

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: April 21, 2021
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:
Deanna Clark, Chairperson
Danielle Butsick, Vice Chair (excused)
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

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll. Board Member Butsick was excused absent.

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

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C. APPROVAL OF MINUTES: A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve the February 17, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

D. BOARD ACTION ITEMS: NONE

E. BOARD DISCUSSION ITEMS:

1. BROADBAND

Manager Mensonides shared updates on current tenant requests for Wi-Fi at airport hangars. Approximately 20 tenants are interested in paying for Wi-Fi with a price point between \$10 and \$20 per month. Mensonides said the airport has asked the developers of the upcoming hangars plan to offer Wi-Fi to the tenants of those hangars. He also expressed interest in additional Wi-Fi range/capability to allow for security cameras at airport gates.

2. AIRPORT BUDGET

Manager Mensonides shared the working capital report for 2021 to date and 2022. He then shared figures and comments on 2020's budget, noting benefits and salary saved during a vacancy in the office assistant position and a delay in property acquisition that positively impacted expenses. He also discussed the FAA capital improvement plan letter which highlights the 2023 runway improvements and AWOS planning and installation scheduled for 2024 -2025. Mensonides stressed the importance of maintaining the runway and finding funds to be able to do so if the FAA monies aren't available.

3. AIRPORT BOARD RULES OF PROCEDURE

Director Gaub shared the latest draft of board rules and procedures based on board member comments from the February meeting and a review of City of Auburn's legal team. Gaub shared specific changes and discussed next steps.

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4. AIRPORT CODE CHANGES

Director Gaub shared proposed changes to the airport code, including board makeup and how to handle any potential conflict of interest, fire code, traffic and parking, and other changes made since the city is no longer outsourcing management of the airport.

5. 2021 CAPITAL PROJECT STATUS

Manager Mensonides updated the board on the status of capital projects. The runway mitigation project is waiting on the FAA, which is experiencing backlogs due to COVID. All obstructions have been mitigated on the airport's end. He then discussed annual maintenance and repairs, especially for the roll-up door motors for hangar row J.

6. TRACKING MATRIX (GENERAL BUSINESS)

Manager Mensonides shared the updated tracking matrix and provided an update on the construction of the new southern-end hangars, currently in the permitting phase of development.

F. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT

Manager Mensonides shared recent incidences of trespassing, vandalism and attempted theft, noting an increase in homelessness activity on and around the airport that corresponds with state and national increases. Resources were discussed, including Outreach Program Administrator for the City of Auburn, Kent Hay, and Director Gaub shared the city's approach to the issue including a recently approved ability to potentially charge with criminal trespass for all city properties. She discussed the city's approach of "services first" as a philosophy and that a charge of criminal trespass should be used as a last resort. Board Member DeCoteau asked about the possibility of a survey to offer suggestions for improvement. Discussion followed on the challenges and progress that's been made to that effect. Manager Mensonides then shared that \$23,000 in additional funds had been received for operational support from the FAA for COVID relief. He also discussed the civics academy, new summer employees and the recent Central Washington

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University graduate hired as the 2021 summer intern. Mensonides praised Ryan Hubbard for his key role in coordinating, recruiting and hiring for the position. An update on the wait list was then given. The wait list for closed hangar is no longer accepting additional demand due to high demand. Upgrades to the fuel tank and informational sign located at the pedestrian gate will also be taking place over the summer. Lastly, Mensonides shared that Auburn Airport had been featured at a recent Washington Pilots Association meeting (Green River Chapter) where Ryan Hubbard and Angela Klein presented the Airport 101 Power Point that showcases the airport and is used in various presentations throughout the state.

2. AIRPORT MAINTENANCE REPORT

Technician Hubbard discussed airport operations and activity. He is also coordinating airport visits with nearby airports for summer interns, usually college students or recent graduates majoring in aviation management. Hubbard shared summer plans for crack sealing and thankfulness for the additional help of seasonal employees to help with that project, vegetation management and mowing. He also shared his work on the storm water prevention plan and the collaboration with the department of ecology to install catch basin filters, a focus on wildlife mitigation, particularly with an increase in geese flocks, and his work with the motors in hangar row J that are failing.

G. PRESENTATIONS: AIRPORT 101

H. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

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

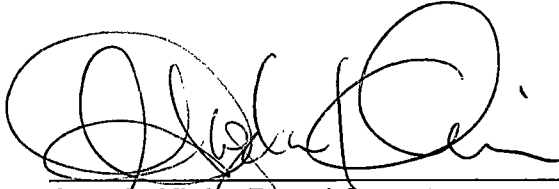
I. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:50 a.m.

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APPROVED this 18th day of August, 2021



Angela Klein, Board Secretary