

Auburn Airport Advisory Board Notes for May 28th, 2014

Board Members Present:

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

City Staff Present:

Shelley Coleman, Finance Director/Airport Supervisor
Bill Pelozo, City of Auburn, Councilmember

Visitors:

Rock Snodgrass- Airport tenant
Bob Myers – Airport tenant
Jim Flynn - WPA
Cal Hünziker - AOPA

Airport Management Present:

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

Meeting Date: May 28, 2014

Time: 7:30 A.M.

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

Public Comment: None

Approval of Minutes: A motion was made and seconded to adopt the Advisory Board minutes of April 23, 2014.

Presentations and Routine Reports:

1. Presentation from AMG on annual WAMA Conference-Mr. Garcia and Mr. Maiorca attended the Washington Airport Management Association Conference May 21-23, 2014. The conference was well attended by over 130 attendees from airport managers, airport staff, consultants, FAA staff and State Aviation staff.

FAA provided information why timely submissions for reimbursement are so critical and in the future how payments and closeouts of projects can affect grants for airports with poor ratings.

Auburn Airport is included in the NEXGEN program. A discussion followed about how NEXGEN will affect the Auburn Airport.

Mr. Garcia and Mr. Maiorca attended all sessions including branding and marketing the airport, pavement maintenance at small airports, 20:1 approach surface issues, managing airport real estate, implementing the industrial storm water permit, and wildlife hazard assessment.

2. Review of matrix- The matrix was reviewed. A suggestion was made to include the Auburn Municipal Airport in "Auburn Days", August 8, 9 and 10th. Mr. Garcia introduced his thought of a "planes, trains and automobiles" theme, as well as, inviting variety of food vendors.

Board Action Items:

3. None

Board Guidance and Information Items:

4. Update on Proposed Hangar Row 3 Enclosure Project- Mr. Garcia gave two cost proposals for the installation of metal sliding doors on row 3 open hangars. In an effort to move forward with the project, Ms. Coleman

asked that plans and specs be completed and sent to her by the next AAB meeting. Once plans are reviewed, recommendations will be made to the board.

5. Airport Manager's Report-

A. Noise Complaints: 15 complaints, one complainant

B. Occupancy Report

Type	Occupied	Percentage	Change
Open Hangar	55	65%	-5
Open Twin Hangar	5	83%	0
Row 9-10	40	100%	0
Row 2	14	100%	0
Tie Down	35	39%	0
Storage Units	7	58%	0

C. Review of First Quarter Working Capital: A copy of the Working Capital Report was given to each AAB member. After a brief discussion, Mr. Garcia offered to create a report that clarified the Airport finances. AAB members agreed that would be appreciated.

D. FAA 5010 Airport Inspection Report: Mr. Garcia and Mr. Maiorca reviewed the report and stated that the purpose of it was to update basic airport information in the 5010 Master Record, (such as relocation of the airport beacon).

Schedule for Upcoming Meetings: A motion was made and seconded that the start time for AAB meetings be 7:30 AM through October 2014.

The Board Chair and Airport Manager shall determine the agenda. Scheduled meetings of the Auburn Advisory Board are as follows:

- Regular Board Meeting – June 18, 2014 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St., Auburn, WA 98002.
- Regular Board Meeting – July 16, 2014, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St., Auburn, WA 98002.

Adjournment of Meeting - 9:08 A.M.

Respectfully submitted,

Aviation Management Group, LLC

On behalf of the City of Auburn