

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR FEBRUARY 18, 2015

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters - excused
John Theisen - excused
Robert Jones
Josh Clearman

CITY STAFF PRESENT:

Michael Hursh, Director of Administration, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative

VISITORS:

Bob Myers - tenant
Jim Flynn – WPA*
Gary Miller - tenant
Rock Snodgrass – AHOA**

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: February 18, 2015

TIME: 7:34 A.M.

PLACE: Auburn Municipal Airport, 506 23rd St. NE., Conference Room 1

PUBLIC COMMENT: Tenant Gary Miller brought in a container with FOD (foreign object debris) that was found on the runway and hangar areas. Mr. Miller said the FOD has caused tire and propeller damage to his aircraft. A discussion followed and Mr. Garcia said FOD residual after an overlay is not unusual and that the airport was being swept today. AMG will continue to monitor the areas which have the overlay and clean up FOD as needed. Century West will be informed of tenant concerns regarding the FOD.

APPROVAL OF MINUTES: A motion was made and seconded to approve the Advisory Board minutes of January 17, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

1. Review of Matrix

Wildlife Hazard Assessment – Mead and Hunt finalized and Federal Aviation Administration has accepted the WHA in which includes the recommendation of a Wildlife Hazard Management Plan (WHMP). Mead & Hunt has previously submitted the pricing of \$11,600 for the plan which was included in the grant funding. Application and training is currently in process for AMG staff as recommended in the WHA. AMG has requested an agreement from Mead & Hunt to the City of Auburn for the WHMP. FAA Grant #19 has funds allocated for this WHMP.

Master Plan Update – Draft is at the FAA. Century West is following up on the progress of the FAA's review/comment period.

Business Development – AMG has contacted Classic Helicopters and given an on-site tour of the airport facilities which could accommodate a relocation of their operations from Boeing Field/King County airport.

Runway Enhancement – Mr. Garcia reported in a conversation with FAA staff Kevin Latchaw, the FAA has planned for funding of the environmental assessment, the first phase of three. This grant application needs to be completed and sent to both the FAA and WSDOT Aviation Division for processing and award of the grant funds.

Promotion Brochure – A discussion included working with the City of Auburn staff to create a community and aviation specific brochure. Draft expected in two months

Row 3 Hangar Development – Materials have been delivered on-site. Doors frames will be fabricated off-site and then panels installed on-site. Currently we have eight (8) customers reserving hangars in this row.

Airport Branding – On hold

Airport Events – AMG has a vendor booth for the Auburn Airport at the Northwest Aviation Conference in Puyallup February 21 & 22. Promotion of the hangar project will be featured at the NWAC. Future events planned are continuing the pancake breakfast in partnership with the Washington Pilots Association. Also this summer the airport will participate in Auburn Days.

Communication Infrastructure – Contract is being reviewed by the City of Auburn

BOARD ACTION ITEMS: NONE

BOARD GUIDANCE AND INFORMATION ITEMS:

2. Airport Manager's Report-

Topic A: Noise Complaints

Number of complaints since last meeting: 0

Number of complainants: 0

Topic B: Occupancy Report

	Total/Occupied	Percentage	Change
Open Hangar	68/61	90%	+1
Open Twin Hangar	6/4	67%	0
Row 9-10	40/40	100%	0
Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/8	58%	0

Topic C: Fuel Prices

Fuel price at Auburn \$4.48.

Topic D: Airport Revenue Performance – Reviewed the January monthly report. Mr. Brooks presented a working capital statement on the airport which he revised slightly to better present the information.

OPEN DISCUSSION – Mr. Clearman inquired about creating a safe walkway for students from the Green River College building slated for completion fall of 2016. Mr. Hursh recommended GRC administration go through the City Community Development & Public Works Department or City Administration on this topic.

After a brief discussion it was decided to keep the current day and time for the AAB meetings.

Art Work on the east end of the hangars facing “E” street was discussed. Councilmember Peloza will coordinate with City of Auburn Arts commission. This project will be listed as Item 39 on the matrix.

SCHEDULE FOR UPCOMING MEETINGS:

- **Regular Board Meeting** – March 18, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002
- **Regular Board Meeting** – April 15, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING - 9:40 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Washington Pilots Association

** Auburn Hangars Owners Association