

Airport Advisory Board

April 15, 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. Those wishing to speak are reminded to sign in on the form provided.

APPROVAL OF MINUTES: March 18, 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 – May 27, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – June 17, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

Auburn Airport Airport Managers Report

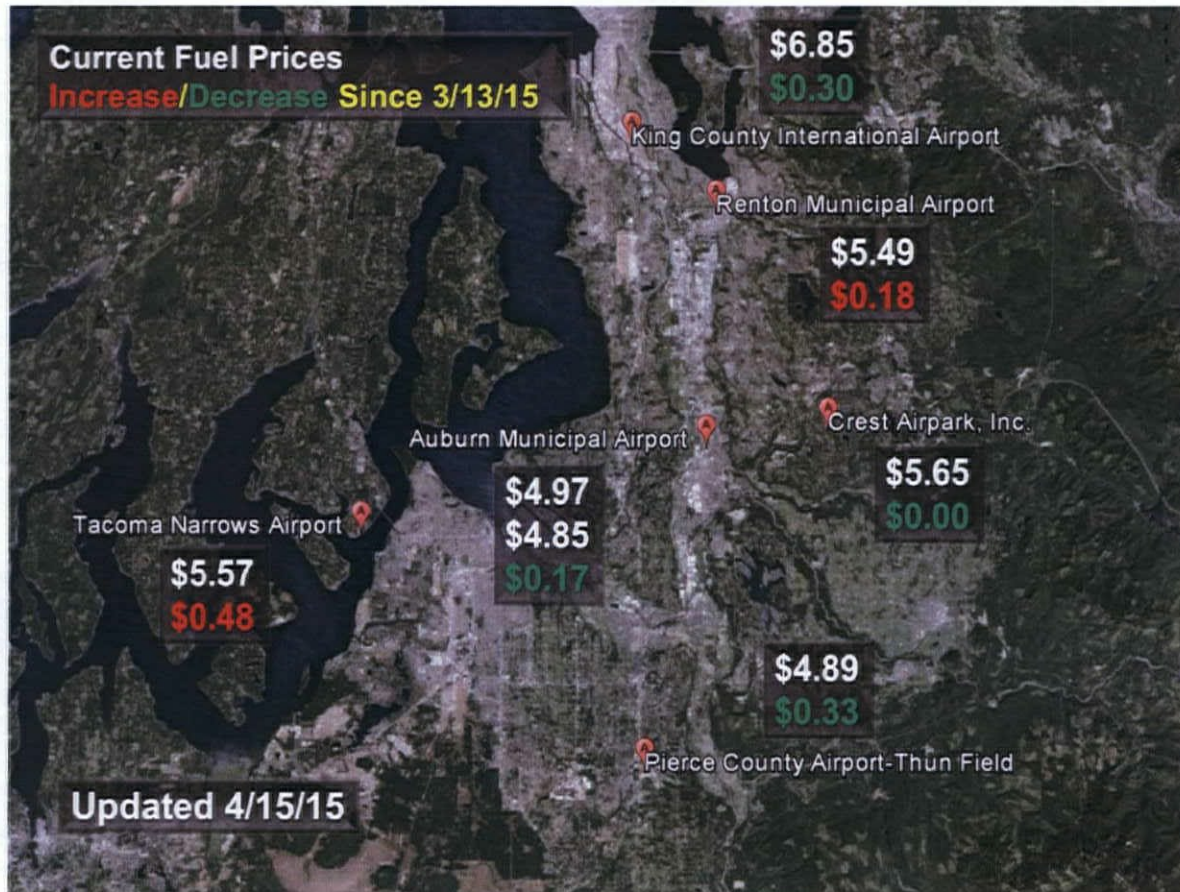
Topic B: Occupancy Report

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
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 D: AIRPORT REVENUE PERFORMANCE

Run: 4/15/2015
7:01AM

Aviation Management Group, LLC One-Year Budget Performance Report All Departments Consolidated

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Account	For the Month Ending: 3/31/2015				Year-To-Date: 1/01/2015- 3/31/2015			
	Actual	Budgeted	Variance	Pct	Actual	Budgeted	Variance	Pct
Income								
Hangar Row 2	4,256.00	4,053.08	202.92	5.0%	12,768.00	12,159.24	608.76	5.0%
Hangar Row 3-7	11,340.00	11,081.42	258.58	2.3%	34,584.00	33,244.26	1,339.74	4.0%
Hangar Row 8	888.00	652.25	235.75	36.1%	2,886.00	1,956.75	929.25	47.5%
Hangar Rows 9/10	16,900.00	16,553.92	346.08	2.1%	50,063.00	49,661.76	401.24	0.8%
Tie Down	1,904.00	1,911.08	-7.08	-0.4%	5,950.00	5,733.24	216.76	3.8%
Transient	15.00	0.00	15.00	0.0%	122.37	0.00	122.37	0.0%
Storage	872.00	887.33	-15.33	-1.7%	2,616.00	2,661.99	-45.99	-1.7%
Vehicle Parking 362-502	270.00	0.00	270.00	0.0%	1,269.00	0.00	1,269.00	0.0%
Property Lease 362-501	15,656.07	17,727.17	-2,071.10	-11.7%	47,747.39	53,181.51	-5,434.12	-10.2%
Building Lease 362-501	1,280.90	0.00	1,280.90	0.0%	3,342.70	0.00	3,342.70	0.0%
Late Fees 362-502	100.00	0.00	100.00	0.0%	630.00	0.00	630.00	0.0%
Security Fee 341-930	1,320.00	1,250.00	70.00	5.6%	4,040.00	3,750.00	290.00	7.7%
Gate Card 369-900	50.00	0.00	50.00	0.0%	150.00	0.00	150.00	0.0%
Wait List Fee 369-900	50.00	0.00	50.00	0.0%	50.00	0.00	50.00	0.0%
Total Income	54,901.97	54,116.25	785.72	1.5%	166,218.46	162,348.75	3,869.71	2.4%

Auburn Airport Airport Managers Report

Topic E: AirNav Comments

Comments from AirNav users

Comments are submitted by their authors and do not reflect the opinion of AirNav, LLC. All comments must adhere to [AirNav's Policy on Comments](#)

From Darren Lamp on 18-Mar-2015

★★★★★ Most friendly people I have worked with for quite some time, period. Airport staff is like family to each other; they love what they do and enjoy helping others. It's very apparent. Extremely well managed and clean facility. Very flexible and willing to do what it takes to make your unique situation work and with such a pleasant attitude. Just renting a space at the airport, Linda was so nice, you'd have thought I was at the hometown Hilton. Introduced me to others and Kasey (the airport manager) also jumped in to help (no stuffy shirts here). They even have an airport dog named Tug. Simply the nicest people you could imagine AND THEY HAVE SPACE FOR YOUR PLANE AND IT'S AFFORDABLE! Find that all elsewhere in the Puget Sound, go ahead...Try! Thank you so much Linda and Kasey and even pet Tug for me when you see him! It's always nice to meet people with such integrity and kindness no matter where you are in the world!

From Doug Haughton on 23-Jul-2013

★★★★★ I arrived for a seminar in Auburn and was treated to a first class experience. Linda went out of her way to make sure my needs were met and that my Bonanza had a safe parking spot during my absence. Great service and hospitality from great folks.

From Brett Thyren on 19-Jul-2012

★★★★★ Linda and Kasey were awesome! Called ahead of time and reserved hangar space and they were expecting us upon arrival. The customer service was fantastic. Linda went out of her way to help us. We needed to rent a car and they were very helpful when it came to finding and returning the car. Next time I return to the area I will fly into Auburn!

From John Dimtroff on 21-Jun-2012

★★★★★ Stopped in for fuel today and was greeted by a wave from Kasey, the new manager. After fueling up, went to the airport office to wash up and met Kasey in person. I must say that Kasey was the friendliest dude I've met in a long time. He really made me feel welcome and I know that he would go out of his way to help out if I needed something special. I look forward to going back and stopping in to say Hi. I must say, this is how I remember airport people used to be!! And - Kasey's Golden Lab is adorable!

Last Revision Date:4/10/15

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	Mead & Hunt contract has been completed and signed.	Mead & Hunt will complete the plan and submit draft for review prior to submitting to FAA.	12/2013	5/27/15	12/31/15	\$11,600 FAA 90% State 5% Airport 5%
25	CW/City/ AMG	Airport Asphalt Repair & Seal	Punch list items submitted to contractor. All repairs on hold for weather. Change order has been approved by FAA for taxiway striping.	Century West will compile an updated punch list for items to be corrected.	02/2014	5/27/15	5/31/15	\$765,721 FAA 74% State 3% Airport 23%
11	City Staff/ CW/AMG	Airport Master Plan Mid-Term Update	At FAA for internal review. A meeting is scheduled for 4/14/15 to discuss draft with FAA.	After comments received, update master plan for final submission and approval.	11/2012	5/27/15	5/31/15	\$225,000 (90/5/5)
Business Development								
35	AMG	On-going Business	AFS Building – Multiple parties interested in building	Mr. Kopp is following up with the prospects and the City of Auburn	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	AMG met with Steffani Becker with the City of Auburn to develop the Airport's brochure.	City of Auburn to present a draft brochure.	2/15/15	5/27/15	6/15/15	N/A
31	Century West	Row 3 Hangar Development	Construction is progressing, upper tracks are installed. Door change order was approved.	Project manager advises updated completion date of 4/30/15. AMG is advertising and promoting.	02/2014	Ongoing	5/1/15	\$357,000 Airport Fund 100%
36	AMG	Airport Branding	Project will be coordinated with City of Auburn branding.	When City Branding is completed, then Airport specific branding can begin.	06/2014	06/17/15	8/31/15	~\$4,500
Other Items								
13 13A	Board Only	General Airport Events (Outreach)	WPA Pancake Breakfast April 18 th 8am-11am	- Planning Spring/Summer Events with WPA - Auburn Days Coordinate with COA Parks & M. Hursh	01/2012	5/27/15	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