



**Airport Advisory Board  
Regular Meeting  
March 15, 2023, 8 AM  
Airport Office  
Conference Room 1**

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**AGENDA**

**A. CALL THE MEETING TO ORDER – 8:00AM**

**B. PUBLIC PARTICIPATION:**

The Municipal Airport Advisory Board Meeting scheduled for Wednesday, March 15, 2023 at 8:00am will be held in person and virtually.

To attend the meeting virtually, call into the meeting at 1.509.530.1507, Phone Conference ID: 830 767 780#

**C. ROLL CALL**

**D. PUBLIC COMMENT:**

Participants can provide comments in person or submit written comments in advance of the scheduled meeting. Participants can submit written comments via mail or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:  
City of Auburn  
Attn: Angela Klein, Airport Office Assistant  
2143 E St NE Suite 1  
Auburn, WA 98002

Email comments to:  
[airport@auburnwa.gov](mailto:airport@auburnwa.gov)

If an individual requires an accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, notice of the need for accommodation is needed by 7:00 a.m. on the day of the scheduled meeting. Participants can request an accommodation to be able to provide remote oral comment by contacting the Airport Office in person, by phone (253) 333-6821, or email to [airport@auburnwa.gov](mailto:airport@auburnwa.gov).

**E. APPROVAL OF MINUTES:**

1. NOVEMBER 30, 2022 REGULAR MEETING

**F. PRESENTATIONS:**

- Open Public Meetings Act Training (30 MIN)

**G. BOARD ACTION ITEMS:**

1. 2023 BOARD CHAIR AND VICE CHAIR POSITIONS (5 MIN)

**H. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.

1. 2023 AIRPORT MARKETING FOCUS (10 MIN)
2. AIRPORT BUDGET (5 MIN)
  - A. 2022 PERFORMANCE
  - B. FAA CIP
3. CAPITAL PROJECT STATUS (5 MIN)
4. TRACKING MATRIX (5 MIN)

**I. BOARD GUIDANCE AND INFORMATION ITEMS:**

1. AIRPORT ADMINISTRATION REPORT (5 MIN)
2. AIRPORT MAINTENANCE REPORT (5 MIN)
3. AIRPORT MANAGER REPORT (20 MIN)

**J. SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows\*:

**2023 Regular Meeting Schedule:**

May 17  
September 20  
November 15

Unless otherwise noted and advertised, all meetings will start at 8 a.m. and will take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

\*Please note that subject to advanced public noticing the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

**K. ADJOURNMENT OF MEETING**