

Auburn Airport Advisory Board Notes for April 23, 2014

Board Members Present:

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

City Staff Present:

Shelley Coleman, Finance Director/Airport Supervisor
Bill Pelosa, City of Auburn, Councilmember
Ron Tiedeman – IS Director

Visitors:

Yvonne Huang - GRCC
Bob Myers – Airport tenant
Jim Flynn - WPA
Rock Snodgrass- Airport tenant

Airport Management Present:

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

Meeting Date: April 23, 2014

Time: 8:00 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 March 19, 2014.

Presentations and Routine Reports:

1. **Presentation from City on status of internet and phone infrastructure at airport-** Mr. Tiedeman, City of Auburn IT Director, presented a proposal for upgrading the current aged system using CenturyLink or Comcast. In review of the two proposals, the CenturyLink option would give the needed infrastructure and Comcast could not. Project cost and construction time was also reviewed. The upgrade could be beneficial to other airport tenants that want faster internet.

2. **Proposed new layout for agenda and matrix** –Mr. Garcia distributed a new proposed agenda and matrix, which would allow for questions to be answered prior to the next AAB meeting, making the Advisory Board meeting time more efficient. A motion was made and seconded to accept the new agenda and matrix as proposed.

3. **Review of matrix-** The matrix was reviewed.

Board Action Items:

4. **Moving the May AAB Meeting to May 28th at 8:00 AM-** Mr. Garcia and Mr. Maiorca will be attending the Washington Airport Managers meeting in eastern Washington, and requested the AAB meeting date be changed since they will be sharing vital information obtained at the conference. A motion was made and seconded to change the meeting date to May 28th.

Board Guidance and information items:

5. **Review of Proposed Hangar Row 3 Enclosure Project-** A suggestion was made to contact Glen Martin of GRCC regarding construction and cost of hangar door installation. Mr. Maiorca will obtain three bids for this project by the next AAB meeting, which will include: schedule of work, cost and plans for the project. Ms. Coleman added that a budget amendment would be needed for this project.

6. Master Plan-FAA Meeting Review and Discussion-The master plan draft was reviewed on April 4th and will be submitted to the City before submitting to the FAA.

7. Airport Manager's Report-No report this meeting.

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 – May 28th, 2014 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St., Auburn, WA 98002.**
- **Regular Board Meeting – June 18, 2014, 8:00 AM: Auburn Airport Office Conference Room 1, 506 23rd St., Auburn, WA 98002.**

Adjournment of Meeting - 9:38 A.M.

Respectfully submitted,

Airport Management Group, LLC

On behalf of the City of Auburn

The next AAB meeting is May 28, 2014