

Airport Advisory Board

June 17, 2015 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: May 27, 2015

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING
2. INTRODUCTION FROM LETTERS OF INTEREST FOR OPERATIONS AT AIRPORT
 - a) Classic Helicopters
 - b) Galvin Flight Training, LLC.
3. REVIEW OF MATRIX.....**TAB 1**

BOARD ACTION ITEMS:

NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

4. AGIS UPDATE
5. AIRPORT MANAGER'S REPORT.....**TAB 2**
 - A. Noise Complaints
 - B. Occupancy Report
 - C. Fuel Report
 - D. Airport Revenue Performance

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 – July 15, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – August 19, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR May 27, 2015

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters
John Thiesen
Robert Jones
Josh Clearman - absent

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative

VISITORS:

Bob Myers - tenant
Gary Miller - tenant
Rock Snodgrass – AHOA*

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: May 27, 2015

TIME: 7:30 A.M.

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

INTRODUCTIONS: Chairman Babcock introduced the visitors.

APPROVAL OF MINUTES: A motion was made and seconded to adopt the Advisory Board minutes of April 15, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENT FROM PREVIOUS MEETING - None

2. REVIEW OF MATRIX

Wildlife Hazard Assessment – Mr. Maiorca has completed scheduled training with the USDA Wildlife Services which will allow him to immediately remove wildlife interfering with aircraft in accordance with the Wildlife Hazard Management Plan.

Airport Asphalt Repair & Seal – Century West surveyed the areas of the airport requiring attention and updated the punch list. The City of Auburn used additional funding to seal the asphalt up to the hangar doors which was not included in the FAA funding. After the punch list is complete, the FAA will inspect the project.

Master Plan Update – After the ALP (Airport Layout Plan) is updated, it then needs to be signed by the City and FAA. This is the final step and ready for close out of the project.

Business Development – Cascade Helicopter Services is currently in the process of purchasing the Auburn Flight Service building. A 50 year land lease was requested by Cascade Helicopter Services and approved by City Council. Cornerstone Aviation and Galvin Flying located in the AFS building are looking to relocate on the field.

AMG is coordinating with City of Auburn Economic Development Manager, Doug Lein to host an aviation business open house at the airport office on Friday, June 26th, 2015, 10am-4pm.

Runway Enhancement – Mr. Garcia reports that he spoke with Carolyn Reed, Manager of Northwest Mountain Region, Seattle District Office, and discussed the runway enhancement. Ms. Reed understands the future goals of the Auburn Airport and as a reliever airport in the Puget Sound area.

Promotion Brochure – On hold

Row 3 Hangar Development – Construction of Row 3 enclosure is complete. A few repairs remain on punch list.

Airport Branding – On hold. Ms. Coleman will speak to Mr. Hursh regarding the status of the branding process.

Airport Events – The Auburn Airport will coordinate with the City of Auburn Parks for Auburn Days, August 14th. Mr. Garcia suggests a theme of "Planes, Trains and Automobiles", as well as static display of aircraft.

Hangar Art Work- City reported photos of the hangars are being reviewed by Auburn Arts Commission.

BOARD ACTION ITEMS: NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

3. AIRPORT MANAGER'S REPORT

Topic A: Noise Complaints

Number of complaints since last meeting: 11

Number of complainants: 2

Topic B: Occupancy Report

	Total/Occupied	Percentage	Change
Open Hangar	68/59	87%	0
Open Twin Hangar	6/4	67%	0
Row 9-10	40/40	100%	0
Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/8	47%	0

Topic C: Fuel Prices

Fuel price at Auburn \$5.12 credit and \$4.99 cash.

Topic D: Airport Revenue Performance – Report reviewed.

OPEN DISCUSSION:

SCHEDULE FOR UPCOMING MEETINGS:

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Regular Board Meeting – July 15, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING -9:13 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

* Auburn Hangars Owners Association

Last Revision Date:6/12/15

AIRPORT ADVISORY BOARD - PROJECT TRACKING WORKSHEET

Item #	LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	NEXT REVIEW DATE	EST. COMPL DATE	Est. COST
Projects								
21	Mead & Hunt /AMG	Wildlife Hazard Assessment/Management Plan	Wildlife Hazard Management Plan (WHMP) was delivered to FAA on 6/4/15 and awaiting approval.	After approval, project complete and AMG will begin implementing WHMP	12/2013	None	6/30/15	\$11,600 FAA 90% State 5% Airport 5%
25	CW/City/AMG	Airport Asphalt Repair & Seal	Punch list waiting to be completed	Requested Timeline from project manager	02/2014	7/15/15	6/30/15	\$765,721 FAA 74% State 3% Airport 23%
Business Development								
35	City/AMG	On-going Business	- AFS Building – AMG is assisting Cornerstone with relocation by 6/30/15. - City Econ Development and AMG have scheduled a business open house on 6/26. Post Cards are in the Mail, WAA has sent out email blast to all its' subscribers.		08/2014	Ongoing	Ongoing	N/A
37	City/CW	Development	Runway Enhancement	Environment Assessment scheduled for 2015	3/15/15	7/15/15	12/31/15	\$161,000 (90/5/5)
38	City/AMG	Brochure	General Airport Brochure will be printed by the city before business open house.		2/15/15	7/15/15	12/31/15	N/A
31	Century West	Row 3 Hangar Development	Substantially completed		02/2014	Ongoing	5/15/15	\$326,000 Airport Fund 100%
36	City/AMG	Airport Branding	Project will be handled by City of Auburn Multimedia Department.	Developing new brand for airport to include new logo and advertising.	06/2014	7/15/15	12/31/15	TBD
Other Items								
13 13A	Board Only	General Airport Events (Outreach)	Planning Spring/Summer Events with WPA	Auburn Days Coordinate with COA Parks & M. Hursh	01/2012	7/15/15	Ongoing	TBD
39	City Staff	Hangar End Art Work	Pictures were forwarded to City of Auburn Arts Commission for review and comment.	Waiting for response.	02/2015	Ongoing	TBD	\$0

Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 0

Number of Complainants: 0

Location:



Auburn Airport Airport Managers Report

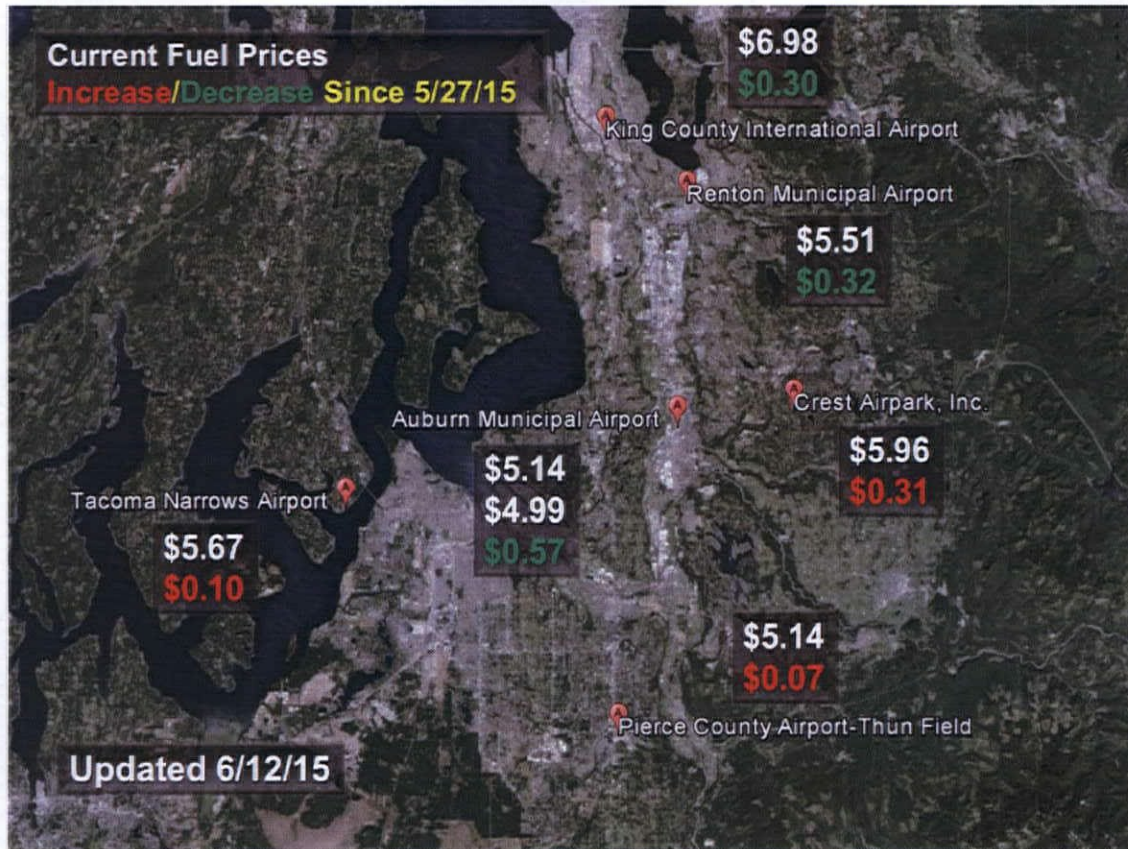
Topic B: Occupancy Report

Type	Total/Occupied	Percentage	Change
Open Hangar	62	91%	+3
Open Twin Hangar	5	83%	+1
Row 3	9	60%	+2
Row 9-10	39	98%	-1
Row 2	14	100%	0
Tie Down	33	37%	0
Storage Units	9	53%	+1

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL OPERATIONS



Auburn Airport Airport Managers Report

Topic D:

AIRPORT REVENUE PERFORMANCE

Provided at Meeting