



**Airport Advisory Board
Regular Meeting
February 19, 2020, 7:30 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 18, 2019 REGULAR MEETING
- D. PRESENTATIONS: NONE**
- E. BOARD ACTION ITEMS: NONE**
- F. BOARD DISCUSSION ITEMS:** Please note that no action will be taken on Board discussion items.
 - 1. OPEN PUBLIC MEETING ACTS ANNUAL TRAINING - DOUG RUTH (15 MIN)
 - 2. STRATEGIC PLAN UPDATE (40 MIN)
 - 3. 2020 CAPITAL PROJECT STATUS (5 MIN)
 - 4. TRACKING MATRIX (GENERAL BUSINESS)(5 MIN)
- G. BOARD GUIDANCE AND INFORMATION ITEMS:**
 - 1. AIRPORT MANAGER REPORT (20 MIN)
 - 2. AIRPORT MAINTENANCE REPORT (5 MIN)

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

2020 Regular Meeting Schedule:

April 15, 2020

August 19, 2020

October 21, 2020

December 16, 2020

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 18th, 2019
MEETING TIME: 7:00 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E Street NE.
Auburn, WA 98002

Meeting Attendance Record:

Board Members:	
Deanna Clark, Chairperson	
Danielle Butsick, Vice Chair	
Wayne Osborne, Board Member	
Sean Morrow, Board Member (Excused)	
Dennis Decoteau, Board Member	
Joe Nessel, Board Member	
Andrea Prasse, Board Member	
City Staff:	
Ingrid Gaub, Public Works Director	
Tim Mensonides, Auburn Airport Manager	
Ryan Hubbard, Auburn Airport Operations Technician	
Tanya Rottkamp, Auburn Airport Office Assistant	
Members of the Public:	
Rock Snodgrass AHOA	
Calvin Hunzinger-Condo Tenant	
Wayne Johnson-Hangar Owner	
Cathy Gleason-Hangar Owner	

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Chairperson Clark and Tim Mensonides introduced Dennis Decoteau as the newest sitting Board Member. Chairperson Clark noted Sean Morrow's excused absence.

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

C. APPROVAL OF MINUTES: A motion was made, seconded and unanimously passed to approve the Auburn Airport Advisory Board Meeting Minutes of the October 16th, 2019 Meeting Minutes.

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. 2020 BOARD CHAIR AND VICE CHAIR POSITIONS:

Tim Mensonides discussed the need to vote on the two 2020 Advisory Board positions of Chairperson and Vice Chair. Current Chair Deanna Clark and Vice Chair Danielle Butsick were both nominated for their current positions. A motion was made, seconded and unanimously passed to approve both for another term.

F. BOARD DISCUSSION ITEMS:

1. STRATEGIC PLAN:

Ingrid Gaub went through the line items found within the 2017-2020 Strategic Business Plan. This included Key Results and Goals from Past projects as well as the recommended actions for the Board to take in response to each project's respective status. Chairperson Clark mentioned the Marketing Plan and Strategic Plan should be in sync. Board Members were interested in tracking the progress of Broadband Internet/WiFi inclusion Airport-Wide in future years to determine if there is a need. Partial deployment of these capabilities is planned to be addressed in new hangar development.

The Board then went through a second round of discussion on the items listed within the Airport's new Strength, Weaknesses, Opportunities and Targets (SWOT) Analysis. This round was geared

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towards determining the main focus areas from the items found within each column of the SWOT. Following extensive discussion, the top choices for the Key Result Area titles were Facilities and Infrastructure, Economic/Community Development, and Operational Enhancements/Expansion. Each of these main categories have their own important sub-categories that cover various subject areas concerning the Airport. For the next discussion, staff will develop a preliminary list of tasks within each Key Result Area based on the discussion with the Board and the resources available for review.

2. 2020 BOARD WORK PLAN DISCUSSION:

The proposed 2020 Board Work Plan was presented. The review went through an updated work objectives list which included appropriately modified titles, objective descriptions and updated start and completion dates.

3. BOARD COMPOSITION DISCUSSION:

The Board discussed the current number of total available Board Member positions. There was concurrence to keep the Board at 7 positions, all of which are currently filled with the addition of Board Member Decoteau.

4. 2019 CAPITAL PROJECT and TRACKING MATRIX:

Airport Manager Tim Mensonides reviewed the Capital Project and Tracking Matrix documents. The Board had no questions or comments during this section.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. **AIRPORT MANAGER'S REPORT:** Tim Mensonides reviewed the three noise complaints that have been reported since the last Board Meeting (two were off the airport, one was on Airport Property). Tim was able to successfully work with the on airport complaint and clarified some misinformation concerning the other two complaints. Tim gave an overview of the 2019 Airport Accomplishments Document, showcasing how much progress the new Airport Administration has made in the past year. The document will be made available on the Airport's website. Tim

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also reviewed the new Airport Website and improvements recently made. Tim then outlined and reviewed in detail the Airport Marketing Update.

2. AIRPORT MAINTENANCE REPORT: Ryan Hubbard discussed the closing out process of the Hangar Preventative Maintenance project. The project included light maintenance on all City-owned enclosed hangars at the Airport. Ryan then mentioned the catching of a Red-Tailed Hawk on the airfield that has been routinely found hunting on Airport Property. The Airport's USDA Wildlife Biologist will be training Ryan in early January on how to successfully catch hazardous wildlife on the airfield. Ryan finished the Report by mentioning the Airport's new Facebook Page, to be used exclusively for informal communications with the public.

H. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2020 Regular Meeting Schedule:

February 19th
April 15th
August 19th
October 21st
December 16th

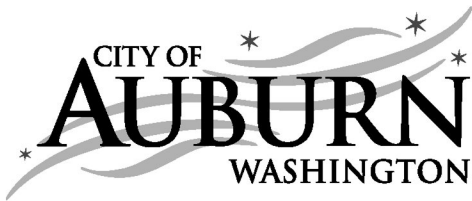
The Board concurred with starting all 2020 meetings at 7:30 A.M. now, rather than 7:00 A.M and to continue to meet every 2 months with the exception of June 2020.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Vice Chairperson adjourned the meeting at 9:25 a.m.

Prepared by:

Ryan Hubbard 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 12, 2020

Re: AGENDA ITEM F2 – Strategic Plan Update

As discussed at the December 2019 Board Meeting, we continue to work on the update of the Board's Strategic Plan for 2021-2025. The Board has completed a SWOT Analysis and discussed and concurred on the 3 Key Results Areas (KRAs) to use in the updated plan. These KRAs are as follows:

- #1 – Facility and Infrastructure
- #2 – Economic/Community Development
- #3 – Operation Enhancement/Expansion

The attached spreadsheets provide a breakdown of the KRAs and include the Goals that the Board indicated should be carried forward from the previous plan as well as new goals developed from the SWOT Analysis and subsequent discussion. The goal of the February Board meeting will be to discuss the proposed items under each KRA and their proposed Priority for the updated plan.

As staff developed the draft KRAs, we discussed not included those Programs that were developed in 2019 and are not an on-going program being managed by the Airport staff or a project already underway. An example of this would be the annual repair and replacement for Airport Facilities such as Hangars and Pavement Preservation which are both in the Capital Facilities Plan for the Airport on a yearly basis. Instead, the KRAs are focused on what we need to do and/or add to our programs in the future.

This update of the plan is scheduled for development in 2020 with a Board recommendation for adoption of an updated plan to the City Council by December of 2020, or sooner.

[illegible]

AUBURN MUNICIPAL AIRPORT: 2021-2024 STRATEGIC BUSINESS PLAN					
Key Results Area #2: Economic/Community Development					
Goal #	Title	Description	Anticipated Start Date	Anticipated Completion Date	Notes from AAB Discussion
2-1	Airport Marketing Plan	Prepare an annual marketing plan that will act as a communication and implementation tool to achieve the goals established for the Airport each year and is responsive to changing market conditions and needs. With a focus on marketing and leasing the two on-airport development sites approved in the approved Airport Master Plan to prospective tenants and developers. Other areas of focus are emerging technologies and alternative fuels.	On-Going	On-Going	Recommended carrying this into the update and revising to reflect the on-going nature of the work. Include an annual discussion of the marketing focus for each year.
2-2	Fair Market Value Appraisal – Land Lease Rates	Complete a fair market value appraisal conducted by a qualified and MAI designated professional appraiser of appropriate land lease rates	2nd Qtr 2024	4th Qtr 2024	
2-3	Competitive Market Assessment Study	Engage with a qualified professional with experience in airport market analysis to assess the Airport's current and future subregional and regional market positions and identify strategies for maintaining and enhancing these positions	2023	2023	Board discussion was to keep this in the plan with an update to be done the year prior to the next Strategic Plan Update
2-4	Recommendations - City's 10-Year Economic Development Strategic Plan	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	
2-5	Airport Zoning Regulations Update	Coordinate with Community Dev. to assess and potentially implement new zoning regulations amendments to current City zoning standards for the Airport and surrounding properties to address operational needs or requirements and support current and future economic development efforts	2020	2021	
2-6	Airport West Side Environmental Analysis	Conduct an environmental analysis of the west side development area to confirm the location and extent of wetlands/ environmental resources, potential mitigation strategies and anticipated mitigation costs	2020	2020	
2-7	Airport Expansion Areas	Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including opportunities for Partnerships for both on-airport and adjacent property development.	On-going	On-Going	Modified title to Expansion and modified language to focus on partnerships
2-8	Recruitment of On-Airport Businesses				The Description on this is left blank for a discussion of what should the focus over the next 4 years here be given the current tenant mix on the Airport. See the Attached list of Airport businesses and services.
2-9	Build Relationship with Green River College	Strengthen and Develop Opportunities with the College's Aviation program for use of Auburn Airport in their programs.	On-Going	On-Going	
2-10	Better Incorporation into City Events				The Airport staff plan and host 3 events per year. Additional events may be a staffing and resource impact. So we need to better define what the intent is for this item.

AUBURN MUNICIPAL AIRPORT: 2021-2024 STRATEGIC BUSINESS PLAN					
Key Results Area #3: Operation Enhancement/Expansion					
Goal #	Title	Description	Anticipated Start Date	Anticipated Completion Date	Notes from AAB Discussion
3-1	Airport Runway Extension	Continue to pursue the necessary approvals from the FAA to extend the runway to the ultimate length as shown in the 2015 Airport Master Plan	On-going	On-going	
3-2	On-Airport Wayfinding Improvements	Continue improvements to on-airport signage to improve information for airport users to find amenities and businesses on the airport	2021	2021	
3-3	Airport Municipal Broadband Service	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 broad band services will be installed at the Airport for use by tenants, guests and visitors to provide a valuable user experience	2021	2021	Discussion with Board was to keep this and revisit this issue after completion of the runway
3-4	Night Restrictions	Work with adjacent properties and the FAA to address obstructions and allow a change to the night restrictions that exist at the Airport.	2019	2020	note - that some of these changes will need the RSA Grading project to be completed that is planned for 2021
3-5	Viable Instrument Approach	Work with FAA to determine the steps and work necessary to create a viable instrument approach for the airport.	2020	2024	

Auburn Municipal Airport Business and Services

1. Airtech Instrument Co., Inc

Instrument work, FAA approved Repair Station

2. Cascade Helicopter Services

Turbine Helicopter maintenance center also considering avionics for ALL types of aircraft

3. Classic Helicopters

Flight training and scenic tours

4. Normandy Aircraft

Mechanic, Aircraft Maintenance

5. Paladin Aerospace

Consulting company established to provide technical guidance and regulatory support to aircraft manufacturers, owners, operators, modifiers and maintainers

6. Skyline Leasing

Flight training to obtain FAA Private Pilot Airplane Single Engine Land and Rotorcraft/Helicopter certificate as well as affordable airplane rental to pilots and instructors to build flight time.

7. Spanaflight

Flight training, aircraft rental, scenic flights, aircraft sales

8. Zalen Aviation Services

General aviation services including ferry pilot services within the continental United States, aircraft appraisal, and aircraft refurbishing

AIRPORT BOARD - TRACKING MATRIX

Capital Project Status							
LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	STAFF	START DATE	EST. COMPL. DATE	EST. COST
City	Runway Enhancement Project – Property Acquisition	Delivered offer to King County and currently in negotiations. The County has accepted the City's appraisal.	Complete negotiations with King County. Complete short plat to create new parcel. Complete purchase of new parcel from King County.	Wickstrom/Mensonides	Jan-18	Aug-20	\$ 500,000 (90/10)
City/CW	Runway Enhancement Project – Construction	Notice-to-Proceed issued to Contractor. Construction Contract put into suspension until April 2020. Contractor working on ordering long lead-time materials. Executed contract with airport engineer for Construction Management Services. Pre Construction meeting is scheduled for March 5.	Order long lead-time materials. Resume Construction Contract and begin construction in April 2020. Reapply for WSDOT grant in 2020.	Wickstrom/Mensonides	Sep-19	Jul-20	\$ 3,925,000 (90/10)
City	Night Restrictions	Airport Staff has gone out, taken pictures and notes on each obstruction. Currently in the process of identifying land owners and mitigation process.	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	Aug-20	\$ 50,000
City	Annual Maintenance and Repair	Roof Repair work is currently taking place on hangars C-J. KPG is working on a 30% design of replacing the roll up doors on J Hangar.	Complete roof repair work. Finalize design of new doors on J hangar.	Mensonides	Mar-19	Dec-20	\$ 150,000
City	Airport Security Camera and Gate Access Upgrade	The estimate for the work came in high and is cost prohibitive for the airport to do in one project. After speaking with tenants it was decided to remove the camera portion and upgrade each gate and the card reader system.	Receive and negotiate a scope of work with the contractor.	Mensonides	May-19	Jun-20	\$ 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-20	\$ 50,000
City	Hangar Replacement Program	Working with KPG on Marketing materials of new hangars and budget numbers to build. Work with potential contractors on development and leasing options.	KPG will present conceptual drawings at the NW Aviation Tradeshow and will be having discussions with potential tenants on ideal hangar dimensions and price points. Once KPG delivers budget numbers staff will decide if the airport can afford to build 2 hangar rows.	Mensonides	Aug-19	Dec-22	\$ 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 12/18/2019
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 12/18/2019
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. As an alternate it has been proposed for the AAB to have an annual discussion with staff on target areas they would like to market to in order to addres current airport needs.	3Q 2017	3Q 2020
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 2020
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.