

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR MARCH 18, 2015

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters
John Thiesen
Robert Jones
Josh Clearman - absent

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative

VISITORS:

Bob Myers - tenant
Shane Mahoney – WPA GRC*
Gary Miller - tenant
Brian Beaulac – WPA GRC*

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: March 18, 2015

TIME: 7:30 A.M.

PLACE: Auburn Municipal Airport, 506 23rd St. NE., Conference Room 1

INTRODUCTIONS: Chairman Babcock introduced the visitors.

APPROVAL OF MINUTES: A motion was made and seconded to adopt the Advisory Board minutes of February 18, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENT FROM PREVIOUS MEETING: At the February AAB meeting Mr. Miller brought a container of FOD (foreign object debris) he had collected near his hangar. He said it was from the slurry product applied during the overlay project. The discussion continued from the previous meeting regarding the potential damage FOD could do to aircraft tires and propellers. Mr. Maiorca said he has received two written and five verbal incident reports from tenants regarding the FOD. Century West, the project manager, responded to management with an email which was distributed at the AAB meeting. (a copy of the email is attached to these minutes). Mr. Garcia stated Best Parking just finished a complete sweep of the overlay areas and removed a large amount of FOD. Sweeping will continue as needed by AMG and/or Best Parking.

2. REVIEW OF MATRIX

Wildlife Hazard Assessment – Waiting for a contract to be signed between the City of Auburn and Mead & Hunt.

Airport Asphalt Repair & Seal – Completion of the striping and punch list will be done when the weather permits.

Master Plan Update – Mr. Garcia spoke to the FAA regarding the Master Plan and states that reviews still need to be completed by the FAA. The FAA has requested a meeting in April with Century West to review and discuss the FAA's comments to the draft ALP and Master Plan.

Business Development – Mr. Garcia reports that a couple of interested parties have toured the Auburn Flight Service building.

Runway Enhancement – Ms. Coleman stated that Century West needs to complete the scope of work for the project so cost can be estimated. The runway enhancement will be divided into three phases; the first phase, the environmental, which includes the obstruction survey, will be completed in 2015. Ms. Coleman suggested creating a white paper to show progress and any possible issues of the project.

Promotion Brochure – Mr. Garcia spoke with Dana Hinman, COA, Mayor’s office, regarding creating two different brochures for the Auburn Airport, one for pilots and one for non-pilots.

Row 3 Hangar Development – The project is near completion, interior and door framing nearly done.

Airport Branding – On hold

Airport Events – The Green River Chapter of the Washington Pilots Association (WPA) will hold a pancake breakfast April 18th, 2015. The Greentails of Green River College are requesting an aircraft wash to coincide with the event, utilizing the Auburn Airport wash rack.

Communication Infrastructure – Contract is being reviewed by the City of Auburn.

Hangar Art Work- Mr. Peloza will follow up on the project with the City Art Commission.

BOARD ACTION ITEMS: NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

3. AIRPORT MANAGER’S REPORT

Topic A: Noise Complaints

Number of complaints since last meeting: 8 Number of complainants: 2

Topic B: Occupancy Report

	Total/Occupied	Percentage	Change
Open Hangar	68/59	87%	-1
Open Twin Hangar	6/4	67%	0
Row 9-10	40/40	100%	0
Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/8	47%	0

Topic C: Fuel Prices

Fuel price at Auburn \$5.14 credit and \$4.99 cash.

Topic D: Airport Revenue Performance – Report reviewed.

OPEN DISCUSSION: The City of Auburn donates a hangar and storage space to the Civil Air Patrol (CAP). A contract for the use of the hangar and storage is needed between the City of Auburn and CAP. Mr. Garcia will follow up with CAP.

A suggestion was made to have the WPA give a presentation about the organization to the AAB in the future.

SCHEDULE FOR UPCOMING MEETINGS:

- **Regular Board Meeting** – April 15, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002
- **Regular Board Meeting** – May 27, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING -8:53 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Washington Pilots Association, Green River Chapter