



**Airport Advisory Board
Regular Meeting
April 21, 2021, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

A. VIRTUAL PARTICIPATION:

The Auburn Airport Advisory Board Meeting scheduled for Wednesday, April 21, 2021 at 7:30 a.m. will be held virtually and telephonically. To attend the meeting virtually please click the below link, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and Stay Safe-Stay Healthy, the City of Auburn is holding public meetings virtually at this time.

City of Auburn Resolution No. 5581, designates City of Auburn meeting locations for all Regular, Special and Study Session Meetings of the City Council and of the Committees, Boards and Commissions of the City as Virtual Locations.

The link to the Virtual Meeting or phone number to listen to the Advisory Board Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device.

<https://zoom.us/j/96446881989>

Or join by phone:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 964 4688 1989

B. CALL THE MEETING TO ORDER/ROLL CALL

C. PUBLIC COMMENT:

Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:

City of Auburn

Attn: Angela Klein, Airport Administrative Assistant

2143 E St NE Suite

Auburn, WA 98002

Email comments to:

aklein@auburnwa.gov

D. APPROVAL OF MINUTES:

1. FEBRUARY 17, 2021 REGULAR MEETING

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS: Please note that no action will be taken on Board discussion items.

1. BROADBAND (5 MIN)
2. AIRPORT BUDGET (5 MIN)
3. AIRPORT BOARD RULES AND PROCEDURE (10 MIN)
4. AIRPORT CODE CHANGES (15 MIN)
5. 2021 CAPITAL PROJECT STATUS – FAA CIP LETTER (5 MIN)
6. TRACKING MATRIX (GENERAL BUSINESS)(5 MIN)

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT (5 MIN)
2. AIRPORT MAINTENANCE REPORT (5 MIN)

H. PRESENTATIONS: Airport 101

I. SCHEDULE FOR UPCOMING MEETINGS: Scheduled meetings of the Auburn Advisory Board are as follows*:

2021 Regular Meeting Schedule:

August 18

October 20

December 15

Unless otherwise noted and advertised, all meetings will start at 7:30 a.m. and will take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

*Please note that subject to advanced public noticing the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

J. ADJOURNMENT OF MEETING

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: February 17, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:	
Deanna Clark, Chairperson	
Danielle Butsick, Vice Chair	
Wayne Osborne, Board Member	
Sean Morrow, Board Member	
Joe Nessel, Board Member	
Dennis Decoteau, Board Member	
Andrea Prasse, Board Member	
City Staff:	
Ingrid Gaub, Public Works Director	
Tim Mensonides, Auburn Airport Manager	
Angela Klein, Auburn Airport Office Assistant	
Ryan Hubbard, Auburn Airport Operations Technician	
Alexandria Teague, Planner II	

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll. All members were present.

B. PUBLIC COMMENTS: There were no public comments for this meeting.

C. APPROVAL OF MINUTES: A motion was made by Board Member Osborne and seconded by Board Member Butsick to approve the December 16, 2020 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 7-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. AIRPORT ZONING & CODE UPDATE

Manager Mensonides introduced Alexandria Teague, Planner II in community development for the City of Auburn. Teague presented an update on the airport zoning code that included adopted text amendments and the current short and long-term vision within the city, citing that the former plan had not kept pace with changes around the airport. A new airport overlay and boundaries section, code for height limitations, trees and structures, and the land and uses sections are being revised or added to help protect the airport. Safety, noise, airspace protection and use will be considered for compatibility in land uses and operations. Teague also mentioned moving responsibility from the city and airport to business owners for lighting and tree requirements. Regulations and code are currently in a drafting phase. General discussion followed with input from Board Members Osborne, Morrow, Nessel and Butsick regarding current general aviation and passenger service verbiage with all but Board Member Osborne stating their comfort with the current language. Board Member Butsick also asked for clarification on tree code and traffic patterns which Teague and Manager Mensonides answered.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

2. ANNUAL REVIEW OF AIRPORT MARKETING FOCUS

Manager Mensonides shared the annual marketing focus that includes expanding avionics and looking for restaurant opportunities. He said he would like to add a pilot supply store and full-service fixed base operator (FBO). He spoke of the new box hangars scheduled to begin construction this year and how that will increase available space for businesses at the airport. The upcoming displacements at Boeing Field and other airports are also expected to have an impact on new business development. Mensonides then solicited feedback from the Board regarding businesses they'd like to see solicited. Board Member Butsick advised maintaining and growing the businesses we currently have at the airport first and recruiting outside businesses second.

3. AIRPORT BOARD RULES OF PROCEDURE

Director Gaub shared the history regarding the Airport Board Rules of Procedure and their help in understanding and managing expectations during meetings. Along with basic rules, procedures, and the board member and officers section, the addition of a vice chair position, the timing of adding new officers, absenteeism and the conditions of and procedure for removing a board member were shared by Gaub and discussed by the board. Preferences were given for moving the vote to add officers to the first meeting of each year rather than the last and removing board members following two unexcused absences in a calendar year. The following were also mentioned: disruptions during meetings, voting, conflict of interest, and composition of the board. Director Gaub will make changes based on board feedback, consult with the legal department and bring final rules of procedure to the board in April for a vote. Director Gaub also recommended asking the board to consider whether or not they would allow virtual participation for future in-person meetings.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. 2021 CAPITAL PROJECT STATUS

Manager Mensonides shared the capital project and board tracking matrix and shared the statuses and updates for each project item. Current projects include property acquisition, runway enhancement project, night restrictions, annual maintenance and repair (crack sealing, primarily), west side preliminary environmental permitting, updating city code, airport zoning, AAB procedures, airport marketing focus, wayfinding improvements, airport broadband service, the updating of airport rules and regulations as well as airport minimum standards, and annual tasks.

5. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT

Office Assistant Klein shared current statistics for the airport's tenant occupancy rate, fuel sales and the current wait list for hangars which numbered over 100. Manager Mensonides shared with the Board recent complaints, an update on the development and construction set to begin late spring in the southeast portion of the airport, and information on upcoming internship and seasonal maintenance positions. Discussion regarding the anticipated construction and development followed, including specifics of taxation, anticipated revenue and the lease agreement with the developer. Hangars are expected to be completed by year's end 2021. Manager Mensonides also shared updates on the bench and mural program and is working with the City of Auburn Parks Department to move the project forward. He then shared the possibility of closing the hangar wait list for enclosed hangars due to high demand, the schedule for Airport Tenant Day, August 7, 2021, and the cancellation of Auburn Airport Day due to COVID. An updated amenities map has also been placed at key locations around the airport.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

2. AIRPORT MAINTENANCE REPORT

Technician Hubbard shared the addition of a FOD Boss sweeper to help with clean-up efforts around the airport, an update on the implementation of the snow-and-ice plan due to recent snow and how well it went, the operations tracking report that's in a testing phase, and the memorial shadowbox he created to honor Dick Scobee that now hangs in the airport office. Hubbard also gave an update on upcoming plans to upgrade the plaque and lighting at the airport office entrance and an update on apparel that was ordered with the Auburn Municipal Airport logo to offer to tenants for purchase.

6. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

April 21, 2021
August 18, 2021
October 20, 2021
December 15, 2021

I. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 9:04 a.m.

APPROVED this 21st day of April, 2021

Angela Klein, Board Secretary

OPERATING & CAPITAL FUNDS					
	AIRPORT				
	2020 Budget	2020 YE Actual	Variance	2021 Budget	2022 Budget
OPERATING FUND:					
OPERATING REVENUES					
Charges For Service	1,378,000	1,428,976	50,976	1,458,000	1,492,700
Grants	70,000	69,000	(1,000)	-	-
Interest Earnings	7,800	5,471	(2,329)	12,800	10,400
Rents, Leases, Concessions, & Other	6,100	14,593	8,493	4,000	4,000
TOTAL OPERATING REVENUES	1,461,900	1,518,039	56,139	1,474,800	1,507,100
OPERATING EXPENSES					
Salaries & Wages	232,843	214,016	18,827	249,471	259,083
Benefits	167,008	106,253	60,755	119,725	120,864
Supplies	307,000	337,904	(30,904)	362,000	368,000
Other Service Charges	213,800	209,350	4,450	267,800	279,200
Debt Service Interest	100	34	66	251,400	203,200
Interfund Operating Rentals & Supplies	46,100	46,100	(0)	110,600	115,400
TOTAL OPERATING EXPENSES	966,851	913,657	53,194	1,360,996	1,345,747
OPERATING REVENUES LESS EXPENSES BEFORE DEPRECIATION	495,049	604,382	109,333	113,804	161,353
NON-OPERATING REVENUES					
Revenue Bond Proceeds				3,810,900	-
NON-OPERATING EXPENSES					
Transfer to Capital Subfund	355,400	220,386		3,000,000	1,400,000
Debt Service Principal	-	-	-	126,700	133,100
Net Change in Restricted Net Assets	-	(91,804)	(91,804)	-	-
Interfund Loan Repayment	12,200	11,627	573	-	-
Other Non-Operating Expenses					
BEGINNING WORKING CAPITAL - January 1	634,377	634,377	-	810,777	1,608,781
ENDING WORKING CAPITAL - December 31	761,826	1,098,551	336,725	1,608,781	237,034
NET CHANGE IN WORKING CAPITAL	127,449	464,174	336,725	798,004	(1,371,747)
CAPITAL FUND:					
CAPITAL REVENUES					
Interest Revenue	200	1,696	1,496	200	200
Contributions	165,000	52,000	(113,000)	-	22,220
Other Non-Operating Revenue	-	-	-	-	25,000
Increase In Contributions - FAA	3,812,598	2,784,718	(1,027,880)	-	400,000
Transfers In from Operating Sub-Fund	355,400	220,386	(135,014)	3,000,000	1,400,000
Transfer In from Other Funds	-	-	-	-	-
TOTAL CAPITAL REVENUES	4,333,198	3,058,801	(1,274,397)	3,000,200	1,847,420
CAPITAL EXPENSES					
Other Non-Operating Expense	-	-	-	-	-
Increase In Fixed Assets - Salaries	4,300	76	4,224	-	-
Increase In Fixed Assets - Benefits	1,700	24	1,676	-	-
Increase In Fixed Assets - Services	100	-	100	100	100
Increase In Fixed Assets - Construction	4,650,290	3,393,878	1,256,412	2,891,500	1,780,340
Operating Transfers Out	25,000	-	25,000	-	-
TOTAL CAPITAL EXPENSES	4,681,390	3,393,979	1,287,411	2,891,600	1,780,440
BEGINNING WORKING CAPITAL - January 1	429,841	429,841	-	20,557	129,157
ENDING WORKING CAPITAL - December 31	81,649	94,663	13,014	129,157	196,137
NET CHANGE IN WORKING CAPITAL	(348,192)	(335,178)	13,014	108,600	66,980
Total Change in Working Capital	(220,743)	128,996	349,739	906,604	(1,304,767)
(*) Depreciation	519,700	427,175		434,700	443,400
Working Capital = Current Assets minus Current Liabilities					



Federal Aviation Administration

Memorandum

Date: 3/5/2021

To: Auburn Municipal Airport

From: Jacob Hamilton

Subject: 2022-2026 CIP

The development of a solid Capital Improvement Plan (CIP) is important to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective. The summary below represents the plan the FAA will move forward with at this time. The table below represents the projects that we intend to move forward with at this time; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year.

Auburn Municipal Airport
5-YEAR PROJECTS & PLANNED FUNDING

Year#	Project Name	NPE*	ST/DI	Total
2022	Runway/Taxiway Rehab (PH 1) – Design	\$400,000	\$0/\$0	\$400,000
2023	Runway/Taxiway Rehab (PH 2) – Construction	\$150,000	\$0/\$2,650,000	\$2,800,000
2024	AWOS, Beacon, and Emergency Generator (PH 1) - Design	\$100,000	\$0/\$0	\$100,000
2025	AWOS, Beacon, and Emergency Generator (PH 2) - Construction	\$200,000	\$700,000/\$0	\$900,000
2026	Carry Over	\$0	\$0/\$0	\$0

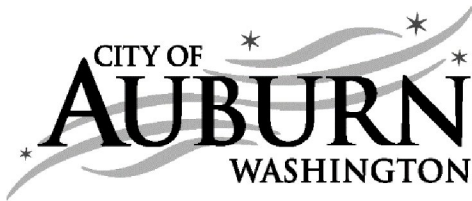
Projects originally planned for FY2021 that have been postponed are not addressed in this memo. If you plan to move a FY2021 project into FY2022 for a grant, please talk to your project manager.

*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated as follows; the lesser of \$150,000 or 1/5 of an airport's 5-year development cost.

For reference non primary entitlements balance prior to any FY2021 funding actions are listed below.

(2018 Expiring)	FY 2018	\$0
	FY 2019	\$0
	FY 2020	\$119,090
	FY 2021	\$150,000
	TOTAL	\$269,090

Your project manager is Jacob Hamilton, (206)-231-4246, Jacob.Hamilton@faa.gov please contact him with any questions, comments or concerns.



Memorandum

To: Airport Advisory Board
From: Ingrid Gaub, Director of Public Works
Cc: Tim Mensonides, Airport Manager
Date: April 2, 2021
Re: AGENDA ITEM F3 – AIRPORT BOARD RULES OF PROCEDURE

One of our 2021 Work Plan items is the development of the Airport Board specific Rules of Procedure that govern how the Airport Board functions and runs their meetings. Currently, the only specific rules in place are what is written in City Code which does not cover all aspects of how the board should function and run their meetings.

Attached you will find a revised draft of the Rules of Procedure incorporating the concerns and changes identified by the Board at the February meeting and incorporating the City Attorney's review. Because some of these items require changes to the current City Code, staff suggests adoption of these procedures following the revision of the City Code by the Council. It is anticipated that the proposed Code Revisions (Item F4 on your Agenda) will go through the council approval process in May.



**CITY OF AUBURN
AIRPORT ADVISORY BOARD
RULES OF PROCEDURE**

ADOPTED XXXX XX, 2021

**AUBURN AIRPORT ADVISORY BOARD
RULES OF PROCEDURE**

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- 1. BOARD NAME AND RULES
- 2. BOARD MEMBERS AND OFFICERS
- 3. BOARD MEETINGS

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

We, the members of the City of Auburn Airport Advisory Board (Board), hereby adopt, publish, and declare the following Rules of Procedure:

1. BOARD NAME AND RULES:

- 1.1. The Board's official name is the "Auburn Airport Advisory Board." The Board adopts these rules pursuant to its powers under RCW 14.08.120(1)(a)(b) and Auburn City Code (ACC) 2.33. These rules may be referred to as the Rules of Procedure.
- 1.2. Purpose of Rules: The Board adopts these rules in furtherance of its powers to advise the City Council and/or its committees regarding the matters specified in ACC 2.33.030.
- 1.3. Effective Date of Rules: These rules shall take effect upon their adoption by majority Board vote.
- 1.4. Amendment of the Rules: The Board may amend these Rules at any regular Board meeting by majority vote. The proposed amendment should be presented in writing at a preceding regular meeting.
- 1.5. Suspension of the Rules: -The Board may suspend the rules as authorized in Robert's Rules of Order by majority vote, except when such suspension would conflict with state law or city ordinances.

2. BOARD MEMBERS AND OFFICERS:

2.1. BOARD MEMBERS:

- 2.1.1. Number and appointment: The Board shall have up to seven (7) members, who shall serve for a term as indicated in ACC 2.33 without remuneration. Board members shall be appointed by the Mayor and confirmed by the City Council.

2.1.2. Rules applicable to all Board members ~~and officers~~:

Any member of the Board who, in their opinion, has an interest in any matter before the Board that would tend to prejudice their actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial, or as otherwise required by these rules or other applicable law.

No member of the Board may use their position to secure special privileges or exemptions for themselves or others.

No member of the Board may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the City employing municipality, for a matter connected with or related to the officer's board member's services as such an officer unless otherwise provided for by law.

No member of the Board may accept employment or engage in business or professional activity that the officer might reasonably be expected to would require or induce them by reason of their official position to disclose confidential information acquired by reason of their official position.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

No member of the Board may disclose confidential information gained by reason of the officer's board member's position, nor may the officer-board member otherwise use such information for their personal gain or benefit.

No member of the Board may take action that is prohibited by Chapter 42.23 RCW or any other statutes identifying conflicts of interest.

2.1.3.-Board member conflicts of interest and remote interests

2.1.3.1. Conflicts of interest. No Board member may wholly, partly, directly or indirectly benefit from any contract made by, through, or under their supervision on the Board. No Board member may directly or indirectly accept any compensation, gratuity or reward in connection with such a contract. Any Board member with such a conflict of interest may not vote on such contract's authorization, approval or ratification. If such a contract comes before the Board for consideration, the member shall disclose their conflict of interest to the Board and abstain from voting according to the procedure in Rule 3.9.42

Pursuant to RCW 42.23.030(6)(d), conflicts of interest under this rule include a member's interest in any contract or lease with the City or Airport.

2.1.3.2. Remote interests. Rule 2.1.3.1 does not apply to remote interests held by Board members. Remote interests are those defined by RCW 42.23.040.

2.2. OFFICERS:

2.2.1.Election and terms of officers: Board Officers shall be Board members, and shall consist of a Chair and Vice Chair, elected by majority Board vote.

Officer elections shall take place once each year at the Board's first last-regular meeting of each calendar year, or as soon thereafter as possible. The term of office for each officer shall run until the subsequent election.

If an officer resigns or is removed from their position before the end of their term, the Board will elect new officers at its next regular meeting. The Vice-Chair will administer the election of a vacant Chair position.

2.2.2.CHAIR AND VICE CHAIR. The Board shall have the following officers

2.2.2.1. Chair. The Chair shall preside over Board meetings, and may exercise all the powers usually incident of the office. The Chair shall be a member of the Board and except as otherwise provided in these rules shall have the right to cast a recorded vote in all Board deliberations. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion. The Board Chair shall annually provide to the city council the annual Board Work Plan for the coming year and report on progress since the previous Work Plan. The Chair may also submit additional reports when deemed appropriate by the Board or when requested by the city council.

2.2.2.2. Vice Chair. The Vice Chair shall perform the Chair's duties in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting, the Senior

Commented [TM1]: From Danielle:

These paragraphs start with reference to board member and then switch to officer, which might cause interpretation conflicts. Suggest just using board member (since these apply to all board members, not just officers).

Commented [IG2R1]: Revised language.

Commented [IG3]: Danielle: Redundant with 2.1.3.1? do we need this here?

Commented [IG4R3]: Deleted duplication.

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Commented [IG6R5]: Corrected

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

present Board member shall act as the meeting Chair, or may delegate the responsibility to another member.

2.2.3.SECRETARY:

A member of City Staff shall act as the Board's Secretary and shall keep record of all Board meetings and perform the other functions and duties described in these rules. Records created by the Secretary shall include any disclosed Board member interests pursuant to Rule 3.9.2., and shall be retained at the City Clerk's Office.

2.2.4. Removal and resignation of Members and Officers.

Any Board member or officer may submit written resignation to the Board for consideration. Such resignation is effective upon majority ~~unanimous~~ Board vote.

By majority ~~unanimous~~ vote, the Board may recommend to the Mayor the removal of any Member or officer:

Absent from ~~XX~~ a total of 2 Board meetings in a calendar year without excuse;

Who willfully violates any provision of these Rules of Procedure in the conduct of their functions or duties as a Board member;

Who willfully violates any provision of the ACC 2.33, RCW 42.23.070, or any other applicable law in the performance of Board duties;

Who willfully commits any act defined by law as a criminal offense in the performance of Board duties.

Following a removal or resignation, the Board shall fill vacant Board member positions pursuant to Rule 2.1.1, and vacant officer positions pursuant to Rule 2.2.1.

3. BOARD MEETINGS:

- 3.1. Board meeting date, time and place. All Board meetings will be held in the Auburn Airport Conference Room at 2143 E Street NE, Auburn, WA 98002, unless otherwise directed by the Chair. The Board will set meeting dates and times on or before December 31st of the preceding year.
- 3.2. Number of Board meetings. Pursuant to ACC 2.33.040, the Board shall meet a minimum of quarterly each calendar year. The Board may set additional regular or special meetings as needed to properly conduct Board business.
- 3.3. City personnel at Board meetings. All Board meetings shall be staffed by City personnel to support and assist the Board, and to perform the role of Board Secretary pursuant to Rule 2.2.3.
- 3.4. Meeting agendas. Unless the Chair directs otherwise, the Secretary shall prepare a meeting agenda for Board meetings and provide it to the Board members not less than five (5) days in advance of the meeting. Meeting agendas shall list the items the Board will address at the meeting and shall include any corresponding materials necessary for the Board's consideration.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

Agenda items shall be determined through coordination of the Board Chair and City staff members, but shall generally consist of the following outline:

- A. CALL TO ORDER/ROLL CALL
- B. PUBLIC COMMENT
- C. APPROVAL OF MINUTES
- D. PRESENTATIONS
- E. BOARD ACTION ITEMS
- F. BOARD DISCUSSION ITEMS
- G. BOARD GUIDANCE AND INFORMATION ITEMS
- H. SCHEDULE FOR UPCOMING MEETINGS
- I. ADJOURNMENT

3.5. Meeting minutes. The Secretary shall keep minutes of all Board meetings. Meeting minutes shall be kept on file at the City Clerk's Office pursuant to the City's document retention schedule.

3.6. Meeting Procedure:

3.6.1. Rules of Order. The most current version of Robert's Rules of Order shall govern Board member meetings procedure unless otherwise provided in these Rules.

3.6.2. Open Public Meetings Act. Board meetings are subject to the Washington State Open Public Meetings Act, RCW 42.30. The Board may hold executive sessions to consider the matters identified in RCW 42.30.110.

3.7. Meeting interruptions.

3.7.1. Removal of interrupting individuals or groups. The Board meeting presiding officer may direct the removal any individual or group that interrupts a Board meeting to render the meeting's orderly conduct unfeasible. A removed individual or group may only be readmitted to the meeting by majority Board vote.

3.7.2. Continued meeting disruption after removal. If removal of such individuals or groups does not restore order to the meeting, the Board may clear the meeting location of observers/participants and either: (1) continue in session, or (2) adjourn the meeting and reconvene it at a stated date, time and location selected by majority Board vote. In either instance, the Board may only take action on items appearing on its agenda for that meeting, and must allow media/press members to attend unless they too were involved in the meeting disturbance.

3.7.3. Illustration of interruptions warranting Board action pursuant to this rule. By way of illustration, interruptions may include (but are not limited to) any of the following that interrupts a meeting's orderly conduct:

Making personal, impertinent or slanderous remarks or noises;

The use of speech intended to incite fear of violence;

Failing to limit public comments to an established allotted time;

Yelling or screaming in a manner that prevents the Board from conducting the meeting;

Making irrelevant, distracting, or offensive comments or noises;

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

Demonstrations, disruptive applause, other disruptive behavior.

- 3.8. Member meeting quorum. A simple majority of the appointed Board members shall constitute a quorum for the transaction of business.

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Any meeting lacking a quorum may only continue to: fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

3.9. Voting.

- 3.9.1. Voting generally. Board member votes shall generally be given audibly, with “yes” being an affirmative vote, and “no” a negative vote. Any inaudible Board member vote shall be recorded as an affirmative vote.

- 3.9.2. Roll call voting. At the request of the Chair or another Board member, or on their own initiative, the Secretary may ensure an accurate vote record by taking “roll call” or “show of hands” vote.

- 3.9.3. Tie Votes. Any motion resulting in a tie vote fails. A denial motion resulting in a tie shall not be considered an approval of the motion subject.

3.9.4. Abstention for conflicts of interest.

- 3.9.4.1. If the Board considers an issue involving conflict of interest for a Board member as defined in Rule 2.1.3.1, the Board member shall disclose the conflict to the Board before any Board action is taken on the matter, and shall abstain from discussion and voting on the issue.

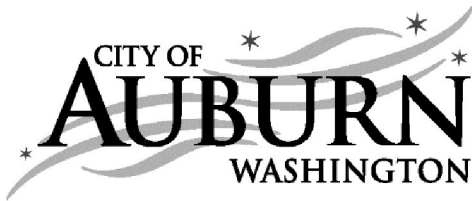
- 3.9.4.2. Abstention procedure. The Board member shall advise the Chair of their intent to abstain before the Board discusses or considers the subject matter, and shall remove themselves from the deliberation and consideration of the matter. A member may confer with the City Attorney to determine if their intended abstention conforms to this rule. The City Attorney’s role in such a conference is limited to advising the Board member in their capacity as a member, and shall not include advice or recommendations regarding the member’s personal or business interests. If an intended abstention cannot be anticipated in advance, the member should advise the Chair that they have an “abstention question.” A brief recess would then be given to permit the member to consult regarding their intended abstention as may be necessary.

- 3.9.4.3. A Board member may also abstain from voting on any matter to otherwise ensure the appearance of fairness.

- 3.9.4.4. Procedure for remote Board member interests. Any Board member with a remote interest in a contract before the Board as defined by Rule 2.1.3.2 shall disclose the interest to the Board before the Board takes any action. The secretary shall record the member’s disclosed remote interest in the Board’s meeting minutes. Once disclosed, the Board may authorize, approve or ratify the contract in good faith by majority Board vote (without counting any vote cast by the member holding the remote interest).

**AUBURN AIRPORT ADVISORY BOARD
RULES OF PROCEDURE**

- 3.10. Member meeting absences. To be excused, members must inform the Board's Secretary or Airport Manager a minimum of one day ~~in~~unless an emergency and the board chair agrees to waive the absence in advance of the meeting date if they cannot attend a scheduled meeting, unless it is an emergency situation and the board chair agrees to waive the late notice of the absence.



Memorandum

To: Airport Advisory Board
From: Ingrid Gaub, Director of Public Works
Cc: Tim Mensonides, Airport Manager
Date: April 2, 2021
Re: AGENDA ITEM F4 – AIRPORT RELATED CODE UPDATES

One of our 2021 Work Plan items is update the outdated sections of City Code related to Airport Operations. This effort does not include the Zoning code changes which are currently in process and being led by the City's Community Development Department.

Attached you will find proposed revisions to several City Code sections that are specific to the Airport. Since the time many of these codes were enacted there have been changes in our procedures and also in the management of the airport and therefore the code needs to be revised to be current with how the airport currently functions.

In addition, at the time some of this code was enacted, the City did not have a separate Rules and Regulations document and so several items related to the rules and regulations were previously included in the code. As part of a separate effort in 2021, staff is working to update the Rules and Regulations and has determined that several elements in the code would be better managed in the Rules and Regulations under an administrative process instead.

CHAPTER 2

Chapter 2.18 AIRPORT SUPERVISOR - Repeal

Sections:

~~2.18.010 Office created—Appointment and removal.~~

~~2.18.020 Duties.~~

~~2.18.030 Qualification.~~

~~2.18.040 Compensation.~~

~~For statutory provisions authorizing code cities to provide for appointive officers by ordinance, see RCW 35A.12.020. For airport regulations, see Ch. 12.56 ACC.~~

~~2.18.010 Office created—Appointment and removal.~~

~~There is created the office of airport supervisor, which shall be filled by the appointment of the mayor. The airport supervisor shall be subject to removal by the mayor. (Ord. 5635 § 5, 2002; Ord. 2916 § 1, 1976; 1957 code § 1.19.010.)~~

~~2.18.020 Duties.~~

~~The airport supervisor, or the supervisor's designee, shall be responsible for carrying out policies and plans for airport development by the city and for the efficient and economical management and maintenance of the municipal airport facilities now or hereafter owned or controlled by the city. The airport supervisor or the supervisor's designee shall adopt and enforce airport rules and regulations and exercise functional authority over all persons and agencies operating at or utilizing the municipal airport facilities. They shall perform and/or supervise maintenance of municipally owned airport facilities, aircraft fueling and maintenance facilities and any other facilities situated on the airport facility of the city related to the operation of the airport. The airport supervisor shall maintain effective working relationships with the airport users and lessees, regulating agencies, the general public and city officials in matters pertaining to safety and use. They shall perform such clerical work as may be associated with the operation of the municipal airport. In addition, they shall perform such further duties as the city council may from time to time designate or direct by resolution, ordinance or otherwise. The airport supervisor shall be considered a full-time employee of the city and shall have no interest, direct or indirect, in any other business activity. (Ord. 6320 § 1, 2010; 1957 code § 1.19.020.)~~

~~2.18.030 Qualification.~~

~~The airport supervisor shall have a thorough knowledge of general aviation operations and regulations and have such additional qualifications as the city council shall prescribe. (Ord. 6320 § 2, 2010; 1957 code § 1.19.030.)~~

~~2.18.040 Compensation.~~

~~The airport supervisor shall receive a salary in such amount as the city council may from time to time establish by ordinance. (1957 code § 1.19.040.)~~

Commented [IG1]: With the incorporation of the management into a City staff role, this should be a job description and not in code.

Chapter 2.33 MUNICIPAL AIRPORT ADVISORY BOARD

Sections:

- 2.33.010 Creation.
- 2.33.020 Appointment – Terms.
- 2.33.030 Jurisdiction.
- 2.33.040 Meetings of municipal airport advisory board.

For airport regulations, see Ch. 12.56 ACC.

2.33.010 Creation.

There is created a board, which shall be known as the Auburn ~~municipal~~ airport advisory board, which shall consist of seven members, who shall serve without remuneration. The members shall be appointed by the mayor and confirmed by the city council. Members shall be:

A. City residents;

B. Employed by a business or organization with a physical location in the city;

C. Actively working in or experienced in the aviation industry. (Ord. 6663 § 1, 2018; Ord. 6649 § 2, 2017; Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 1, 1974.)

Commented [IG2]: Broader language to allow those with experience in the industry as well as residents of Auburn.

2.33.020 Appointment – Terms.

Annually, or more often as warranted, the members of the board shall elect a chair ~~and vice chairman and secretary~~ whose duties shall be the duties indicated by such designation. The term of office for the board members shall be set up to ~~three~~five years from the date of appointment. All appointees will serve until successors are appointed and qualified. If the board considers an issue that relates to a board member's business interest at the airport, the board member shall disclose the fact and nature of the business interest prior to the taking of any vote bearing upon said interest.

Membership on the board is intended to represent a broad cross section of airport users and therefore shall not have more than 3 members at any one time that represent the following areas:

1. A member who is also a business owner or representative of a business that is located on the airport field.
2. A member who has a direct storage, tie down, or lease agreement with the airport,
3. A member who is a member of a flight club that is based on the airport field,
4. Others?

Commented [IG3]: Proposed language to incorporate the request from the Board to limit the number that may need to recuse themselves from a decision.

(Ord. 6649 § 3, 2017; Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 5879 § 1, 2004; Ord. 5803 § 3, 2003; Ord. 2820 § 2, 1974.)

2.33.030 Jurisdiction.

The board is a community and industry advisory body that reviews, discusses and advises on aviation and airport topics as requested by the mayor, city council and/or city staff. ~~when organized shall have~~

~~jurisdiction to advise the city council and/or its committees regarding the following incidents involving the operation of the Auburn Municipal Airport: The board shall:~~

~~A. Review and advise on the Capital Improvement and significant maintenance programs for the Airport Regarding construction, enlargement, improvement, maintenance, equipment and operation of the Auburn Municipal Airport facilities;~~

~~B. Review and recommend adoption and/or amendment of the –Regarding adoption and amendment of all need for rules and regulations of the Airport for the government and use of the Auburn Municipal Airport facilities;~~

~~C. Regarding leasing or assignment to private parties, municipal or state governments or the national government, or departments of any of the same, for the operation or use of any space, area, improvements or equipment of the Auburn Municipal Airport;~~

~~CD. Review and recommend adoption Regarding the determination of the fee schedule related to the Airport of charges and/or rentals for the use of any properties owned or under the control of the Auburn Municipal Airport and regarding the charges for any services or accommodations and the terms and conditions under which such parties may be using it;~~

~~E. Regarding the securing and enforcement of liens as provided by law for liens and enforcements thereof; regarding the repairs of or improvements or storage or care of any personal property to enforce the payment of any such charges;~~

~~F. Regarding the exercise of all powers necessarily incidental to the exercising of the general and public powers granted in this chapter; and also regarding the exercise of all powers granted to the city by the laws of the state regarding the operation of municipal airports;~~

~~G. Repealed by Ord. 5924.~~

~~DH. Promote and foster the development of the Auburn Municipal Airport for the benefit of the citizens of the city;~~

~~EI. Develop comprehensive and long-range plans for airport development and financing;~~

~~F. J. Maintain liaison with other governmental bodies regarding municipal airport operations and financing. Review and advise on legislative issues as requested by the Airport Manager.~~

~~G. Advise on airport operations as requested by the Airport Manager. (Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 3, 1974.)~~

2.33.040 Meetings of municipal airport advisory board.

The board shall meet at least one time per quarter or as needed to perform the duties of the board and to fulfill the role of being an advisory body to the city council. (Ord. 6572 § 1, 2015; Ord. 5924 § 1, 2005; Ord. 2820 § 4, 1974.)

Commented [IG4]: With management no longer being contracted, move this to an administrative process with staff and council.

Commented [IG5]: With management no longer being contracted, move this to and administrative process

CHAPTER 3:

3.04 FUNDS

3.04.010 Airport fund – Creation.

There is created in the budget of the city a fund to be known as the “airport fund.” The fund shall remain intact from year to year as provided in RCW 14.08.120(3). (1957 code § 1.36.130.)

3.04.020 Airport fund – Funding.

There shall be allocated to such fund all revenues obtained from the ownership, control and operation of the Auburn airport and all funds appropriated therefor by the city council, raised by taxation or otherwise. (1957 code § 1.36.131.)

3.04.030 Airport fund – Use.

A. All moneys in the airport fund shall be used to:

1. Finance the maintenance and operational expenses of the airport;
2. Make payments of interest on or current principal requirements of any outstanding bonds or certificates issued for the acquisition, improvement or extension thereof, including those authorized pursuant to Ordinance No. 2278.

B. Any funds in excess of the foregoing requirements shall be utilized to finance the extension or improvement of the municipal airport facilities, or any other air navigation facilities constructed or maintained by the city. (1957 code § 1.36.132.)

CHAPTER 8:

Chapter 8.36 ULTRALIGHTS - repeal

Sections:

~~8.36.010 Ultralight defined.~~

~~8.36.020 Lighter than air defined.~~

~~8.36.030 Prohibited acts.~~

~~8.36.010 Ultralight defined.~~

~~“Ultralight” means a vehicle that is used or intended to be used for manned operation in the air and has one or both of the following characteristics:~~

~~A. Weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation;~~

Commented [IG6]: No changes proposed, this is sufficient as is.

Commented [IG7]: Staff proposes to incorporate this into the Rules and Reg's instead of having a separate code section on only 1 specific type of craft.

~~B. Is not capable of more than 55 knots calibrated air speed at full power in level flight. (Ord. 3837 § 1, 1982.)~~

~~8.36.020 Lighter than air defined.~~

~~"Lighter than air" aircraft means an aircraft that can rise and remain suspended by using contained gas weighing less than the air that is displaced by the gas. (Ord. 3837 § 2, 1982.)~~

~~8.36.030 Prohibited acts.~~

~~It shall be unlawful for any person to operate ultralight aircraft at Auburn Municipal Airport, to include takeoffs, landings or flight in or through established traffic patterns for Auburn Municipal Airport. Lighter than air aircraft licensed by the FAA may be permitted to operate from the airport under the following conditions:~~

~~A. Operations shall be restricted to launches before 8:00 a.m. or other hours approved by airport staff.~~

~~B. Airport landings shall be prohibited except when required for the safe operation of the aircraft. (Ord. 5287 § 1, 1999; Ord. 3837 § 3, 1982.)~~

CHAPTER 12:

Chapter 12.02 GENERAL PROVISIONS

12.02.040 Administration.

~~With exception of Chapter 12.56 ACC, Airport, which is administered by the director of the planning department, t~~his title shall be administered by the director of the public works department. The
~~director~~iss-are responsible ~~for to~~ designate ~~ion of~~ staff and to develop uniform procedures ~~for to~~
implementing the standards and procedures of this Title~~set forth herein~~. In the absence of the public
works director the city engineer will act in their behalf.

Chapter 12.56 AIRPORT

Sections:

~~12.56.010 Airport supervisor defined.~~

12.56.015 Airport manager defined.

12.56.020 Use rules and regulations – Adopted – Obedience required.

12.56.030 Repealed.

12.56.040 Repealed.

12.56.045 Airport tiedown, hangar and storage rental fees.

12.56.046 Repealed.

12.56.048 Regulations for airport rental and use and collection of charges contained in RCW

14.08.122 adopted – Copies filed and authenticated.

12.56.050 Repealed.

12.56.060 Commercial use – Lease, permit or license required.

12.56.070 City's nonliability.

12.56.080 Repealed.
12.56.090 Repealed.
12.56.100 Repealed.
12.56.110 Repealed.
12.56.120 User's responsibilities.
12.56.130 Federal aircraft operation regulations adopted.
12.56.140 Repealed.
12.56.150 Repealed.
12.56.160 Repealed.
12.56.170 Repealed.
12.56.180 Repealed.
12.56.190 Repealed.
12.56.200 Aircraft – Posted traffic pattern conformance required.
12.56.210 Repealed.
12.56.220 Repealed.
12.56.230 Repealed.
12.56.240 Repealed.
12.56.250 Repealed.
12.56.260 Repealed.
12.56.270 Repealed.
12.56.280 Repealed.
12.56.290 Repealed.
12.56.300 Aircraft – Operation in hangars.
12.56.310 Aircraft – Moving.
12.56.320 Repealed.
12.56.330 Repealed.
12.56.340 Repealed.
12.56.350 Repealed.
12.56.360 Transient aircraft parking.
12.56.370 Repealed.
12.56.380 Aircraft storage hangars – Use restrictions.
[12.56.385 Derelict Aircraft](#)
12.56.390 Repealed.
12.56.400 Repealed.
12.56.410 Aircraft storage hangars – Electrical outlet use restrictions.
12.56.420 Repealed.
12.56.430 Aircraft storage hangars – Spraying flammable liquids prohibited.
12.56.440 Fire regulations.
12.56.450 Vehicular traffic and parking regulations.
12.56.460 Repealed.
12.56.470 Violation – Penalty.

~~12.56.010 Airport supervisor defined.~~

~~"Airport supervisor" means the supervisor of the municipal airport, or their authorized representative.
(Ord. 6118 § 1, 2007; 1957 code § 1-50.020.)~~

12.56.015 Airport manager defined.

“Airport manager” means the person designated by the Public Works Director to manage the operations of the Auburn Airport. The airport manager shall at all times have authority to take such action as may be necessary for handling, policing, protecting and safeguarding airport users and property. The airport manager may suspend or restrict any or all airport operations when necessary in the interests of safety. any person designated by the airport supervisor or in the event that the city contracts for airport management services, then the person designated by the airport management entity, to manage operation of the Auburn Airport. (Ord. 6118 § 1, 2007.)

12.56.020 Use rules and regulations – Adopted – Obedience required.

Adopted Airport Rules and Regulations. The Airport Rules and Regulations as approved, supplemented and amended by the Airport Manager for continued operation of the Airport facilities and to be in conformance with all state and federal regulations governing the use and operation of the airport are herein referred to as the “rules and regulations” and are adopted by reference. The mayor is authorized to promulgate administrative rules and regulations not inconsistent with this chapter.

All persons using the airport or any facilities thereon in any manner, including the operation of aircraft or motor vehicles, shall obey all applicable rules and regulations established or adopted. (Ord. 6320 § 3, 2010; Ord. 6118 § 1, 2007; 1957 code § 1.50.020.)

12.56.030 Airport purpose.

Repealed by Ord. 6118.

12.56.040 Hours.

Repealed by Ord. 6118.

12.56.045 Airport tiedown, hangar and storage rental fees.

The monthly rates and charges for the Auburn Municipal Airport shall be as established in the city of Auburn fee schedule. (Ord. 6118 § 1, 2007; Ord. 5707 § 1, 2002; Ord. 5694 § 1, 2002; Ord. 5500 § 1, 2001; Ord. 5220 § 1, 1999; Ord. 5086 § 1, 1998; Ord. 4650 § 1, 1993.)

12.56.046 Automatic gate electronic cards.

Repealed by Ord. 6118.

12.56.048 Regulations for airport rental and use and collection of charges contained in RCW 14.08.122 adopted – Copies filed and authenticated.

RCW 14.08.122 is hereby adopted by reference, including all future amendments or additions thereto, and under the provisions of RCW 35A.12.140, the section hereby codified shall be published as required by law, but RCW 14.08.122 adopted by reference need not be published but shall be authenticated and recorded with the Auburn city clerk, and not less than one copy of RCW 14.08.122 in the form in which it was adopted shall forthwith be filed in the office of the Auburn city clerk for use and examination by the public. (Ord. 6118 § 1, 2007; Ord. 4731 § 2, 1995.)

12.56.050 Special services and facilities.

Repealed by Ord. 6118.

12.56.060 Commercial use – Lease, permit or license required.

No person shall use the airport as a base for the carrying on of commercial and business activities, for the carrying for hire of passengers, freight, express or mail, for the instruction in aviation in any of its branches, for the sale of aircraft, except that an individual aircraft owner may, if they is leasing accommodations at the airport, sell their own aircraft, such sales being limited to the sale of one aircraft per calendar year, for the sale of refreshments or any commodity or service, or for any other commercial purpose unless a lease, permit or license has been granted by the city. (Ord. 6118 § 1, 2007; 1957 code § 1.50.060.)

12.56.070 City's nonliability.

The privilege of using the airport and its facilities shall be conditioned upon the assumption of full responsibility and risk by the user thereof, and they shall release, hold harmless and indemnify the city, members of the city council and airport [committeeboard](#), its officers and employees from any liability or loss resulting from such use, as well as against claims of third persons so using the airport. The exercise of the privilege of use constitutes an acknowledgment that the city maintains the airport in a governmental capacity. (Ord. 6118 § 1, 2007; 1957 code § 1.50.070.)

12.56.080 General regulations.

Repealed by Ord. 6118.

12.56.090 Advertising restrictions.

Repealed by Ord. 6118.

12.56.100 Airport property – Damage or alteration.

Repealed by Ord. 6118.

12.56.110 Unauthorized area use.

Repealed by Ord. 6118.

12.56.120 User's responsibilities.

It shall be the responsibility of all aircraft owners, operators and users of the airport to become familiar with and adhere to these [adopted](#) rules and regulations [as currently written or amended](#). Entering onto property under jurisdiction of the airport constitutes usage. (Ord. 6118 § 1, 2007; 1957 code § 1.50.110.)

12.56.130 Federal aircraft operation regulations adopted.

~~Federal Aviation Administration The rules and regulations promulgated by the Federal Aviation Agency and presently in effect and all additions or amendments thereto are referred to, as now enacted or hereafter amended are adopted by reference into this Chapter. and made a part of these regulations as fully in all respects as if particularly set forth in this chapter.~~ (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(a).)

12.56.140 Aircraft operation regulations compliance required.

Repealed by Ord. 6118.

12.56.150 Flight operation suspension authorized when.

Repealed by Ord. 6118.

12.56.160 Aircraft operation under the influence of liquor or drugs prohibited.

Repealed by Ord. 6118.

12.56.170 Aircraft – Wheel brakes required – Tail skid prohibited.

Repealed by Ord. 6118.

12.56.180 Aircraft – Taxiing restrictions.

Repealed by Ord. 6118.

12.56.190 Aircraft – Approach for takeoff.

Repealed by Ord. 6118.

12.56.200 Aircraft – Posted traffic pattern conformance required. - [repeal](#)

[All aircraft, except in an emergency, shall conform to the established traffic patterns as posted in the airport administration building.](#) (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(h).)

Commented [IG8]: Move to rules and regulations.

12.56.210 Aircraft – Formation takeoff prohibitions.

Repealed by Ord. 6118.

12.56.220 Aircraft – Turning after takeoff.

Repealed by Ord. 6118.

12.56.230 Aircraft – Traffic patterns.

Repealed by Ord. 6118.

12.56.240 Aircraft – Entering or leaving traffic pattern.

Repealed by Ord. 6118.

12.56.250 Aircraft – Distance between in flight.

Repealed by Ord. 6118.

12.56.260 Aircraft – Airspeeds.

Repealed by Ord. 6118.

12.56.270 Aircraft – Enplaning or deplaning on runway – Restrictions.

Repealed by Ord. 6118.

12.56.280 Aircraft – Maintenance and repairs.

Repealed by Ord. 6118.

12.56.290 Aircraft – Restrictions on starting engines.

Repealed by Ord. 6118.

12.56.300 Aircraft – Operation in hangars. - [repeal](#)

~~No aircraft shall be taxied into or out of a hangar. Aircraft engines shall not be operated within hangars, but may be electrically cranked in the hangar during servicing operations.~~ (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(r).)

Commented [IG9]: Move to Rules and Regulations

12.56.310 Aircraft – Moving. - [repeal](#)

~~Upon direction of the airport supervisor, the operator, owner or pilot of any aircraft on the airport shall move the aircraft to any place designated on the airport. If the operator, owner or pilot refuses to comply with the directions, the airport supervisor may have the aircraft moved to such place at the owner's expense and without liability for damage that may result from such moving.~~ (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(s).)

Commented [IG10]: Move to Rules and Regulations

12.56.320 Accident reports.

Repealed by Ord. 6118.

12.56.330 Unattended aircraft – Securing required.

Repealed by Ord. 6118.

12.56.340 Aircraft registration.

Repealed by Ord. 6118.

12.56.350 Privately owned aircraft parking.

Repealed by Ord. 6118.

12.56.360 Transient aircraft parking.

Transient aircraft shall park only in designated areas and shall pay a fee for parking based upon the fee schedule adopted from time to time by the city. (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(x).)

12.56.370 Parking only tenant-owned aircraft.

Repealed by Ord. 6118.

12.56.380 Aircraft storage hangars – Use restrictions.

Aircraft storage hangars are for the sole purpose of storing [active](#) aircraft. ~~No other item may be stored within except as provided in ACC 12.56.450(E), and except ladders, cans, boxes, etc., and then only with the prior approval of the airport supervisor.~~ (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(z).)

[12.56.385 Derelict Aircraft](#)

A. Storage of derelict aircraft prohibited. No person may park or store a derelict aircraft on airport property. A derelict aircraft is an aircraft or any aircraft components :

1. not being actively restored, constructed, or maintained; or
2. not in flyable condition; or
3. not currently registered and/or certified airworthy by the Federal Aviation Administration.

B. Removal of derelict aircraft.

1. The Airport Manager or designee may immediately remove a derelict aircraft that obstructs a taxiway, runway, or parking area, or that otherwise endangers the safety of persons or property at the airport.
2. Otherwise, upon finding a derelict aircraft on airport property, the Airport Manager or designee may post a notice on the aircraft requiring its removal from airport property within 10 business days of the posting date. The Airport Manager or designee may remove any derelict aircraft remaining on airport property after such notice.
3. In either case, the costs of towing, removal and/or storage of the aircraft shall be paid by its owner. The City shall not be liable for any costs or damages resulting from the removal.

12.56.390 Aircraft storage hangars – Keeping doors closed.

Repealed by Ord. 6118.

12.56.400 Aircraft – Weight restrictions.

Repealed by Ord. 6118.

12.56.410 Aircraft storage hangars – Electrical outlet use restrictions. - repeal

Lessees of storage hangars may not leave electrical cords plugged in convenience outlets unattended and convenience outlets are not to have electric heaters plugged into them or into the cords served by these outlets. (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(cc).)

12.56.420 Flying club membership lists.

Repealed by Ord. 6118.

12.56.430 Aircraft storage hangars – Spraying flammable liquids prohibited.

No flammable liquid (paint or other combustible) shall be sprayed within a storage hangar. (Ord. 6118 § 1, 2007; 1957 code § 1.50.120(ee).)

12.56.440 Fire regulations.

- A. No aircraft shall be fueled or drained while the engine is running or while the aircraft is in a hangar.
- B. During all fuel operations the aircraft and appurtenances used in fueling shall be grounded by an approved method.

Commented [IG11]: Move to Rules and Regulations and Storage Agreements

C. Personnel engaged in fueling operations shall exercise care to prevent overflow of fuel or other damage to aircraft.

D. Smoking or the lighting of an open flame shall be prohibited within 50 feet of any fuel operation.

E. At no time shall an aircraft or vehicle be left unattended while fueling.

F. Fueling operations shall be conducted at least 50 feet from any hangar or building.

G. No cell phone use, electrical or radio equipment shall be operated during fuel operations, and master switches and magneto switches shall be in the "off" position.

H. No aircraft shall be started when there is fuel on the ground, under or near the aircraft.

I. No person shall drain or cause to be drained aircraft sumps on hangar floors or on asphalt-paved areas.

J. Hangar floors shall be kept clean and free from oil, and no flammable solvent shall be used for cleaning purposes in shops, hangars or other buildings.

K. No boxes, crates, rubbish, paper or other litter shall be permitted to accumulate on the airport or in any hangar or other building, and all oil, paint, dope and varnish containers shall be removed from hangars immediately upon being emptied.

L. Degreasing of aircraft and/or aircraft engines shall be permitted only in maintenance shops or in areas so designated. Degreasing shall not be done by the spraying of a flammable liquid.

M. No material of any nature shall be stored in such a manner so as to constitute a fire hazard.

N. No smoking shall be permitted in any hangars where it is hazardous to do so or where "no smoking" signs are posted.

O. Hangar entrances shall be kept sufficiently clear to permit ready access to buildings to combat fires.

P. The storage, handling and use of all flammable liquids shall be as provided for in ACC 15.36 by the city fire prevention code.

Q. Application of a Class I or II flammable liquid or the spraying of any flammable or combustible material is prohibited inside aircraft hangars.

R. Batteries shall only be charged while the owner, operator or tenant is in attendance. Aircraft batteries shall not be connected to a charger when installed in an aircraft located inside or partially inside a hangar. Exceptions to this are approved, low amperage battery maintainers.

S. Extension cords shall not be used as a substitute to permanent wiring and shall only be used with portable appliances.

T. Extension cords shall be maintained in good condition without splices, deterioration or damage.

U. Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and should serve only one portable appliance.

V. Provide clear and unobstructed access to all fire extinguishers.

W. Fire extinguishers shall be serviced annually by a qualified person.

X. Aircraft hangars and storerooms shall be subject to annual and periodic inspections by airport staff and Auburn Valley Regional Fire Department to ensure compliance with all laws, ordinances and these regulations.

Y. All fueling operations shall comply with the most recent edition of the National Fire Prevention Association (NFPA) 407, Standard for Aircraft Fuel Servicing.

Z. Whenever the provisions of this chapter, city ordinances, state and federal laws are not applicable for any reason to any situation involving the protection of persons and property from the hazards of fire and explosions, the materials, methods of construction, installation, practices or operation necessary to provide such protection shall be in accordance with nationally recognized and accepted standards. (Ord. 6118 § 1, 2007; 1957 code § 1.50.140.)

12.56.450 Vehicular traffic and parking regulations.

A. Unless authorized by the airport [supervisormanager](#), no highway vehicle or bicycle shall be operated on the airport except on roadways, parking areas or places that are designated for such vehicles.

B. No person shall operate any vehicle in a careless or negligent manner or in disregard for the safety of others or in excess of posted speed traffic signs, and in no event in excess of [1025](#) miles per hour.

C. Highway vehicles shall always yield the right-of-way to aircraft on the ground or in the process of landing or taking off.

D. Any accident involving motor vehicles on the airport shall be reported to the airport [supervisormanager](#). This shall not be taken to mean that the normal requirement to report accidents to the police department is waived, but is in addition to that requirement.

E. Vehicles shall only be parked in a manner and in areas so designated for such purpose. Aircraft owners who lease storage hangar space from the city may, at the discretion of the airport [supervisormanager](#), park one automobile or pickup truck within that hangar for the duration of time that the aircraft housed therein is on a cross-country flight, with the reservation that any and all such vehicles would be under the control of the airport [supervisormanager](#), and the vehicle parked therein shall be so parked at the owner's risk and the city accepts no liability for loss thereof or damage, etc. Locked vehicles parked in storage hangars must be parked with the gear selector lever in neutral, with the brakes released and one wheel adequately chocked.

F. Illegally parked vehicles may be issued parking violation citations, moved to designated parking areas, impounded, or any combination of the above three provisions. A charge for such towing will be levied and the airport shall not assume any liability for damage while moving such vehicle. (Ord. 6118 § 1, 2007; 1957 code § 1.50.130.)

12.56.460 Military-type and experimental-type aircraft regulations.

Repealed by Ord. 6118.

12.56.470 Violation – Penalty.

Commented [IG12]: Verify if this is 10 or 15

Commented [HB13R12]: Section 4-4 of policy #100-80 says 10, if that helps.

Commented [IG14R12]: Thank you!

In addition to the above penalties, anyone who violates or fails to comply with any provisions of this chapter or of the rules adopted hereunder or under ACC 2.18.020 shall, upon conviction thereof, be punished as provided in ACC 1.25.050 and, unless a different penalty or provision is stated, any violation of this chapter or the airport rules and regulations or the airport minimum operating standards may be enforced pursuant to Chapter 1.25 ACC. A violation of any of the rules or regulations set forth in this chapter shall be deemed sufficient cause for the airport ~~supervisor~~manager to deny or prohibit access to or use of the airport by the responsible person or firm. (Ord. 6320 § 3, 2010; Ord. 6118 § 1, 2007; 1957 code § 1.50.160.)

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City	Property Acquisition	Currently negotiating purchase and sale agreement with King County. The County has accepted the City's appraisal. Draft short plat documents complete. Final short plat documents will be prepared once negotiations with County are complete.	Complete negotiations with King County. Complete short plat to create new parcel. Complete purchase of new parcel from King County.	Wickstrom/ Mensonides	Jan-18	Jun-21	\$ 500,000 (90/10)
City/CW	Runway Enhancement Project – Construction	Construction complete. AGIS survey submitted to FAA for review.	Complete AGIS survey. Close out FAA and WSDOT grants.	Wickstrom/ Mensonides	Sep-19	Jun-21	\$ 3,842,269 (90/10)
City	Night Restrictions	33 obstructions mitigated and updated in the FAA's sytem.	FAA flight check antcipated 2/2022, once complete night restrictions should be removed	Mensonides	Aug-18	Mar-22	\$ 13,000
City	Annual Maintenance and Repair	Updating J Hangar roll up doors as needed. Crack sealing equipment purchased.	Hire personnel to execute projects	Mensonides	Mar-19	Nov-21	\$ 125,000
City/Cons ultant	West Side Preliminary Environmental Permitting	This project will conduct an analysis of the expected environmental permitting requirements associated with potential development of the west side of the Airport.	Project scoping.	TBD	May-21	Dec-21	\$ 50,000

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date	Completion Date
N/A	Update City Code	Public Works Director/Airport Manager	Updating several sections of outdated code that are related to the Airport for adoption by City Council.	1Q 2021	4Q 2021
2-1	Airport Zoning Regulation Update	Airport Manager/Long Range Planner	Coordinate with City's Community Development Service Area to assess and potentially implement new zoning regulations amendments to current City of Auburn zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts. This will require an approval process through the City's Planning Commission and Council.	1Q 2019	2Q 2021
N/A	AAB Procedures and Standards	Public Works Director/Airport Manager/ Airport Advisory Board	Develop specific board procedures around the operation of the board and the management of meetings for adoption by the Board. (The Board currently does not have any specific procedures in place, and this is required for a public board).	2Q 2021	2Q 2021
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board	Annual review of the 2021 Airport Marketing Focus to be responsive to changing market conditions and needs with a focus on marketing and leasing the two on airport development sites approved in the approved Airport Master Plan to prospective tenants and developers. Other areas of focus are emerging technologies, alternative fuels, recruitment of on airport Businesses, and better incorporation of the Airport into other City events. Current focus for on airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.	1Q 2021	1Q 2021
3-3	Wayfinding Improvements	Airport Staff/Airport Advisory Board	Develop wayfinding upgrades to airport signage to improve information for airport users to find amenities and businesses on the airport.	2Q 2021	1Q 2022
3-4	Airport Broadband Service	Airport Staff	Developing potential option(s) for Broadband improvements to the Airport for service to Airport users. The City's high speed fiber optic network has been extended to the Airport. Building off of this network, wireless broad band services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience This will include the estimated cost to implement.	2Q 2021	4Q 2021
N/A	Update Airport Rules & Regulations	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Rules and Regulations for adoption by the Board.	3Q 2020	2Q 2021
N/A	Update Airport Minimum Standards	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Minimum Standards for adoption by the Board.	2Q 2021	4Q 2021
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	1. Annual Fee Update 2. Annual Airport Users Survey 3. Capital Improvement Plan Update 4. Board Compostion Review 5. Board Work Plan Update for 2022	Anticipated : October Anticipated : October Anticipated : August Anticipated : December Anticipated : December	

[1] KRA 1 = Facility & Infrastructure; KRA 2 = Economic/Community Development; KRA 3 = Operation Enhancement/Expansion