

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: April 18, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1
Auburn WA 98001

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Deanna Clark, Vice Chair
Mark Kornei, Board Member
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Jacob Sweeting, Assistant City Engineer
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
Members of the Public:
Danielle Butsick (Tenant/Citizen)
Wayne Osborne (Citizen)
Gary Miller (Tenant/Citizen)
Sarah Partap (MENG Analysis)

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A. CALL THE MEETING TO ORDER:

Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Sparrow Tang was an excused absence.

B. PUBLIC COMMENTS: NONE

C. APPROVAL OF MINUTES:

A motion was made, seconded and unanimously passed to approve the Auburn Airport Advisory Board Meeting Minutes of February 21, 2018.

D. PRESENTATIONS:

MENG Analysis- Sarah Partap. Ms. Partap made a presentation of the Airport Facilities Condition Assessment Study to date. The presentation including key findings; including maintenance items (2017-2022), future Capital needs (2023-2036) and Facility Condition Index.

E. BOARD ACTION ITEMS:

NONE

F. BOARD DISCUSSION ITEMS:

1) Status of Airport Management Group after 2018.

Ms. Gaub discussed the letter received by AMG stating that if the City decided to go out to bid-AMG will not submit a proposal. Mr. Garcia stated if the City decided to take management into the City, AMG will assist the City in any way possible. There was discussion by members of the board, staff and the public regarding this matter.

2) 2018 Work Plan Review of Active Items.

- A. Runway Enhancement Project Update. Ms. Gaub discussed the Federal Aviation Administration position on the runway enhancement is limited to 3,600 feet for FAA grant eligibility. She presented 3 options the City is considering. Option 1 was to proceed with design and construction of 3,600 feet. Option 2 proceed with design construction of 4,000-foot runway without full FAA support.

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Option 3 leave runway as is for now. All options were discussed in length.

- B. Jet Fuel program status update. Ms. Gaub advised the license agreement between the City and Cascade Helicopters has been completed and signed. She also discussed with AMG's decision to not continue past 2018 that retail Jet fuel program will have to be reconsidered.
- C. Competitive Market Assessment & Long-Term Rate Study. Ms. Gaub advised a summary of Phase 1 should be completed and ready for review in May 2018. Based on the discussion, Chair requested a special meeting to cover this study. This special meeting will be held May 16, 2018 at 7:30am.
- D. Facility Condition Assessment Project update-MENG Analysis (discussed in presentation.)

3) Airport Advisory Board Tracking Matrix. Ms. Gaub reviewed the entire Matrix.

G. BOARD GUIDENCE AND INFORMATION ITEMS:

- 1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the March 2018 report which included airport revenues with year-to-year comparisons (2017 versus 2018). Additionally, the occupancy report and current fuel operations were reviewed and discussed. Mr. Garcia gave an update regarding the change in fuel vendor including the level of service and pricing.

H. SCHEDULE FOR UPCOMING MEETINGS:

May 16, 2018 (Special Meeting)
June 20, 2018
August 15, 2018
October 17, 2018
December 19, 2018.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Chairperson adjourned the meeting at 9:22 a.m.

Prepared by:

Aviation Management Group, LLC on behalf of the City of Auburn