

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: March 15, 2023

MEETING TIME: 8:00 A.M.

MEETING LOCATION: Airport Office Building Conference Room

Meeting Attendance Record:

Board Members:
Deanna Clark, Chairperson
Andrea Prasse, Vice Chair
Wayne Osborne, Board Member
Joe Nessel, Board Member
Jay Miner, Board Member
Justin Heater, Board Member (late)
Chad Ellison, Board Member
City Staff:
Ingrid Gaub, Public Works Director
Tim Mensonides, Airport Manager
Angela Klein, Airport Office Assistant
Ethan Kimes, Airport Operations Specialist
Harry Boesche, Deputy City Attorney

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests.

B. PUBLIC COMMENTS: There were no public comments for this meeting.

C. APPROVAL OF MINUTES: A motion was made by Board Member Nessel and seconded by Board Member Osborne to approve the November 30, 2022 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

D. PRESENTATIONS: OPEN PUBLIC MEETINGS ACT TRAINING

Deputy City Attorney, Harry Boesche, provided training on the open public meetings act, its relevance and specifics as it regards public meetings.

E. BOARD ACTION ITEMS:

2023 BOARD CHAIR AND VICE CHAIR POSITIONS

Board Member Osborne moved and Board Member Nessel seconded to approve Andrea Prasse as Board Chair and Deanna Clark as Vice Chair for 2023.

MOTION CARRIED UNANIMOUSLY, 7-0

F. BOARD DISCUSSION ITEMS:

1. 2023 AIRPORT MARKETING FOCUS

Manager Mensonides shared the updated annual marketing plan that focuses on hangar development and leasing available office space. Mensonides discussed current assets and services at the airport including the addition of Evergreen Airworks maintenance facility. Board discussion and questions followed.

2. AIRPORT BUDGET

Manager Mensonides discussed the annual airport budget through 2022.

3. CAPITAL PROJECT STATUS

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Manager Mensonides discussed the capital improvement plan through 2028 which includes a hangar improvement project in 2024, the upcoming runway project and communication efforts regarding the project and timeline.

4. TRACKING MATRIX

Manager Mensonides updated the board on projects found on the tracking matrix, including annual tasks, airport expansion areas and middle ramp development. Board discussion and questions followed.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT ADMINISTRATION REPORT

Office Assistant Klein reported on rental, waitlist and fuel sales numbers, the 2023 Northwest Aviation Conference & Tradeshow, Career Day at the Muckleshoot Resort, and a tour given to students from Green River Montessori.

2. AIRPORT MAINTENANCE REPORT

Airport Operations Specialist Kimes gave updates on the helicopter H's installed at the airport, new fuel sump disposal receptacles, fuel tank maintenance, signage, the addition of a new part-time employee, Loren Hubbard, and wildlife mitigation efforts.

3. AIRPORT MANAGER REPORT

Mensonides also gave updates on the airport mural project, the internship position and shared his experience on the civic leader's tour in connection with McChord Air Force Base and the C-17 aircraft. He then shared plans to paint the tops of the hangars with A-U-B-U-R-N and discussed the new instrument approach scheduled for October 2023. Board discussion followed.

H. SCHEDULE FOR UPCOMING MEETINGS:

Regular Meeting Schedule:

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

May 17, 2023

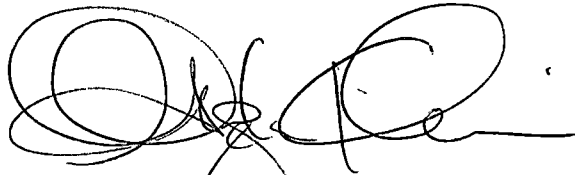
September 20, 2023

November 15, 2023

I. ADJOURNMENT OF MEETING

There being no other business Chairperson Prasse adjourned the meeting at 9:27 a.m.

APPROVED this 17th day of May, 2023

A handwritten signature in black ink, appearing to be 'Angela Klein', written over a horizontal line.

Angela Klein, Board Secretary