



**Airport Advisory Board
Regular Meeting
February 20, 2019, 7:00 AM
Airport Office
Conference Room 1**

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:**
 - 1. DECEMBER 19, 2018 REGULAR MEETING
- D. PRESENTATIONS: NONE**
- 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. 2019 AIRPORT BOARD WORK PLAN ADOPTION
- F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
 - 1. REVIEW OF AIRPORT BOARD ROLE/RESPONSIBILITIES (10 MIN)
 - 2. CAPITAL/FINANCIAL PLANNING AND STRATEGIC PLAN SCHEDULE DISCUSSION (10 MIN)
 - 3. 2019 CAPITAL PROJECT STATUS (5 MIN)
 - A. RUNWAY ENHANCEMENT PROJECT UPDATE
 - 4. AIRPORT ADVISORY BOARD – TRACKING MATRIX (GENERAL BUSINESS) AND 2019 ONLY STRATEGIC BUSINESS PLAN PRIORITY ACTIONS MATRIX (10 Min)
- G. BOARD GUIDANCE AND INFORMATION ITEMS:**
 - 1. AIRPORT MANAGER'S REPORT (15 Min)

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

2019 Regular Meeting Schedule:

April 17, 2019
June 19, 2019
August 21, 2019
October 16, 2019
December 18, 2019

Unless otherwise noted and advertised, all meetings will start at 7:00 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 19, 2018
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E Street NE.
Auburn, WA 98002

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Deanna Clark, Vice Chair
Danielle Butsick, Board Member
Wayne Osborne, Board Member
Sean Morrow, Board Member
Mark Kornei, Board Member (excused)
City Staff:
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Jacob Sweeting, Assistant City Engineer
Tim Mensonides, Auburn Airport Manager
Ryan Hubbard, Auburn Airport Operations Technician
Contract Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Tanya Rottkamp, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Members of the Public:
Rock Snodgrass (AHOA Tenant)
Dixon Smith (AFC II Tenant)
Cecilia Sorci (Private Resident)

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted Board Member Mark Kornei is excused.

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 the October 17, 2018 meeting.

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. SAYWEATHER SYSTEM UPDATE. Jamelle Garcia verified the SayWeather System has been installed and completed the week of November 1, 2018 and is operational.
2. AIRPORT MANAGEMENT AND TRANSITION UPDATE. Ms. Gaub announced Tim Mensonides as the new Airport Manager. Tim Mensonides introduced himself and discussed his experience, training and education.
3. 2019-2020 AIRPORT BUDGET OVERVIEW. Ms. Gaub reviewed the approved 2019-2020 Budget with the Board including the various line item budgets and how the transition to in-house management is budgeted.
4. 2019 BOARD WORK PLAN DISCUSSION. Ms. Gaub discussed the draft 2019 Board Work Plan. This is in the Strategic plan to be done each calendar year so that the Board has a focused work plan to utilize in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council. There were 4 items identified in the Strategic plan for 2019 that were not currently included in the Board work plan. The Board concurred to remove the enhanced phone system item as the City has already incorporated it's phone system at the Airport with the management transition. The Board discussed including the Long Term Rate Study and Market Assessment into the work plan to complete the next step of using this information to develop a long term capital and financial plan for the

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

Airport. The Board also requested that an item be added concerning Fixed Base Operator (FBO) recruitment to meet the needs of the current airport tenants. Upon review of the existing work plan items the Board agreed to remove the Jet A Fuel item until such time as the Airport moves forward with the next phase of implementation. The Board also agreed to remove the Capital Facilities plan and 2019/2020 budget item as complete and the Unmanned Aerial Vehicle Training area item.

5. **BOARD COMPOSITION.** The City is currently accepting applications for new Board Members and will go through a process with the Board Chair and Vice Chair to interview any potential candidates for recommendation to the Mayor for appointment. It is anticipated that this process will be completed in early 2019. The Board currently has 5 of the 7 positions filled. The Board concurred that no changes to the composition are needed.

6. 2018 WORK PLAN REVIEW OF ACTIVE ITEMS

A. **RUNWAY ENHANCEMENT PROJECT UPDATE.** Ms. Gaub advised that the City has moved forward and is under contract with Century West to design the runway enhancement.

B. **JET A FUEL PROGRAM STATUS UPDATE.** Ms. Gaub advised that Cascade has successfully taken a Jet A Fuel Delivery. The Jet A Fuel truck is planned to be purchased by the City of Auburn in 2020 after the completion of the runway extension.

7. AIRPORT TRACKING MATRIX AND STRATEGIC BUSINESS PLAN PRIORITY ACTIONS MATRIX

Ms. Gaub reviewed the status of the various items listed on the matrix with the Board.

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.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

H. SCHEDULE FOR UPCOMING MEETINGS:

The Board discussed the frequency and time of these meetings for 2019 and concurred that the meetings would be moved to 7:00AM and regular meetings would be held every other month beginning in February on the 3rd Wednesday of the month. In addition, the board discussed the possibility of having special meetings on the months between the regular meetings in order to discuss the long term plan and the financial needs for the Airport.

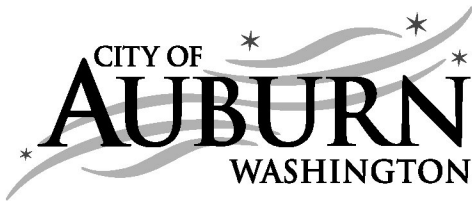
Next meeting will be February 20, 2019 at 7:00AM.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Vice Chairperson adjourned the meeting at 9:00 a.m.

Prepared by:

Tanya Rottkamp on behalf of the City of Auburn.



Memorandum

To: Airport Advisory Board

From: Ingrid Gaub, Director of Public Works
Tim Mensonides, Airport Manager

Date: February 14, 2019

Re: AGENDA ITEM E1 – 2019 Annual Board Work Plan Adoption

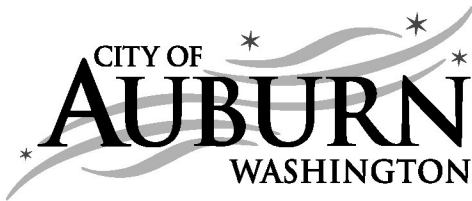
At the December 18, 2018 Board Meeting, the Board reviewed the draft 2019 Work Plan and discussed various items to remove and add to the Work Plan. The Board also discussed a desire to focus more on the higher level policy and decisions needed by the Board in 2019 and to revise the Work Plan to remove items that are more administrative in nature or are items of interest for the Board but do not require policy or recommendations from the Board.

Following the meeting, staff discussed proposed revisions with the Board Chair to revise the Work Plan and the list below is the proposed 2019 Work Plan items incorporating the comments from the December meeting and the discussion with the Chair. Please note that administrative type items such as the annual tenant survey, the Fair Market Value Appraisal, etc continue to be work elements for Airport staff and updates will be provided by the Airport Manager in the Manager's Report as these administrative items are completed.

Title	Description	Start Period	Completion Period
Annual Board Work Plan	For each calendar year, the Board will prepare an annual work plan for the Board to utilize in agenda setting, coordination with City staff, and development of policy and fiduciary recommendations to the City Council.	4Q 2019	1Q 2020
Airport Board Composition Review	Each year, the Board will review the composition of the Airport Advisory Board and provide recommendations for any code changes to the City council for consideration. Areas of interest could include, but are not limited to, the current number of board members and specific board focus.	4Q 2019	4Q 2019
Economic Development Annual Update	(Note: the previous work plan had 3 items all pertaining to Economic Development that have been combined and reduce to one tracking item for the Board.) The City will provide at least annually an update to the Board of the economic development actions taken by the City to implement any recommendations from the City's 10-year	2Q 2019	2Q 2019

	Economic Development Strategic Plan, pursue opportunities for physical growth of the Airport consistent with the Airport Master Plan, and efforts to market and lease the developable areas within the Airport.		
Airport Marketing Plan	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.	3Q 2017	3Q 2019
Airport Zoning Regulations Update	Coordinate with the City's Community Development staff to assess and potentially implement new zoning regulation amendments to the City's zoning code for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts. This will require an approval process through the City's Planning Commission.	1Q 2019	4Q 2019
Long Term Capital and Financial Planning for Airport Development	The City completed several efforts in 2019 including the Competitive Market Assessment, the development of a Rate Model, and the Facilities Condition Assessment. Using this information, City staff will work with the Board to determine options for the future development and/or re-development of Airport Facilities and property to address the growing needs of the Airport with a recommendation to the City Council on a preferred option.	1Q 2019	4Q 2019
Fixed Base Operator (FBO) Recruitment	Identify the challenges for an FBO to provide needed services at the Airport and develop an implementation plan to address these challenges.	1Q 2019	4Q 2019
Board Strategic Plan Update	The previous 4-year Strategic Plan for 2017-2020 will reach the end of its planning cycle. The Board will review the current plan and update, amend, and/or add goals based on the information gathered in 2017, 2018 and 2019 efforts related Airport facilities, Capital planning, financial planning, and marketing/economic development efforts to create a new 4-year plan for 2021-2024.	3Q 2019	3Q 2020

If these changes are acceptable to the Board, the Board will take action to recommend approval of this work plan to the City Council.



Memorandum

To: Airport Advisory Board

From: Ingrid Gaub, Director of Public Works
Tim Mensonides, Airport Manager

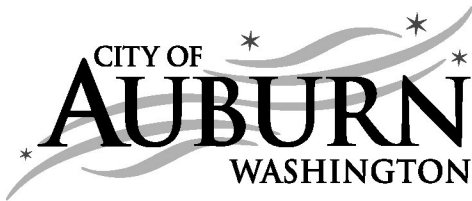
Date: February 15, 2019

Re: AGENDA ITEM F1 – Board Role/Responsibility Review

The Chair requested a short review of the Airport Advisory Boards role and responsibilities at the beginning of each year. As identified in the City Code, the Board provides recommendations to the City Council related to the following types of topics and decisions as summarized from the Code.

- Planning and Capital Improvements:
 - construction, enlargement, and improvement of the Airport
 - significant equipment purchases
 - promote and foster the development of the Airport for the benefit of the community
 - comprehensive and long-range plans for airport development and financing
- Rules and Regulations:
 - adoption and amendment of these for the government and use of the facilities
 - securing and enforcement of liens as provided by law, regarding the repairs of or improvements or storage or care of any personal property to enforce the payment of charges
 - the exercise of all powers necessarily incidental to the exercising of the general and public powers granted to the Airport
 - the exercise of all powers granted to the city by the laws of the state regarding the operation of municipal airports

- Property Management:
 - leasing or assignment of rights for the operation or use of any space, area, improvements or equipment
 - promote and foster the development of the Auburn Municipal Airport for the benefit of the citizens of the city
 - determination of charges or rentals for the use of any properties under the control of the Airport
 - charges for any services or accommodations and the terms and conditions under which such parties may be using it
- Advocacy:
 - liaison with other governmental bodies regarding municipal airport operations and financing.



Memorandum

To: Airport Advisory Board

From: Ingrid Gaub, Director of Public Works
Tim Mensonides, Airport Manager

Date: February 15, 2019

Re: AGENDA ITEM F2 – Capital/Financial Planning and Strategic Plan Schedule Discussion

As discussed at the December 18, 2018 meeting, two significant work elements identified for 2019 include the Long Term Capital and Financial Planning for Airport Development effort and the Board Strategic Plan Update. As staff began to plan for these efforts, it was determined that we need to begin and have some progress on the first item in order to better inform the Strategic Plan Update. Therefore, staff is proposing to delay the start of the Strategic Plan update from what was discussed in December until at least the 3rd quarter of this year.

As we develop the process for the Long Term Capital and Financial Planning for Airport Development this will require significant effort of a very small staff resource and may require some special meetings with the Board to truly develop some preferred options.

Therefore, the following is the proposed schedule for these efforts:

Long Term Capital and Financial Planning for Airport Development

April 17, 2019 – Regular AAB Meeting

- Kickoff and Summary of items identified in previous efforts
- Discuss additional considerations and options not previously identified
- Discuss options to develop funding scenarios

June 19, 2019 – Regular AAB Meeting

- Review of the Funding Scenarios
- Revision/Refinement of the Options and/or addition of Options for consideration

August 21, 2019 – Regular AAB Meeting

- Review of Revised Funding Scenarios
- Determination of a Preferred Option (If possible. Additional funding scenarios may be identified as well. If additional funding scenarios are needed the final product will be delayed into 2020)

October 16, 2019 – Regular AAB Meeting

- Draft Plan of the Preferred Option for review

December 18, 2019 – Regular AAB Meeting

- Final Plan of the Preferred Option for review and recommendation to City Council

Board Strategic Plan Update

September 18, 2019 – Special Meeting

- Kickoff, Review of Mission and Vision Statements

- Discussion of Core Values

- SWOT Analysis

October 16, 2019 – Regular AAB Meeting

- Discussion of Goals/Objectives

December 18, 2019 – Regular AAB Meeting

- Outline the activities needed to achieve the Goals

Future meetings in 2020

- Discuss Prioritization of the Activities

- Discuss Realistic Schedule of the Activities

- Develop the draft Plan and Review

- Recommend Adoption of the Final Plan

Intent is to complete the Updated Plan by October 2020 for a recommendation to the City Council for action at an October/November City Council meeting.

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City/CW	Runway Enhancement Project – Design	City Council and the Airport Board agreed to proceed with the extension to 3841 linear feet. FAA ADO was notified of this decision. Consultant design scope approved by the FAA and WSDOT and design is underway. WSDOT Grant for Design has been awarded.	Complete plans, specification and estimate (PS&E) and environmental permitting to bid project in June 2019.	Wickstrom/Mensonides	Jun-17	Dec-19	\$ 333,333 (90/5/5)
City	Runway Enhancement Project – Property Acquisition	New appraisal company issued task order and appraisal is underway. WSDOT Grant request was unsuccessful.	After the appraisal is complete in March 2018 an appraisal review will be completed. City will work with FAA to get approval to make an offer for fair market value.	Wickstrom/Mensonides	Jan-18	Jul-19	\$ 500,000 (90/10)
City/CW	Runway Enhancement Project – Construction	Scheduled to begin this phase in 2019 following the completion of the Design Phase.	Design phase completion and applying for and obligating State and Federal Grant funding in 2019.	Wickstrom/Mensonides	Sep-19	Mar-20	\$ 1,833,333 (90/5/5)
City	Night Restrictions	Discussion with FAA is on-going on the steps necessary to remove the Instrument Approach Night Restrictions. FAA has identified several obstructions that must be addressed prior to the restrictions being removed.	Work with property owners to remove trees and light obstructions that are penetrating the surface per the AGIS study and provide documentation to FAA.	Mensonides	Aug-18	Jun-19	TBD
City	Annual Maintenance and Repair	This project will begin necessary maintenance and repair work as identified in the 2018 Facility Condition Assessment.	Identify scope of work for 2019 funding and begin any design or contracting necessary to complete the work.	TBD	Mar-19	Dec-19	\$ 100,000
City	Airport Security Camera and Gate Access Upgrade	This project will install security cameras and replace obsolete gate operator access control units.	Identify the gates that are still in need of new operators and determine the camera system to install and locations.	TBD	May-19	Oct-19	\$ 70,000
City/Consultant	West Side Preliminary Environmental Permitting	This project will conduct an analysis of the expected environmental permitting requirements associated with potential development of the west side of the Airport.	Project scoping.	TBD	Mar-19	Dec-19	\$ 50,000
City	Hangar Replacement Program	This program will replace hangar facilities as they reach their end of service life. Funding in 2019 is intended to begin the design process which will continue through 2020.	Begin to scope the project.	TBD	Aug-19	Dec-20	\$ 50,000

AIRPORT BOARD - TRACKING MATRIX

AAB Priority Ranking	KRA Reference [1]	Goal #	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date [2]	Completion Date
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 12/20/2017 12/19/2018
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 12/20/2017 12/18/18
1	3	2,5,6	Economic Development Annual Update	Public Works Director/Airport Manager/Ec Dev Staff	The City will provide at least annually an update to the Board of the economic development actions taken by the City to implement any recommendations from the City's 10-year Economic Development Strategic Plan, pursue opportunities for physical growth of the Airport consistent with the Airport Master Plan, and efforts to market and lease the developable areas within the Airport.	Ongoing	Ongoing
2	2	9	Airport Marketing Plan	Public Works Director/Airport Manager/ Ec. Dev Staff	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.	3Q 2017	3Q 2019
2	3	3	Airport Zoning Regulations Update	Airport Manager/Long Range Planner	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. This will require an approval process through the City's Planning Commission.	1Q 2019	4Q 2019
1	N/A	N/A	Long Term Capital and Financial Planning for Airport Development	Public Works Director/ Airport Manager	The City completed several efforts in 2019 including the Competitive Market Assessment, the development of a Rate Model, and the Facilities Condition Assessment. Using this information, City staff will work with the Board to determine options for the future development and/or re-development of Airport Facilities and property to address the growing needs of the Airport with a recommendation to the City Council on a preferred option.	1Q 2019	4Q 2019
1	N/A	N/A	Fixed Base Operator (FBO) Recruitment	Airport Manager	Identify the challenges for an FBO to provide needed services at the Airport and develop an implementation plan to address these challenges.	1Q 2019	4Q 2019
1	N/A	N/A	Board Strategic Plan Update	Public Works Director/Airport Manager/Airport Advisory Board	The previous 4-year Strategic Plan for 2017-2020 will reach the end of its planning cycle. The Board will review the current plan and update, amend, and/or add goals based on the information gathered in 2017, 2018 and 2019 efforts related Airport facilities, Capital planning, financial planning, and marketing/economic development efforts to create a new 4-year plan for 2021-2024.	3Q 2019	3Q 2020

[1] KRA 1 = Airport Capital Improvement Program; KRA 2 = Airport Operations; KRA 3 = Economic Development

[2] Please note that actions that start in 2017 or 2018 and extend into 2019 are listed.