



Airport Advisory Board

May 27, 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: April 15, 2015

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING
2. REVIEW OF MATRIX.....**TAB 1**

BOARD ACTION ITEMS:

NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

2. 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 – June 17, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – July 15, 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 April 15, 2015

BOARD MEMBERS PRESENT:

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

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Michael Hursh – Director of Administration, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative

VISITORS:

Bob Myers - tenant
Shane Mahoney – WPA GRC*
Gary Miller - tenant
Rock Snodgrass – AHOA**

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: April 15, 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 March 18, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENT FROM PREVIOUS MEETING -

2. REVIEW OF MATRIX

Wildlife Hazard Assessment – AMG has received a depredation permit and has scheduled training with the USDA Wildlife Services. After the Wildlife Hazard Management Plan is complete Mead & Hunt will submit to the FAA for review.

Airport Asphalt Repair & Seal – Century West completed a walk around the airport to check areas of concern and update the punch list. A change order was approved by the FAA to include taxiway striping which was not included in the original proposal. AMG has used the FOD boss to aid in cleaning the asphalt when needed. Mr. Garcia contacted the Port of Shelton regarding asphalt cracking; they also reported problems with cracking after their asphalt 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 – A meeting between Mr. Kopp and Cascade Helicopter Services is set for today regarding the purchase of the Auburn Flight Service Building.

Runway Enhancement – After the Environmental Assessment is complete, the next step for the Runway Enhancement is design/scope of work and bidding process for construction in 2017.

Promotion Brochure – A draft of an airport brochure, created by Stefanni Becker, COA Multimedia Design Technician, was shown to the AAB. A suggestion was made to add the City of Auburn logo on the front of the brochure. The brochure could be distributed by the Chamber of Commerce and Washington Pilots Association.

Row 3 Hangar Development – Doors for the hangars have been delivered. A target date of April 30th is set for completion. In accordance with the fire department specifications, a monitored fire system will be installed.

Airport Branding – Discussion of Airport branding included Mr. Hursh suggesting that this item should move forward and be included with the City’s branding and marketing through the City’s Multimedia Department.

Airport Events – Shane Mahoney reported a pancake breakfast sponsored Washington Pilots Association, Green River Chapter, will be served Saturday, April 18th, 8am-11am. An airplane wash by the Green Tails, aviation students of GRC, will be done concurrently.

Hangar Art Work- Mr. Hursh will follow up with the City Arts Commission regarding painting on the end of the airport hangars on E street.

BOARD ACTION ITEMS: NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

3. AIRPORT MANAGER’S REPORT

Topic A: Noise Complaints

Number of complaints since last meeting: 10

Number of complainants: 2

Topic B: Occupancy Report

	Total/Occupied	Percentage	Change
Open Hangar	68/59	87%	-1
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 \$4.97 credit and \$4.85 cash.

Topic D: Airport Revenue Performance – Report reviewed.

OPEN DISCUSSION:

SCHEDULE FOR UPCOMING MEETINGS:

Regular Board Meeting – May 27, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

Regular Board Meeting – June 17, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING -8:57 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Washington Pilots Association, Green River Chapter

** Auburn Hangars Owners Association

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	First draft of Wildlife Hazard Management Plan (WHMP) was received and returned to Mead Hunt with comments and edits.	Mead & Hunt will complete the WHMP and deliver the final draft for FAA approval.	12/2013	6/17/15	6/30/15	\$11,600 FAA 90% State 5% Airport 5%
25	CW/City/AMG	Airport Asphalt Repair & Seal	Century West (CW) submitted punch list items to contractor. Additional report was submitted by CW on concerns of project work. (attached)	Century West to schedule work to be completed.	02/2014	6/17/15	6/30/15	\$765,721 FAA 74% State 3% Airport 23%
11	City Staff/ CW/AMG	Airport Master Plan Mid-Term Update	At FAA for internal review. CW is waiting for final confirmation from FAA on changes made per FAA request.	After confirmation, final documents will be submitted to city and FAA for signature.	11/2012	6/17/15	6/30/15	\$225,000 (90/5/5)
Business Development								
35	City/AMG	On-going Business	- AFS Building – AFS Building Sold to Cascade Helicopter Services. - City Econ Development and AMG planning a business open house to showcase the airport opportunities to local aviation businesses 6/26.	- Cornerstone Aviation plans to move to another part of the Airport temporarily. AMG is assisting Cornerstone with relocation by 6/30/15. AMG is working with City Economic Development for long term solution. - Invitation list to be compiled by City Econ Development	08/2014	Ongoing	Ongoing	N/A
37	City/CW	Development	Runway Enhancement	Environment Assessment scheduled for 2015	3/15/15	6/17/15	12/31/15	\$161,000 (90/5/5)
38	AMG	Brochure	Airport Brochure is on hold for branding.	See item 36	2/15/15	6/17/15	12/31/15	N/A
31	Century West	Row 3 Hangar Development	Contractor is addressing punch list items. Tenants have begun moving into hangars that are ready.		02/2014	Ongoing	5/15/15	\$357,000 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	06/17/15	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	6/17/15	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

From: W. Matt Rogers [<mailto:WRogers@CenturyWest.com>]
Sent: Tuesday, May 12, 2015 11:45 AM
To: Shelley Coleman
Subject: Slurry Seal Questions

Hi Shelley,

Per our conversation regarding the issues with the slurry seal, we have the following comments:

Slurry seal coats are intended to provide surface protection and increased skid resistance to existing paved surfaces. The slurry seal material is essentially made up of asphalt emulsion (water based) and aggregate (with a range of grain sizes). The material is blended together as it leaves the truck and is poured into a spreader box that is towed behind the truck. Blending and mixing of these materials is not an exact science and therefore does not always provide a completely homogenous surface. Some variations in appearance are normal and cannot be avoided. Variations do not necessarily mean that the work done by the contractor is substandard.

The slurry seal coat is very thin and does not have the strength to inhibit cracks in the existing asphalt from propagating up through the slurry seal. There has been some question as to how quickly the cracks have reappeared and there is no science behind the timing. There are many cracks that are probably still yet to appear. Many of these cracks would even propagate back through a thicker section of asphalt if a full overlay would have been feasible. Asphalt is a flexible pavement that is very much affected by temperature changes which causes the cracking. A project of this type will not preclude weeds from growing in cracks and it would be expected that routine maintenance of the pavement would include periodic spraying for weeds. Weeds will return, the speed of which is generally affected by the weather and surrounding vegetation.

The funding of the project would not allow for the repair of every crack in the asphalt. At the beginning of the project we had to do a triage of the pavement and determine the worst of the areas to be repaired and the worst cracks to be repaired. There simply was not enough money available to tackle every problem area with this project.

As we discussed today, concerns related to cracking, consistency of surfacing, and tire wear are consistent issues that come up. We have found that as the pavements are used, these issues diminish.

Please let me know if you have additional questions or concerns.

Thanks,

Matt



Matt Rogers, PE
Business Development & Marketing Manager | Vice President
Bend Office: 1020 SW Emkay Drive, #100 Bend, OR 97702
541.322.8962
www.centurywest.com

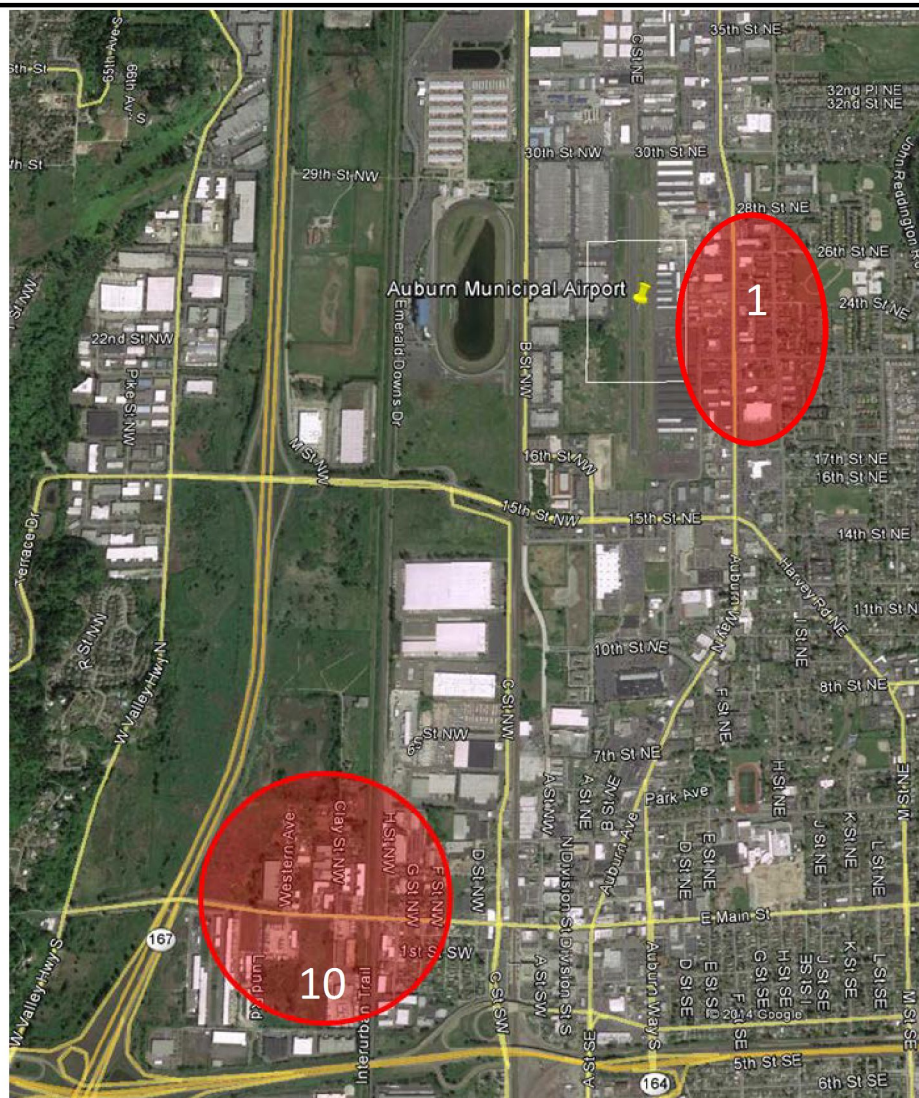
Auburn Airport Airport Managers Report

Topic A: NOISE COMPLAINTS

Number of Complaints Since Last Meeting: 11

Number of Complainants: 2

Location: (10)-1 Mile SW of Airport; (1)- <1SM E of Airport



Auburn Airport

Airport Managers Report

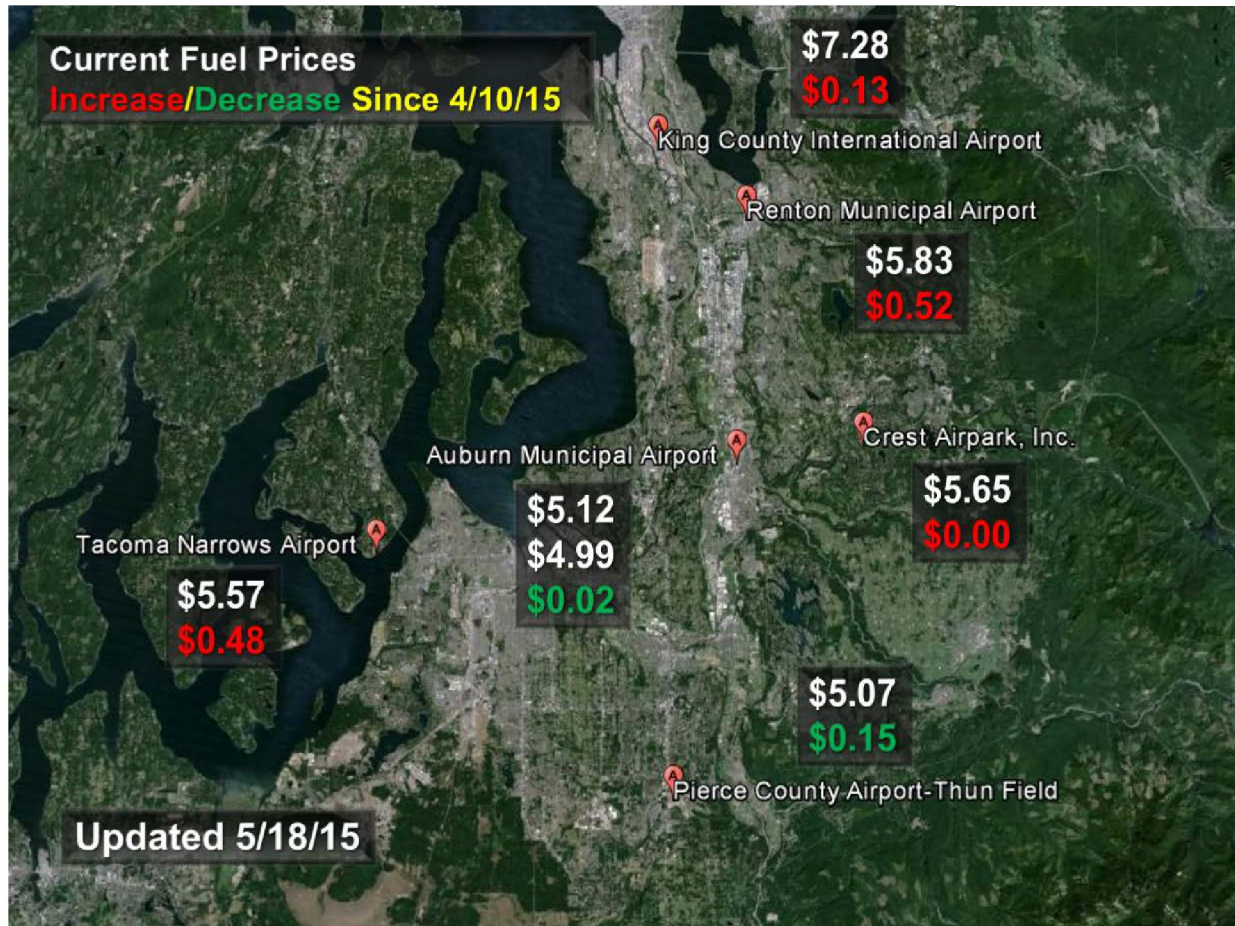
Topic B: Occupancy Report

Type	Total/Occupied	Percentage	Change
Open Hangar	68/59	87%	0
Open Twin Hangar	6/4	67%	0
Enclosed Row 9-10	40/40	100%	0
Enclosed Row 2	14/14	100%	0
Enclosed Row 3	7/17	41%	+7
Tie Down	89/33	37%	0
Storage Units	17/8	47%	0

Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL OPERATIONS



Auburn Airport Airport Managers Report

Topic C:

REVIEW FUEL OPERATIONS

First Quarter 2015			
Gallons Pump	13,737.34		
Income	1st Quarter	% of Sales	Av. Per Gal
Fuel Income	\$ 58,778.62		4.2787
Cost of Fuel	\$ 50,332.22	85.63%	3.6639
Gross Profit	\$ 8,446.40	14.37%	0.6148
Expenses			
Credit Card Discount	\$ 1,065.27	1.81%	0.0775
Fuel Maintenance	\$ 531.57	0.90%	0.0387
Tax Expense			
Jan-15	\$ 46.02	0.08%	0.0033
Feb-15	\$ 54.48	0.09%	0.0040
Mar-15	\$ 81.59	0.14%	0.0059
Insurance (\$408.95/ mo)	\$ 1,226.85	2.09%	0.0893
Total Expenses	\$ 3,005.78	5.11%	0.2188
Net	\$ 5,440.62	9.26%	0.3960
50/50 Split	\$ 2,720.31	4.63%	0.1980

Auburn Airport Airport Managers Report

Topic D: AIRPORT REVENUE PERFORMANCE

**City of Auburn
Working Capital Statement
Fund 435- Airport
March 2015**

				NOTE: Positive is Favorable		
	BUDGET	MONTHLY ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO YTD BUDGET	PERCENT OF YTD BUDGET
Airport Security Service	15,500	1,320	3,875	4,040	165	104.3%
Property Leases	213,600	16,937	53,400	51,090	(2,310)	95.7%
Tiedown & Hangar Rent	450,000	36,545	112,500	110,888	(1,612)	98.6%
Other	12,000	0	3,000	0	(3,000)	0.0%
Total Operating Revenue	691,100	54,802	172,775	166,018	(6,757)	96.1%
Salaries & Wages	25,481	2,143	6,370	7,143	(772)	112.1%
Benefits	9,789	805	2,447	2,469	(22)	100.9%
Supplies	2,000	0	500	0	500	0.0%
Other Service Charges	453,000	39,039	113,250	109,012	4,238	96.3%
Depreciation	413,700	38,771	103,425	121,642	(18,217)	117.6%
Total Operating Expenses	903,970	80,759	225,993	240,266	(14,273)	106.3%
Operating Income or Loss	(212,870)	(25,957)	(53,218)	(74,247)	(21,030)	139.5%
Interest Revenue	1,000	107	250	307	57	122.9%
Miscellaneous Revenue	500	100	125	(5,737)	(5,862)	-4589.5%
Debt Service Interest	(41,613)	0	(10,403)	0	(10,403)	0.0%
Total Non-operating Revenues (Expenses)	(40,113)	207	(10,028)	(5,430)	(16,208)	54.1%
Net Income or (Loss)	(252,983)	(25,749)	(63,246)	(79,677)	(16,431)	126.0%
Depreciation	413,700	38,771	103,425	121,642	18,217	117.6%
Total Items Not Affecting Working Capital	413,700	38,771	103,425	121,642	18,217	117.6%
Net Working Capital from Operations	160,717	13,022	40,179	41,965	1,786	104.4%
Operating Transfers In	0	0	0	0	0	
Increase In Contributions - FAA	348,413	0	87,103	0	(87,103)	0.0%
Increase In Contributions - Other Governments	19,356	0	4,839	0	(4,839)	0.0%
Increase In Contributions - Other Funds	0	0	0	0	0	
Increase In Restricted Net Assets	0	(722)	0	(341)	(341)	
Increase In Compensated Absences	0	0	0	0	0	
Increase In Deferred Credits	0	16,372	0	15,899	15,899	
Total Resources Other Than Operations	367,769	15,650	91,942	15,558	(76,384)	16.9%
Net Change In Restricted Net Assets	0	(134)	0	(1,037)	1,037	
Increase In Fixed Assets - Construction	784,125	112,010	196,031	165,401	30,630	84.4%
Interfund Loan Repayment (Hangar Project)	0	0	0	0	0	
Debt Service Principal	135,000	0	33,750	0	33,750	0.0%
Total Uses Other Than Operations	919,125	111,876	229,781	164,364	65,417	71.5%
Net Change In Working Capital	(390,639)	(83,204)	(97,660)	(106,842)	(9,182)	109.4%
Working Capital, Beginning of Year	682,748	682,748	682,748	556,938	125,810	81.6%
Working Capital, End of Period	292,109	599,544	585,088	450,096	116,629	76.9%
Net Change In Working Capital	(390,639)	(83,204)	(97,660)	(106,842)	(9,182)	109.4%

Auburn Airport Airport Managers Report

Topic D: AIRPORT REVENUE PERFORMANCE

City of Auburn
Working Capital Statement
Fund 435- Airport
December w/Period 13 2014

					NOTE: Positive is Favorable	
	BUDGET	MONTHLY ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO YTD BUDGET	PERCENT OF YTD BUDGET
Airport Security Service	15,000	1,368	15,000	16,243	1,243	108.3%
Property Leases	203,000	20,103	203,000	198,259	(8,741)	98.7%
Tiedown & Hangar Rent	380,000	37,076	380,000	433,008	53,008	113.9%
Other	12,000	2,774	12,000	13,027	1,027	108.6%
Total Operating Revenue	610,000	61,321	610,000	658,537	48,537	108.0%
Salaries & Wages	20,024	1,711	20,024	21,175	(1,150)	105.7%
Benefits	6,839	902	6,839	7,227	(388)	105.7%
Supplies	2,000	0	2,000	112	1,888	5.6%
Other Service Charges	449,840	39,922	449,840	440,564	9,276	97.9%
Depreciation	416,800	33,474	416,800	401,684	15,116	96.4%
Total Operating Expenses	895,504	76,009	895,504	870,763	24,741	97.2%
Operating Income or Loss	(285,504)	(14,688)	(285,504)	(212,226)	73,278	74.3%
Interest Revenue	1,500	81	1,500	906	(594)	60.4%
Miscellaneous Revenue	500	5,397	500	4,081	3,581	816.1%
Debt Service Interest	(41,675)	(4,938)	(41,675)	(48,613)	4,938	111.8%
Total Non-operating Revenues (Expenses)	(39,675)	540	(39,675)	(41,626)	7,925	104.9%
Net Income or (Loss)	(325,179)	(14,148)	(325,179)	(253,851)	71,327	78.1%
Depreciation	416,800	33,474	416,800	401,684	(15,116)	96.4%
Total Items Not Affecting Working Capital	416,800	33,474	416,800	401,684	(15,116)	96.4%
Net Working Capital from Operations	91,621	19,326	91,621	147,832	56,211	161.4%
Operating Transfers In	200,000	(200,000)	200,000	0	(200,000)	0.0%
Increase in Contributions - FAA	805,719	21,943	805,719	564,833	(240,886)	70.1%
Increase in Contributions - Other Governments	38,262	1,083	38,262	32,699	(5,563)	85.5%
Increase in Contributions - Other Funds	0	200,000	0	200,000	200,000	
Increase in Restricted Net Assets	0	(1,090)	0	(587)	(587)	
Increase in Compensated Absences	0	343	0	343	343	
Increase in Deferred Credits	0	(1,565)	0	0	0	
Total Resources Other Than Operations	1,043,981	20,713	1,043,981	797,288	(246,693)	76.4%
Net Change in Restricted Net Assets	0	327,300	0	205,759	(205,759)	
Increase in Fixed Assets - Construction	1,390,745	18,943	1,390,745	858,708	(532,037)	61.7%
Interfund Loan Repayment (Hangar Project)	0	0	0	0	0	
Debt Service Principal	125,000	0	125,000	125,000	0	0.0%
Total Uses Other Than Operations	1,515,745	346,243	1,515,745	1,189,467	326,278	78.5%
Net Change in Working Capital	(380,143)	(306,204)	(380,143)	(244,346)	135,796	64.3%
Working Capital, Beginning of Year	801,284	801,284	801,284	801,284	0	100.0%
Working Capital, End of Period	421,141	495,080	421,141	556,938	135,796	132.2%
Net Change in Working Capital	(380,143)	(306,204)	(380,143)	(244,346)	135,796	64.3%

TAB 2 - Airport Managers Report May 2015