



**Airport Advisory Board  
Regular Meeting  
February 21, 2018, 7:30 AM  
Airport Office  
Conference Room 1**

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**AGENDA**

- A. CALL THE MEETING TO ORDER/ROLL CALL**
- B. 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. The Board Chair determines time allotted to each speaker.
- C. APPROVAL OF MINUTES:** December 20, 2017
- D. PRESENTATIONS:**
  - 1. BUSINESS SPOTLIGHT – CLASSIC HELICOPTERS
- E. BOARD ACTION ITEMS:** Please note that Board action items are recommendations only to the City Council pursuant to the Board's adopted role as an advisory only body to the City Council.
  - 1. ELECTION OF NEW VICE CHAIR
- F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
  - 1. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS
    - A. JET A FUEL PROGRAM STATUS UPDATE
    - B. RUNWAY ENHANCEMENT PROJECT UPDATE
    - C. FACILITIES CONDITION ASSESSMENT PROJECT UPDATE
    - D. COMPETATIVE MARKET ASSESSMENT & LONG-TERM RATE STUDY UPDATE
  - 2. AIRPORT ADVISORY BOARD – TRACKING MATRIX (GENERAL BUSINESS) AND 2018 ONLY STRATEGIC BUSINESS PLAN PRIORITY ACTIONS MATRIX
- G. BOARD GUIDANCE AND INFORMATION ITEMS:**
  - 1. AIRPORT MANAGER'S REPORT
- H. SCHEDULE FOR UPCOMING MEETINGS:** Scheduled meetings of the Auburn Advisory Board are as follows\*:

**2018 Meeting Schedule:**

April 18, 2018  
June 20, 2018  
August 15, 2018  
October 17, 2018  
December 19, 2018

Unless otherwise noted and advertised, all meetings will start at 7:30 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.

**I. ADJOURNMENT OF MEETING**

# **AUBURN AIRPORT ADVISORY BOARD**

## **MEETING MINUTES**

**MEETING DATE:** December 20, 2017  
**MEETING TIME:** 7:30 A.M.  
**MEETING LOCATION:** Auburn Municipal Airport, 2143 E ST NE Suite #1  
Auburn WA 98001

### **Meeting Attendance Record:**

|                                                                       |
|-----------------------------------------------------------------------|
| <b>Board Members:</b>                                                 |
| John Theisen, Chairperson                                             |
| Mark Kornei, Board Member                                             |
| Deanna Clark, Board Member                                            |
|                                                                       |
| <b>City Staff:</b>                                                    |
| Kevin Snyder, Community Development & Public Works Director           |
| Ingrid Gaub, Assistant Director of Engineering Services/City Engineer |
| <b>Airport Management:</b>                                            |
| Jamelle Garcia, Aviation Management Group, LLC                        |
| Guillermo Arevalo, Aviation Management Group, LLC                     |
|                                                                       |
| <b>Members of the Public:</b>                                         |
| Brandon and Danielle Butsick (Tenant/Citizen)                         |
| Gary Miller (Tenant/Citizen)                                          |
|                                                                       |

**A. CALL THE MEETING TO ORDER:** Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Gary Gustafson and Sparrow Tang were excused absences.

**B. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING:** New public comment: Gary Miller an Auburn Airport Tenant spoke about his concern with the recent hangar rental increases. The Board Chair Theisen and Airport Manager Garcia discussed the issue explaining the process of reviewing the rental rates annually. Mr. Miller also expressed concern over the pricing of the fuel at the airport.

**C. APPROVAL OF MINUTES:** A motion was made and seconded to approve the Auburn Airport Advisory Board Meeting Minutes of December 20, 2017.

**D. PRESENTATIONS:** NONE

**E. BOARD ACTION ITEMS:**

1. ORDINANCE NO. 6663 – AMENDMANT TO SECTION 2.33.010 OF THE AUBURN CITY CODE (NUMBER OF BOARD MEMBERS)  
Mr. Snyder reviewed the revision to the Auburn City Code to increase the Auburn Municipal Airport Advisory Board from 5 to 7 members. Motion was made to recommend approval of Ordinance No. 6663 to the Auburn City Council.  
John Theisen moved Deanna Clark motion to approve and Marc Kornei seconded to recommend approval of Ordinance No. 6663 to the Auburn City Council  
MOTION CARRIED UNANIMOUSLY. 3-0
2. 2018 ANNUAL BOARD WORK PLAN  
John Theisen moved and Deanna Clark seconded a Motion to A) recommend the 2018 Annual Work Plan to the Auburn City Council by the Board Chairperson; and B) the Approval of the 2018 Annual Board Work Plan to the Auburn City Council.  
MOTION CARRIED UNANIMOUSLY. 3-0

**F. BOARD DISCUSSION ITEMS:**

1. Mr. Garcia presented the results of the Airport Users Survey.
2. Mr. Snyder and the Board discussed a bi-monthly meeting schedule beginning February 2018. Mr. Snyder will email the new schedule.
3. Ms. Gaub reported FCS Group has begun the Analysis and Rate Study for the Auburn Municipal Airport. The completed report will be ready for review by March/April 2018.
4. Ms. Gaub updated the status of Facility Condition Assessment. The walk through has been completed and reports will be ready in first quarter of 2018.

5. Ms. Gaub discussed the current status of Jet A Fuel. The City is at the final stages with Cascade.
6. Mr. Snyder reported the Wayfinding Signage was still being produced but should be completed by the end of December 2017. The Entry Sign for the Airport has been completed and installed.
7. The Airport tracking matrix was reviewed along with the 2017 Strategic Business Plan Priority actions items.

#### **G. BOARD GUIDANCE AND INFORMATION ITEMS:**

1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the report which included airport revenues with month-to-month and year-to-year comparisons. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

#### **H. SCHEDULE FOR UPCOMING MEETINGS:**

The Board Chair discussed changing the meeting to every other month. Mr. Snyder advised he would send out a new 2018 proposed meeting schedule. Next meeting will be February 21, 2018.

#### **I. ADJOURNMENT OF MEETING:**

There being no other business the Board Chairperson adjourned the meeting at 9:30 a.m.

#### **Prepared by:**

Aviation Management Group, LLC on behalf of the City of Auburn  
February 6, 2018

## AIRPORT ADVISORY BOARD – TRACKING MATRIX

| LEAD                            | PROJECT DESCRIPTION                               | CURRENT STATUS                                                                                                                                                                                                                                     | WHAT'S NEXT                                                                                                                                                                                                                                                                                                                                                                                            | START DATE | EST. COMPL. DATE | EST. COST                                                               |
|---------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-------------------------------------------------------------------------|
| <b>GENERAL AIRPORT BUSINESS</b> |                                                   |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                        |            |                  |                                                                         |
| City                            | Strategic Business Plan                           | Board reviewed and discussed 2017 only priority matrix action items at each Board Meeting in 2017.                                                                                                                                                 | Board to continue to review and discuss 2018 only action items.                                                                                                                                                                                                                                                                                                                                        | On-going   | On-going         | Action costs will be identified for each action at time of Board effort |
| City                            | Airport Enterprise Fund                           | City Council passed 2017-2018 Biennial Budget and 2017-2022 Capital Improvement Program                                                                                                                                                            | Finance Director Coleman provided City Council an update on the 2 <sup>nd</sup> Quarter 2017 Financials on August 14, 2017; staff provided airport related information to the Board from this update. 3 <sup>rd</sup> Quarter 2017 Financials to be presented to the City Council on 11/27/17. Copy of the financial report presented to City Council on 11/27/17 was separately emailed to the Board. | On-going   | On-going         | N/A                                                                     |
| City/CW                         | Runway Enhancement Project – Environmental Review | Federal environmental review effort complete. FAA issued a Finding of No significant Impact and Record of Decision (FONSI/ROD) on January 20, 2017 and the public informational review period ended on February 6, 2017                            | COMPLETE                                                                                                                                                                                                                                                                                                                                                                                               | 03/2015    | 07/2017          | \$238,918 (90/5/5)                                                      |
| City/CW                         | Runway Enhancement Project – Design               | Scoping for runway length evaluation is complete and scoping for consultant final design work underway. Working with FAA on their grant process. FAA has indicated that it may require that property acquisition occurs with project construction. | FAA ADO has requested additional evaluation of the proposed runway length. The City is currently working with FAA and our designer, Century West, to address FAA's request.                                                                                                                                                                                                                            | 06/2017    | 06/2018          | \$333,333 (90/10)                                                       |
| City                            | Runway Enhancement Project – Property Acquisition | Appraisal of a portion of the Park and Ride area for the future Runway Safety Area is underway.                                                                                                                                                    | After appraisal and appraisal review are complete, the City will work with FAA to get approval to make an offer for fair market value.                                                                                                                                                                                                                                                                 | 01/2018    | 12/2018          | \$500,000 (90/5/5)                                                      |
| City/CW                         | Runway Enhancement Project – Construction         | Scheduled to begin this phase in 2018 following the completion of the Design Phase.                                                                                                                                                                | Design phase approval and applying for and obligating State and Federal Grant funding in 2018.                                                                                                                                                                                                                                                                                                         | 06/2018    | 06/2019          | \$1,833,333 (90/5/5)                                                    |
| City                            | Facility Condition Assessment                     | Consultant Selection is in process with an RFP to be published in Mid- August.                                                                                                                                                                     | Draft document was reviewed by staff and a revised draft is anticipated for broader review by March 6 <sup>th</sup> .                                                                                                                                                                                                                                                                                  | 10/2017    | 12/2018          | \$50,000                                                                |
| City                            | On-going Business Development                     | Continue to pursue right-of-first refusals on ALP identified acquisition parcels                                                                                                                                                                   | Work with Economic Development staff on targeted marketing efforts                                                                                                                                                                                                                                                                                                                                     | On-going   | On-going         | TBD                                                                     |
| WSDOT/PSRC/FAA                  | AGIS Study                                        | Project work completed in December 2016.                                                                                                                                                                                                           | COMPLETE                                                                                                                                                                                                                                                                                                                                                                                               | 08/2015    | 10/2017          | FAA/WSDOT 100%                                                          |

## AIRPORT ADVISORY BOARD – TRACKING MATRIX

| STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS |                            |        |                                                                      |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                                                                                      |
|--------------------------------------------------|----------------------------|--------|----------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------|
| AAB Priority Ranking                             | KRA Reference <sup>1</sup> | Goal # | Key Result Area/Goals<br>(Not in Priority Order)                     | Lead                                                        | Narrative Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Start Date <sup>2</sup>      | Completion Date                                                                      |
| 1                                                | 1                          | 5      | Develop and implement a Jet-A-Fuel temporary pilot program           | Community Development & Public Works Director/City Engineer | Based on interest from the Board and other interested parties, the currently adopted Capital Facilities Plan had proposed the permanent installation of Jet-A-Fuel fuel service. However, because of 1) uncertain market need and response to warrant investment; and 2) higher than anticipated costs, permanent installation cannot be achieved in the near-term. Funding for the temporary pilot program has been included in the proposed 2017-2022 City Capital Facilities Plan. On September 11, 2017 City Council concurred with the Private Partnership Option and staff are working on the Draft Operating Agreement. Draft License Agreement with Cascade in process and Operating Procedures being finalized. Amendment to AMG's contract is anticipated in the 1 <sup>st</sup> Quarter of 2018. | 1 <sup>st</sup> quarter 2017 | Temporary - 1 <sup>st</sup> quarter 2018<br>Permanent - 4 <sup>th</sup> quarter 2019 |
| 1                                                | 2                          | 6      | Annual Board Work Plan                                               | Airport Advisory Board                                      | Prepare for each calendar year a focused work plan for the Board to utilize in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Annually                     | Annually<br>12/20/2017                                                               |
| 1 – Should be part of market study effort        | 2                          | 3      | Long-Term Rate Study                                                 | Airport Management                                          | Rates charged to tenants and users of the airport are the primary funding source for the airport, excluding grants for capital development. To assure that the Airport Enterprise Fund remains self-sustaining into the future, current and future rate structures must be evaluated balancing market competitiveness with short-term and long-term airport operation needs. Contract executed and work has begun.                                                                                                                                                                                                                                                                                                                                                                                          | 2 <sup>nd</sup> quarter 2017 | 4 <sup>th</sup> quarter 2018                                                         |
| 1                                                | 3                          | 1      | Competitive Market Assessment Study                                  | Community Development & Public Works Director               | Engage with a qualified professional with experience in airport market analysis to assess the Airport's current and future sub-regional and regional market positions and identify strategies for maintaining and enhancing these positions. Contract executed and work has begun.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 <sup>nd</sup> quarter 2017 | 4 <sup>th</sup> quarter 2018                                                         |
| 1                                                | 3                          | 2      | Recommendations - City's 10-Year Economic Development Strategic Plan | Community Development & Public Works Director               | Working with the Board and City Administration; evaluate and implement recommendations of the City's 10-Year Economic Development Strategic Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | On-going                     | On-going                                                                             |

<sup>1</sup> KRA 1 = Airport Capital Improvement Program; KRA-2 = Airport Operations; KRA-3 = Economic Development

<sup>2</sup> Please note that actions that start in 2017 and extend into 2018 are listed.

## AIRPORT ADVISORY BOARD – TRACKING MATRIX

| STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS |                            |        |                                                  |                                                                                           |                                                                                                                                                                                                                                                                                         |                              |                              |
|--------------------------------------------------|----------------------------|--------|--------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| AAB Priority Ranking                             | KRA Reference <sup>3</sup> | Goal # | Key Result Area/Goals<br>(Not in Priority Order) | Lead                                                                                      | Narrative Description                                                                                                                                                                                                                                                                   | Start Date <sup>4</sup>      | Completion Date              |
| 1                                                | 3                          | 5      | Current Development Sites Marketing <sup>5</sup> | Community Development & Public Works Director/City Real Estate Analyst/Airport Management | Market and lease the two on-airport development sites approved in the approved Airport Master Plan to prospective tenants and developers <sup>5</sup>                                                                                                                                   | 1 <sup>st</sup> quarter 2017 | 4 <sup>th</sup> quarter 2017 |
| 1                                                | 3                          | 6      | Airport Growth Areas <sup>6</sup>                | Community Development & Public Works Director/City Real Estate Analyst/                   | Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including but not limited to acquisition of first rights of refusal on potential future acquisition properties <sup>6</sup>                                                    | 1 <sup>st</sup> quarter 2017 | 4 <sup>th</sup> quarter 2017 |
| 2                                                | 2                          | 2      | Annual Tenant Survey                             | Airport Management                                                                        | Prepare, transmit and analyze with the Board an annual tenant survey. The questions will be developed in consultation with the Board and tenant feedback will be shared with the Board for potential immediate action, if appropriate or incorporation into the Strategic Business Plan | Annually                     | Annually<br>July 19, 2017    |
| 2                                                | 2                          | 8      | Long-Term Airport Management strategy            | Community Development & Public Works Director                                             | Evaluate with Board, City Council, City Administration and appropriate stakeholders a long-term airport management strategy. Anticipate beginning Board Discussion on this soon.                                                                                                        | 1 <sup>st</sup> quarter 2017 | 2 <sup>nd</sup> quarter 2018 |

<sup>3</sup> KRA 1 = Airport Capital Improvement Program; KRA-2 = Airport Operations; KRA-3 = Economic Development

<sup>4</sup> Please note that actions that start in 2017 and extend into 2018 are listed.

<sup>5</sup> Please note that the timeframes shown for this Goal are aspirational. The ability to achieve them in the timeframes stated are influenced by market factors beyond the City's direct control. As such, this Goal may not be achieved in the specified timeframe, however, the City will pursue all reasonable and appropriate actions to do so.

<sup>6</sup> Please note that the timeframes shown for this Goal are aspirational. The ability to achieve them in the timeframes stated are influenced by market factors beyond the City's direct control. As such, this Goal may not be achieved in the specified timeframe, however, the City will pursue all reasonable and appropriate actions to do so.

## AIRPORT ADVISORY BOARD – TRACKING MATRIX

| STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS |               |        |                                                                     |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                              |
|--------------------------------------------------|---------------|--------|---------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| AAB Priority Ranking                             | KRA Reference | Goal # | Key Result Area/Goals<br>(Not in Priority Order)                    | Lead                                                        | Narrative Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Start Date                   | Completion Date              |
| 2                                                | 2             | 9      | Airport Marketing Plan                                              | Community Development & Public Works Director               | Prepare a comprehensive marketing plan that will act as a communication and implementation tool that can be used to achieve the goals established for the Airport. The Plan will utilize the Five Ps (Product, Price, Placement, Promotion, and People) that focus on the points of view of the Airport's target audiences                                                                                                                                                                                                                                   | 3 <sup>rd</sup> quarter 2017 | 2 <sup>nd</sup> quarter 2018 |
| 3                                                | 1             | 6      | Wildlife Hazard Management Plan Implementation                      | Community Development & Public Works Director/City Engineer | Per the 2015 Wildlife Hazard Management Plan, obtain a scope of work and budget, modify Capital Facilities Plan, obtain required permits and approvals and conduct recommended tree removal activities. Century West is currently reviewing the Plan and will prepare a technical memorandum to City staff recommending key next steps.                                                                                                                                                                                                                      | 2 <sup>nd</sup> quarter 2017 | 4 <sup>th</sup> quarter 2018 |
| 3                                                | 2             | 5      | Board Composition Review                                            | Airport Advisory Board                                      | Conduct a review of the current composition and focuses of the Airport Advisory Board to determine potential for recommended code changes. Areas of interest could include but are not limited to current number of authorized board members and specific Board focuses                                                                                                                                                                                                                                                                                      | Annually                     | Annually<br>12/20/2017       |
| Purposely left blank – being done or to be done  | 1             | 1      | Annual Capital Improvement Program Review                           | Airport Advisory Board                                      | The City is required by the Federal Aviation Administration (FAA) and the Washington State Department of Transportation-Aviation Division (WSDOT-Aviation) to annually submit an updated Capital Improvement Program (CIP). The CIP forms the basis for potential state and federal funding for airport capital improvements. In coordination with City staff, the Board will annually review and advise on the required update to the Capital Improvement Program required prior to its submittal. Reviewed with the Board at its 09/20/17 regular meeting. | Annually                     | Annually<br>9/20/2017        |
| Purposely left blank – being done or to be done  | 1             | 2      | Airport Six-Year Capital Facilities Plan and 2019-2020 Budget - NEW | Community Development & Public Works Director/City Engineer | The City will be updating the Six-Year Capital Facilities Plan for the Airport as part of the 2019-2020 budget process and develop the proposed budget for the Airport for 2019-2020                                                                                                                                                                                                                                                                                                                                                                         | Bi-Annually                  | 3 <sup>rd</sup> quarter 2018 |
| Purposely left blank – being done or to be done  | 2             | 18     | Unmanned Aerial Vehicle (UAV) Training Area                         | Innovation & Technology Department/ Airport Management      | Investigate the potential establishment of a UAV training area at the Airport for use by City staff for required UAV flight training subject to FAA approval                                                                                                                                                                                                                                                                                                                                                                                                 | 4 <sup>th</sup> quarter 2017 | 2 <sup>nd</sup> quarter 2018 |

## AIRPORT ADVISORY BOARD – TRACKING MATRIX

| STRATEGIC BUSINESS PLAN – 2018 ONLY ACTION ITEMS |               |        |                                                  |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                                 |
|--------------------------------------------------|---------------|--------|--------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------|
| AAB Priority Ranking                             | KRA Reference | Goal # | Key Result Area/Goals<br>(Not in Priority Order) | Lead                                              | Narrative Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Start Date                     | Completion Date                                 |
| Purposely left blank – being done or to be done  | 2             | 12     | Airport Wayfinding Signage                       | Community Development & Public Works Director     | Design, fabrication and installation of new and additional airport way-finding signs on key City transportation corridors. City installation of signs is anticipated before the end of 2017. Received notification from WSDOT that it would not approve 2 additional signs on SR-18.                                                                                                                                                                                                                         | 2 <sup>nd</sup> quarter 2017   | 1 <sup>st</sup> quarter 2018<br><b>COMPLETE</b> |
| Purposely left blank – being done or to be done  | 2             | 15     | Annual Lease Rates Survey & Analysis             | Real Property – Mayor's Office/Airport Management | Conduct comparison survey and valuation analysis for rates for Open T and Closed Hangars, Tie-Downs.                                                                                                                                                                                                                                                                                                                                                                                                         | Annually                       | Annually<br><b>8/23/2017</b>                    |
| Purposely left blank – being done or to be done  | 2             | 16     | Airport Municipal Broadband Service              | Innovation & Technology                           | Extend City's Municipal Broadband service to the Airport. Currently, the City's high speed fiber optic network has been extended to the Airport. Building off of this network, wireless broadband services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience. City staff is currently working with IT Department staff on extension of WiFi and MiFi to the airport office. Decision was made previously to not extend to hangers due to costs. | 3 <sup>rd</sup> quarter 2017   | 4 <sup>th</sup> quarter 2017<br><b>COMPLETE</b> |
| Items to Consider Adding from the Strategic Plan |               |        |                                                  |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                                 |
| ?                                                | 2             | 13     | Aviation Day                                     | Airport Management                                | Develop a plan for establishment of a free 1-day Aviation Day that is open to the public and will provide up-close viewing of aircraft, aviation exhibits, Kids Zone, food trucks, and more. Pursue sponsors to cover 100 percent of event cost                                                                                                                                                                                                                                                              | Annually (first event in 2018) | Annually (first event in 2018)                  |
| ?                                                | 2             | 17     | Enhanced Phone System                            | Innovation & Technology Department                | Implement a more robust phone system for features like call tree, integration with Outlook. This could be accomplished by extending the City's IP Phone system to the Airport thereby implementing unified communications including 4 digit dialing and voice mail                                                                                                                                                                                                                                           | 1 <sup>st</sup> quarter 2018   | 3 <sup>rd</sup> quarter 2018                    |
| ? – 2018 WORK PLAN ITEM                          | 3             | 3      | Airport Zoning Regulations Update                | Community Development & Public Works Director     | Coordinate with City's Community Development Service Area to assess and potentially implement new zoning regulations amendments to current City of Auburn zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts                                                                                                                                                                               | 1 <sup>st</sup> quarter 2018   | 1 <sup>st</sup> quarter 2019                    |

# Annual Report 2017

Year to Date Totals through December 2017

|                   | <u>2016</u> | <u>2017</u> | <u>% of Change</u> |
|-------------------|-------------|-------------|--------------------|
| Income            | \$829,733   | \$885,438   | +6.7%              |
| Fuel Gallons Sold | 84,769      | 89,960      | +6.2%              |

## Occupancy

|           |                                              |
|-----------|----------------------------------------------|
| 51 of 89  | Tie Downs                                    |
| 71 of 71  | Closed                                       |
| 63 of 68  | Open Hangars                                 |
| 14 of 17  | Storage Units                                |
| Wait List | 36 on the list – (Waiting on Closed Hangars) |

\*Prepared and presented by Aviation Management Group without review of City Of Auburn.

# Monthly Report January 2018

Year to Date Totals through January 2018

|                   | <u>2017</u> | <u>2018</u> | <u>% of Change</u> |
|-------------------|-------------|-------------|--------------------|
| Income            | \$73,056    | \$82,101    | +12.4%             |
| Fuel Gallons Sold | 5,827       | 4,380       | -2.4%              |

## Occupancy

|           |                                              |
|-----------|----------------------------------------------|
| 51 of 89  | Tie Downs                                    |
| 71 of 71  | Closed                                       |
| 68 of 68  | Open Hangars                                 |
| 14 of 17  | Storage Units                                |
| Wait List | 36 on the list – (Waiting on Closed Hangars) |

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