

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: March 9, 2022
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:

Deanna Clark, Chairperson

Andrea Prasse, Board Member

Wayne Osborne, Board Member

Justin Heater, Board Member

Joe Nessel, Board Member

Dennis Decoteau, Board Member

Jay Miner, Board Member

City Staff:

Ingrid Gaub, Public Works Director

Tim Mensonides, Auburn Airport Manager

Ryan Hubbard, Airport Operations Specialist

Angela Klein, Auburn Airport Office Assistant

Jenn Francis, City of Auburn Economic Development Manager

Abid Rahmani, City of Auburn Economic Development Coordinator

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll.

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

B. APPROVAL OF MINUTES: A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve the December 15, 2021 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 7-0

C. BOARD ACTION ITEMS:

1. BOARD CHAIR AND VICE-CHAIR POSITIONS

A motion was made by Board Member Osborne and seconded by Board Member Nessel to approve Deanna Clark as Chairperson and Andrea Prasse as Vice-Chair for the 2022 calendar year.

MOTION CARRIED UNANIMOUSLY, 7-0

2. AIRPORT RULES AND REGULATIONS, MINIMUM STANDARDS AND DEVELOPMENT STANDARDS

A motion was made by Board Member Nessel and seconded by Board Member Prasse to approve the airport minimum standards rules and regulations.

MOTION CARRIED UNANIMOUSLY, 7 – 0

D. BOARD DISCUSSION ITEMS:

1. 2022 AIRPORT MARKETING FOCUS

Manager Mensonides discussed projects for 2022 that include bringing new business to the airport, particularly for the Airtech space available in August and then introduced Jenn Francis, who then discussed working with local area businesses, recent rezoning and a

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

desire to recruit established or new businesses to the areas adjacent to and near the airport. Francis solicited information from the board regarding the kinds of businesses recommended. Suggestions included an airport restaurant and/or food trucks. A discussion followed that included interest in oil and parts supply along with additional maintenance help. Emerging technologies was also mentioned. Francis encouraged board members to reach out with ideas and mentioned ARPA (America Plan Rescue Act) funding and other grant options available to help local area businesses.

2. 2022 CAPITAL PROJECT STATUS

Manager Mensonides shared updates on capital projects that included the property acquisition of land at the south end of the airport from King County, runway improvements scheduled for summer of 2023, night restrictions, hangar door replacement project and annual maintenance and repair.

3. TRACKING MATRIX

Manager Mensonides updated the board on the SE lot development, middle ramp development, and annual tasks.

E. BOARD GUIDANCE AND INFORMATION ITEMS:

AIRPORT MANAGER REPORT

Office Assistant Klein reported on the status of leased hangars, tie-down spaces, the hangar wait list and 2021 fuel sales. Manager Mensonides discussed fuel prices, the Northwest Aviation Conference & Trade Show, additional fencing for the airport perimeter, the awarding of the Fly Washington Passport food drive trophy, a new briefing station in the airport office for pilots, and a recap of the 2021 airport performance and budget.

AIRPORT MAINTENANCE REPORT

Airport Operations Specialist Hubbard updated the board on staffing, summer projects, wildlife mitigation efforts, future equipment purchases and upcoming summer events.

AUBURN AIRPORT ADVISORY BOARD
MEETING MINUTES

F. PRESENTATIONS: NONE

G. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2022 Regular Meeting Schedule:

May 18th, 2022

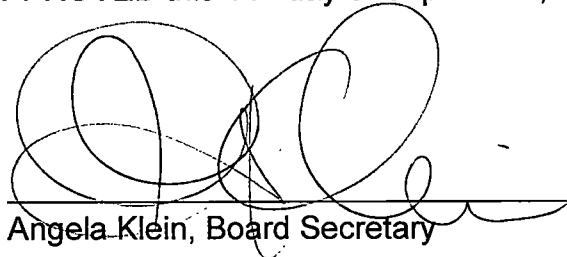
September 21st, 2022

November 16th, 2022

H. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:52 a.m.

APPROVED this 14th day of September, 2022



Angela Klein, Board Secretary