

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR JUNE 17, 2015

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters
John Theisen
Robert Jones
Josh Clearman

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative
Josh Arndt, COA Property and Facilities Analyst

VISITORS:

Eric Lynn – Galvin Flight Training
Skip Moshner – Galvin Flight Training
Shane Mahoney – GRC WPA*
F. Gregory Baker – Classic Helicopters
Justin Heater – Cascade Helicopters
Peter Anderson – Galvin Flight Training

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: June 17, 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 May 27, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

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

2. INTRODUCTION FROM LETTERS OF INTEREST FOR OPERATIONS AT AIRPORT –

a. Mr. Greg Baker of Classic Helicopters addressed the AAB about his interest of relocating his company to the Auburn Airport from Boeing Field.

b. Mr. Skip Moshner, representing Galvin Flight Training, also expressed interest in relocating their satellite office from Auburn Flight Service to a different facility on the Auburn Airport since Auburn Flight Service has been sold.

3. REVIEW OF MATRIX

Wildlife Hazard Assessment – Waiting for FAA approval. Looking to close out by the end of the month.

Airport Asphalt Repair & Seal – No update.

On Going Business - The Auburn Flight Service building sale is scheduled to close on June 30th to Cascade Helicopter Services.

Master Plan Update – The Master plan has been approved. Ms. Coleman is waiting for a final report. Mr. Garcia asked if Century West could write an executive summary on Master Plan.

Business Development – A business open house is scheduled at the airport office on June 26th from 10 AM to 4 PM to view the business opportunities available. City of Auburn Economic Development representatives and Airport Operations representatives will be present to answer questions and give tours of the airport.

Runway Enhancement – Century West is completing a scope of work. Mr. Garcia has requested a timeline on the project from Century West.

Promotion Brochure – Mr. Garcia distributed an updated Auburn Municipal Airport brochure.

Row 3 Hangar Development – A few minor repairs will be completed by June 30th.

Airport Branding – An interim logo for the airport has been received, as shown on the new brochure.

Airport Events – The Washington Pilot Association, (Green River Chapter), will be serving a pancake breakfast at the Airport for Auburn Days. An airplane wash by The Green Tails (from Green River College Aviation Program) will be available for a small fee. Other activities for the day such as a Fly In, static display and a variety of lunch mobile wagons were also discussed. Mr. Garcia will send an email to Ms. Coleman regarding the Fly In. A suggestion was made to advertise the event in the General Aviation News.

Hangar Art Work- No update.

NEW BUSINESS

Mr. Theisen inquired about the contract for AMG. Ms. Coleman said there has been some discussion and will give an update next month.

A motion was made and seconded to leave #31 on matrix as Future Hangar Development.

BOARD ACTION ITEMS: NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

4. AGIS UPDATE – The Airport Geographic Instrumental System helps the FAA collect airport aeronautical data to meet demands of Next Gen Airspace System. WH Pacific has been gathering information about the airport which may be useful as a GPS tool to direct Puget Sound area air traffic in the future.

5. AIRPORT MANAGER'S REPORT

Topic A: Noise Complaints

Number of complaints since last meeting: 0 Number of complainants: 0

Topic B: Occupancy Report

TYPE	TOTAL/OCCUPIED	PERCENTAGE	CHANGE
Open Hangar	62/59	91%	+3
Open Twin Hangar	6/5	83%	+1
Row 3	14/9	60%	+2
Row 9 & 10	40/39	98%	-1
Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/9	53%	+1

Topic C: Fuel Prices

Fuel price at Auburn \$5.14 credit and \$4.99 cash.

Topic D: Airport Revenue Performance – Report reviewed.

OPEN DISCUSSION:

SCHEDULE FOR UPCOMING MEETINGS:

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

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

ADJOURNMENT OF MEETING – 9:35 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

* Green River Chapter Washington Pilots Association