

## **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 Pelloza, 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 23<sup>rd</sup> 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 23<sup>rd</sup> St., Auburn, WA 98002.**

**Adjournment of Meeting - 9:26 A.M.**

Respectfully submitted,

Aviation Management Group, LLC

On behalf of the City of Auburn