

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: February 21, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1
Auburn WA 98001

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Deanna Clark, Vice Chair
Mark Kornei, Board Member
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Jacob Sweeting, Assistant City Engineer
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
Members of the Public:
Danielle Butsick (Tenant/Citizen)
Wayne Osborne (Citizen)
Bill Peloza (Citizen)

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A. CALL THE MEETING TO ORDER:

Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Sparrow Tang was an excused absence and that Board Member Gary Gustafson had regrettably resigned from the Airport Advisory Board.

B. PUBLIC COMMENTS: NONE

C. APPROVAL OF MINUTES:

A motion was made, seconded and unanimously passed to approve the Auburn Airport Advisory Board Meeting Minutes of December 20, 2017.

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

With the resignation of Gary Gustafson from the Board there is a need to appoint a new Vice Chairperson. John Theisen made a motion to appoint Deana Clark to the Vice Chair position. Mark Kornei seconded the motion and the vote was unanimous to approved Deana Clark as Vice Chair.

F. BOARD DISCUSSION ITEMS:

1. 2018 Work Plan Review of Active Items

- A.** Ms. Gaub discussed the current status of Jet A Fuel license agreement with Cascade. The City and Cascade are in the final stages of completing the agreement.
- B.** Ms. Gaub discussed the current status of the Runway Enhancement Project. She advised the Board that the FAA is questioning the additional length to approximately 4,000 feet and the FAA is requiring additional information for justification. City of Auburn is working on the justification with Century West consultants and AMG regarding the length and concerns of safety of current based aircraft and visiting aircraft.
- C.** 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.
- D.** Ms. Gaub reported the Analysis and Rate Study for the Auburn Municipal Airport has begun. The completed report will be ready for review by 4th quarter 2018.

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2. The Airport tracking matrix was reviewed along with the 2018 Strategic Business Plan Priority actions items.

G. BOARD GUIDENCE 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. Mr. Garcia also presented a comparison of 2016 and 2017 annual revenues of the airport. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

H. SCHEDULE FOR UPCOMING MEETINGS:

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