

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: June 20, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1
Auburn WA 98001

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Danielle Butsick, Board Member
Wayne Osborne, Board Member
Sean Morrow, Board Member
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
John Hisey, Aviation Management Group, LLC
Members of the Public:
Doug Miller (Tenant/Spanaflight)
Justin Boyd (Tenant/Spanaflight)
Rock Snodgrass (Tenant/AHOA)
Ray Van Cleave (Tenant)
Cal Hunziker (AOPA/ASN)
Todd Chase (FCS Group)

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A. CALL THE MEETING TO ORDER:

Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Mark Kornei and Deanna Clark were both excused absences.

PUBLIC COMMENTS: NONE

D. PRESENTATIONS:

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. John Theisen introduced the New Board Members; Danielle Butsick, Wayne Osborne, and Sean Morrow. Each new member gave us a little background about themselves.
2. Ms. Gaub suggested that we move our AAB Meetings to City of Auburn Utility Building. The City will have enough room to accommodate all Members.
3. Ms. Gaub discussed the status of Airport Management. Ms. Gaub advised the City is waiting on approval from the Mayor along with the approval of the budget if taken into City operations. This will be discussed at August 13, 2018 Council Study Session.
4. Ms. Gaub advised, staff has proposed to revise the 2018 budget to address some additional work at the Airport that needs to be completed.
5. Ms. Gaub advised that the City continues working with the FAA and their consultant Century West for Runway Enhancement Project.
6. Ms. Gaub explained the Jet A Fuel will be a private partnership and staff are working on Operating Agreement. License Agreement with Cascade is complete.
7. Ms. Gaub discussed the Competitive Market Assessment & Long-Term Rate Study will be completed by September and October we will have final paperwork.
8. The Draft Capital Facilities Plan was reviewed. The Plan indicates in yearly order which projects are due for completion between 2019-2024. The Plan also shows the cost of each project.
9. Ms. Gaub reviewed the Airport tracking matrix.

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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:

August 15, 2018
October 17, 2018
December 19, 2018.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Chairperson adjourned the meeting at 9:00 a.m.

Prepared by:

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