

Airport Advisory Board

March 18, 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.

APPROVAL OF MINUTES: February 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. 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 – April 15, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002
- Regular Board Meeting – (May 27, 2015~Tentative), 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St, Auburn, WA 98002

ADJOURNMENT OF MEETING

Auburn Airport Airport Managers Report

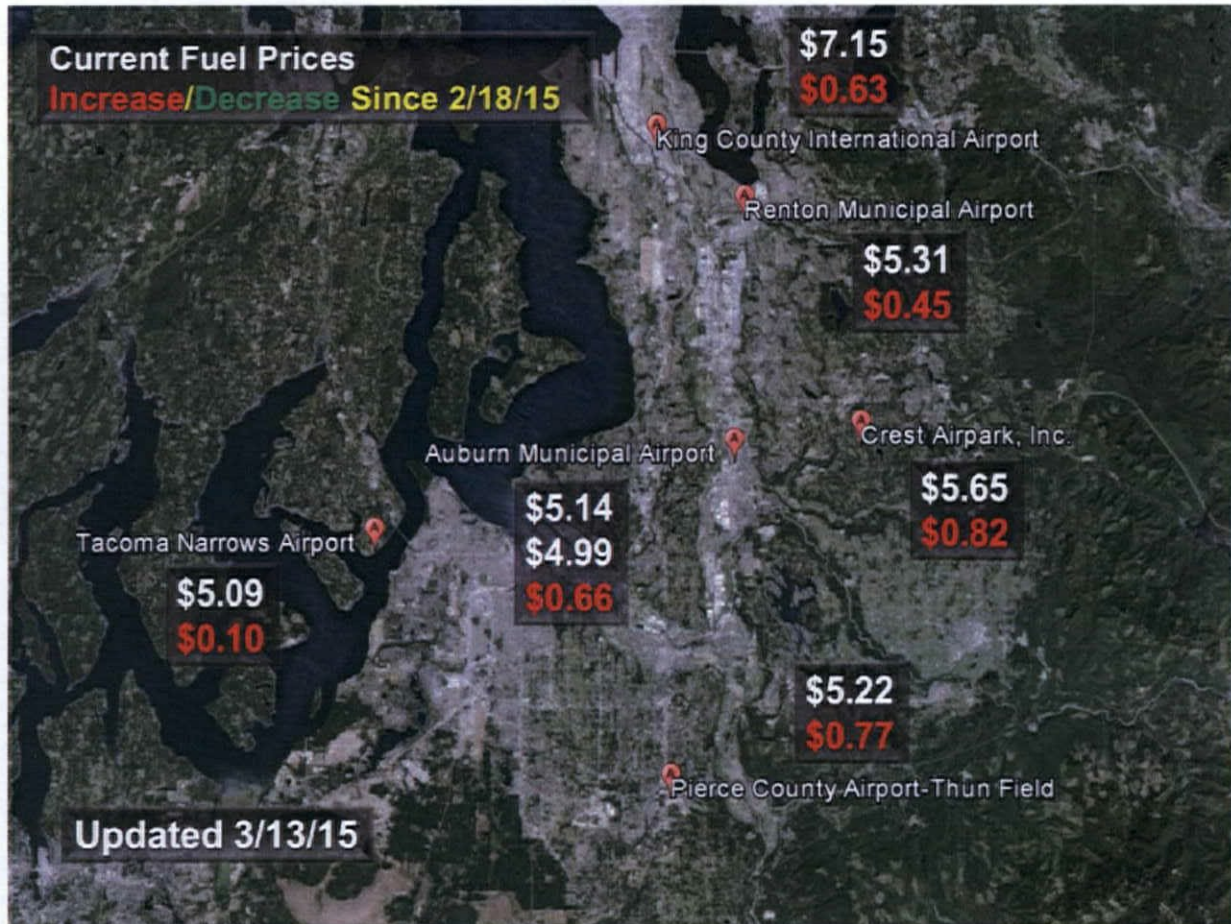
Topic B: Occupancy Report

Type	Total/Occupied	Percentage	Change
Open Hangar	68/59	87%	-2
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: 3/13/2015
1:34PM

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

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Account	For the Month Ending: 2/28/2015				Year-To-Date: 1/01/2015- 2/28/2015			
	Actual	Budgeted	Variance	Pct	Actual	Budgeted	Variance	Pct
Income								
Hangar Row 2	4,256.00	4,053.08	202.92	5.0 %	8,512.00	8,106.16	405.84	5.0 %
Hangar Row 3-7	11,656.00	11,081.42	574.58	5.2 %	23,244.00	22,162.84	1,081.16	4.9 %
Hangar Row 8	1,110.00	652.25	457.75	70.2 %	1,998.00	1,304.50	693.50	53.2 %
Hangar Rows 9/10	16,790.00	16,553.92	236.08	1.4 %	33,163.00	33,107.84	55.16	0.2 %
Tie Down	2,006.00	1,911.08	94.92	5.0 %	4,046.00	3,822.16	223.84	5.9 %
Transient	0.00	0.00	0.00	0.0 %	107.37	0.00	107.37	0.0 %
Storage	872.00	887.33	-15.33	-1.7 %	1,744.00	1,774.66	-30.66	-1.7 %
Vehicle Parking 362-502	513.00	0.00	513.00	0.0 %	999.00	0.00	999.00	0.0 %
Property Lease 362-501	16,045.66	17,727.17	-1,681.51	-9.5 %	32,091.32	35,454.34	-3,363.02	-9.5 %
Building Lease 362-501	780.90	0.00	780.90	0.0 %	2,061.80	0.00	2,061.80	0.0 %
Late Fees 362.502	245.00	0.00	245.00	0.0 %	530.00	0.00	530.00	0.0 %
Security Fee 341-930	1,370.00	1,250.00	120.00	9.6 %	2,720.00	2,500.00	220.00	8.8 %
Gate Card 369-900	0.00	0.00	0.00	0.0 %	100.00	0.00	100.00	0.0 %
Total Income:	55,644.56	54,116.25	1,528.31	2.8 %	111,316.49	108,232.50	3,083.99	2.8 %

Prepared by



*This report has not been reviewed or audited by the City

Last Revision Date:3/13/15

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	AMG has received from Mead & Hunt a scope of work which was forwarded to City of Auburn. FAA grant for this project was approved in 2013 and verified by AMG with FAA.	Mead & Hunt contract needs to be completed and signed.	12/2013	4/15/15	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.	Century West has compiled a punch and watch list for items to be corrected next spring. Change order was request and approved by FAA for taxiway striping.	02/2014	4/15/15	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. No comments received as of this date.	Waiting on FAA response	11/2012	4/15/15	5/31/15	\$225,000 (90/5/5)
Business Development								
35	AMG	On-going Business	AFS Building –	Multiple parties interested in building	08/2014	Ongoing	Ongoing	N/A
37	City/CW	Development	Runway Enhancement	Environment Assessment scheduled for 2015	3/15/15	5/31/15	12/31/15	\$161,000 (90/5/5)
38	AMG		Brochure	AMG provided information to City of Auburn for creation of draft brochure.	2/15/15	3/15/15	6/15/15	N/A
31	Century West	Row 3 Hangar Development	Construction is progressing, upper tracks are being installed	Contractor projects completion by April 1, 2015. AMG is advertising and promoting.	02/2014	Ongoing	4/1/15	\$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)	Pending Event: WPA Pancake Breakfast April 18 th 8am-11am	- Planning Spring/Summer Events with WPA - Auburn Days Coordinate with COA Parks & M. Hursh	01/2012	4/15/15	Ongoing	TBD
32	City Staff	Communications Infrastructure	COA is working with Comcast to have internet available to tenants	Contract is being reviewed by City	03/2014	Ongoing	12/31/14	\$0
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