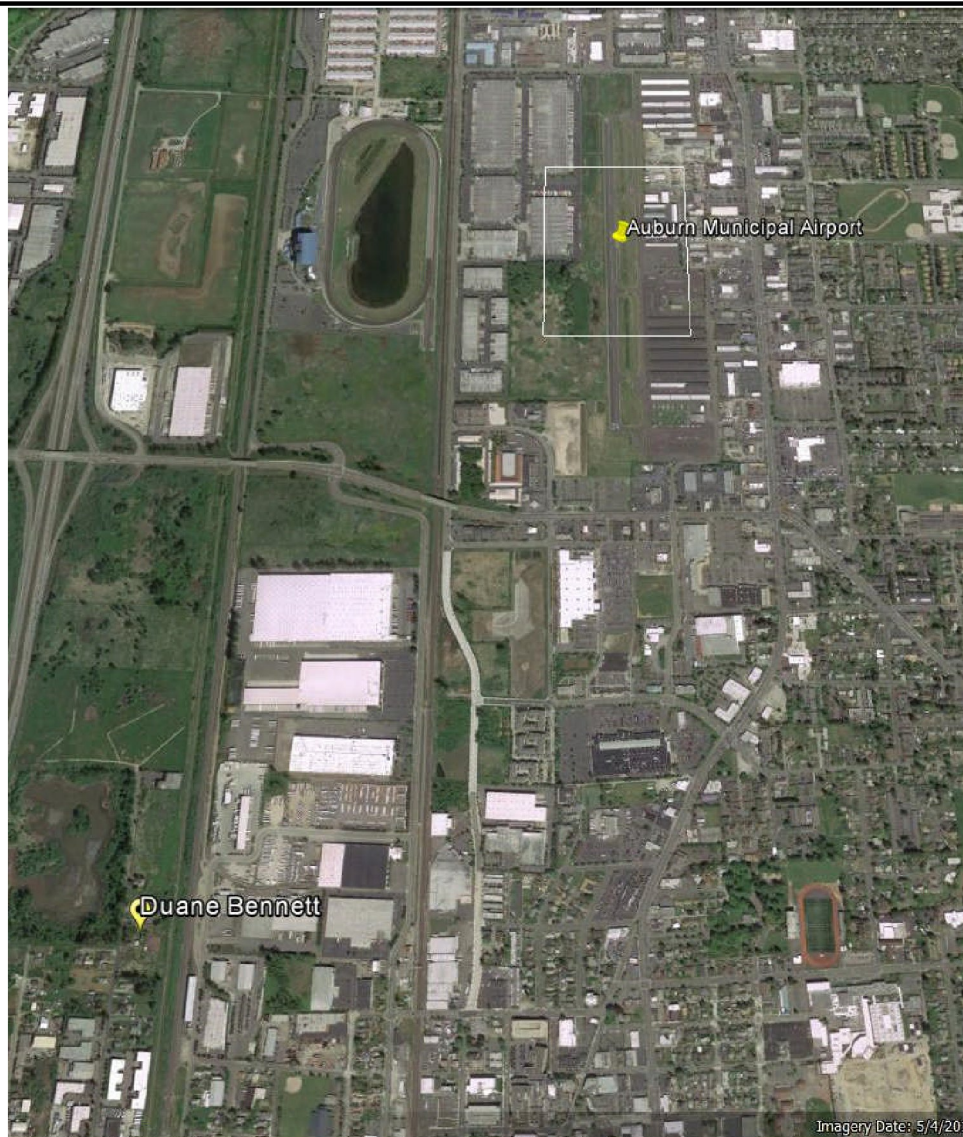
Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 8

Number of Complainants: 1

Location: 1 Mile SW of Airport



Auburn Airport

Airport Managers Report

Topic B: Occupancy Report

Type	Occupied	Percentage	Change
Open Hangar	58	68%	+1
Open Twin Hangar	4	67%	0
Row 9-10	40	100%	0
Row 2	14	100%	0
Tie Down	34	38%	-1
Storage Units	7	58%	0

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL PRICES

