



**Airport Advisory Board
Regular Meeting
February 17, 2021, 7:30 AM
Airport Office
Conference Room 1**

AGENDA

A. VIRTUAL PARTICIPATION:

The Auburn Airport Advisory Board Meeting scheduled for Wednesday, February 17, 2021 at 7:30 a.m. will be held virtually and telephonically. To attend the meeting virtually please click the link or enter the meeting ID into the Zoom app or call into the meeting at the phone number listed below.

Per the Governor's Emergency Proclamation 20-28, the City of Auburn is prohibited from holding an in-person meeting at this time.

City of Auburn Resolution No. 5533, designates City of Auburn meeting locations for all Council, Board and Commission meetings as virtual. All meetings will be held virtually and telephonically until King County enters into Phase 3 of Governor Inslee's Safe Start — Washington's Phased Reopening plan.

The link to the Virtual Meeting or phone number to listen to the Council Meeting is below. Join from a PC, Mac, iPad, iPhone or Android device.

<https://zoom.us/j/95775273587>

Or join by phone:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 957 7527 3587

B. CALL THE MEETING TO ORDER/ROLL CALL

C. PUBLIC COMMENT:

Participants can submit written comments via mail, fax or email. All written comments must be received prior to 7:00 a.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail comments to:

City of Auburn

Attn: Angela Klein, Airport Administrative Assistant

2143 E St NE Suite

Auburn, WA 98002

Email comments to:

aklein@auburnwa.gov

D. APPROVAL OF MINUTES:

1. DECEMBER 16, 2020 REGULAR MEETING

E. PRESENTATIONS: NONE

F. BOARD ACTION ITEMS: NONE

G. BOARD DISCUSSION ITEMS: Please note that no action will be taken on Board discussion items.

1. AIRPORT ZONING & CODE UPDATE (ALEXANDRIA TEAGUE) (20 MINUTES)
2. ANNUAL REVIEW OF AIRPORT MARKETING FOCUS (20 MIN)
3. AIRPORT BOARD RULES OF PROCEDURE (25 MIN)
4. 2021 CAPITAL PROJECT STATUS (5 MIN)
5. TRACKING MATRIX (GENERAL BUSINESS)(5 MIN)

H. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT (10 MIN)
2. AIRPORT MAINTENANCE REPORT (5 MIN)

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

2021 Regular Meeting Schedule:

April 21

August 18

October 20

December 15

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.

- J. **ADJOURNMENT OF MEETING**

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: December 16, 2020
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:	
Deanna Clark, Chairperson	
Danielle Butsick, Vice Chair	
Wayne Osborne, Board Member	
Sean Morrow, Board Member (excused)	
Joe Nessel, Board Member	
Dennis Decoteau, Board Member	
Andrea Prasse, Board Member	
City Staff:	
Ingrid Gaub, Public Works Director	
Tim Mensonides, Auburn Airport Manager	
Angela Klein, Auburn Airport Office Assistant	

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll. Board Member Morrow was excused from the meeting. All other members were present.

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

C. APPROVAL OF MINUTES: A motion was made by Board Member Nessel and seconded by Board Member Decoteau to approve the October 16, 2020 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. 2021 BOARD CHAIR AND VICE CHAIR POSITIONS

Board Member Nessel made a motion to have Deanna Clark and Danielle Butsick continue in their current positions as Board Chair and Vice Chair, respectively. Board Member Prasse seconded the motion.

MOTION CARRIED UNANIMOUSLY, 6-0

2. APPROVAL OF STRATEGIC PLAN

Board Member Butsick made a motion to approve the strategic plan. Board Member Prasse seconded the motion.

MOTION CARRIED UNANIMOUSLY, 6-0

3. 2021 MEETING SCHEDULE

Board Member Osborn made a motion to approve the 2021 meeting schedule. Board Member Nessel seconded the motion.

MOTION CARRIED UNANIMOUSLY, 6-0

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

F. BOARD DISCUSSION ITEMS:

1. AIRPORT SURVEY RESULTS

Manager Mensonides shared with the Board the results of the 2020 annual airport survey stating that of the 55 responses received, the overwhelming majority were positive. He shared responses to the changes respondents would like to see at the airport including AWOS, a lower approach, security cameras, Wi-Fi and more hangars. Tenants shared they use the airport because of the location, convenience, cost, hangars and airport staff. Other suggestions for improvement included a restaurant/coffee shop, loaner bicycles, and a pilot supply store on or near the airport. Manager Mensonides discussed the liability aspect of offering loaner bicycles and shared other airports' processes. Board members then discussed suggestions for the 2021 survey including differentiating between tenants and interested parties, QR codes at the wash rack and fuel pump, and a possible incentive for taking the survey. Chairperson Clark suggested working with a third-party company to manage the bicycles.

2. BOARD COMPOSITION DISCUSSION

Chairperson Clark solicited comments on the current Board composition and asked for any suggestions for changes to the current composition. Board Member Butsick recommended no changes. There were no other comments.

3. 2021 BOARD WORK PLAN DISCUSSION

Director Gaub shared the 2021 proposed work plan with the Board including work with updating city codes, adding Board protocols and procedures, annual review of 2021 marketing plan, completing revisions to the airport rules and regulations and other routine items that include the annual fee update, annual survey questions and results, and the capital improvement plan update. Discussion on the timing of the items followed.

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

4. 2020 CAPITAL PROJECT STATUS

Manager Mensonides shared the capital project and board tracking matrix and shared the statuses of each project item. Current projects include property acquisition, obstruction project, and night restrictions. Mensonides shared his hope to have all obstructions mitigated by March 2021.

5. TRACKING MATRIX

Manager Mensonides shared that comprehensive plan updates were approved by City Council December 7, 2020, and discussed the 2021 marketing plan to be implemented in the first quarter of 2021.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT

Manager Mensonides shared with the Board the airport accomplishments for 2020. No noise complaints and two operational complaints were addressed since the last meeting. Action items for the airport include adding security cameras to all gates and wind sock (to track operations). He also shared that 20 tenants to date have expressed an interest in Wi-Fi available at their hangars for an additional cost. Board Member Butsick asked about the nature of the operational complaints. Manager Mensonides replied that the number one complaint is against helicopter operators not based at Auburn. He is working to update the current rules and regulations and is soliciting input from the helicopter operators to help establish relationship and educate them. Other projects include stormwater improvements at the north end of the airport to help mitigate flooding, murals at the end of hangar rows, an observation deck and benches. Questions followed from board members including budget and practicality. A discussion regarding the types of art, specifically tribal art and art that represents Dick Scobee, and community involvement both to produce the murals and interact with them followed. Cost will be a factor. Suggestions to work with the Muckleshoot reservation, tenants, college art departments and local

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

businesses were made. Manager Mensonides then shared the airport's snow and ice plan and discussed priority areas since the airport has only one plow. The airlift ramp, taxiway and runway have priority. City of Auburn Maintenance and Operations can assist if necessary as available. Mensonides also gave updates on improvements to the airport kiosk and a new emergency sled built by seasonal airport employee Jim McCartney. Mensonides then discussed new hangar construction, Boeing Field's master plan that will cut hangar and tie-down space in the future, the new contract with Phillips 66, and a change in business locations for SpanaFlight and Classic Helicopter. He concluded his report by sharing accomplishments that include the following: 2020 runway extension; LED runway lights and signs; an underground detention pond; the installation of new gate card readers at each gate and distribution of 600 gate cards; installation of exterior lighting on the fuel ramp, parking lot, airport office and H and J hangar rows; Operations Technician Hubbard is training to become a Certified Member of AAAE; WSDOT aviation economic impact study revealed that the airport creates 232 jobs and \$14.2 million in labor income; zoning; Jet-A fuel; and the Fly Washington passport program, which has seen 15 participants earn jackets.

H. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

February 17, 2021
April 21, 2021
August 18, 2021
October 20, 2021
December 15, 2021

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

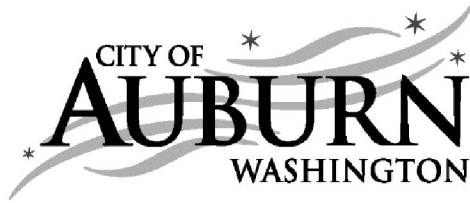
I. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:57 a.m.

APPROVED this 17th day of February, 2021

Angela Klein, Board Secretary

DRAFT



EXECUTIVE SUMMARY

TO: Airport Advisory Board Members

FROM: Alexandria D. Teague, Planner II, Department of Community Development

DATE: February 8, 2021

RE: City File No. Introduction to Airport Zoning Code Update (ZOA20-0002)

The City of Auburn has the regulatory authority over how development occurs within the community, including the ability to anticipate, abate, mitigate, and otherwise respond to land use concerns. The City also has the role of defining the current, short term, and long term vision for development within the City. This is completed through the Comprehensive Plan.

Auburn's current Comprehensive Plan as it relates to the Airport is largely based on standards developed in 1995 and have not sufficiently kept pace with changing conditions around the airport. Since that time, development has drastically increased, and over the years the airport has had to contend with issues of meeting its own operational, development, and safety needs, with that of the area around it. As a result Auburn's airport continues to face challenges such as the of lack of available land for development and safety and the encroachment of incompatible uses and obstructions that penetrate the airspace or noise sensitive uses.

Therefore staff prepared text amendments for the Comprehensive Plan during the 2020 annual amendment cycle which were approved by the City Council on December 2, 2020 (Attachment A). Now staff is in the process of updating the airport-related zoning code regulations. The majority of the changes include reorganization, standardizing and terminology, consolidating sections, and clarifying language. Other key proposed changes are:

NEW Airport overlay zones and boundaries section

NEW Airport overlay restrictions and performance standards section

NEW Height limitation - compliance, mitigation, and maintenance sections

REVISED Nonconforming structures, trees, land, and uses section

Additional information and details about the key changes are contained in Attachment B. Reference Attachment C to view the proposed airport overlay.

ATTACHMENTS

- A – Adopted Text Amendment to Comprehensive Plan
- B - Introduction to Airport Zoning Code Update Memo
- C - Proposed Airport Overlay

ATTACHMENT A

Adopted Text Amendment to the Land Use Element (under Ordinance No. 6803)

LAND USE ELEMENT

Institutional Designation (page LU-14 – LU-15)

Description

This category includes those areas that are reserved for public or institutional uses. These public uses include public schools and institutional uses such as large churches and schools. It is also intended to include those of a significant impact, and not those smaller public uses that are consistent with and may be included in another designation. For example, public uses of an industrial character are included in the industrial designation, and small-scale religious institutions of a residential character are included in the residential designation.

Designation Criteria

1. Previously developed institutional uses; or
2. Located along major arterial streets;
3. Properties that are buffered from the single-family designation by landscaping, environmental features, or the Residential Transition designation and buffered from all other Residential designations; and
4. Meets the development parameters of the Institutional designation.
5. Properties identified in the Airport Master Plan as Landing Field.

Implementing Zoning Designations

Institutional
Landing Field

Policies

LU-101 A responsible management entity and the purpose for the institutional designation should be identified for each property interest within this designation. Management policies and plans are appropriate for all lands in this designation.

LU-102 Appropriate uses for this designation include facilities that serve the needs of the larger community such as public schools, active parks, city operated municipal facilities, large churches, and fire stations.

LU-103 This designation permits a wide array of uses that tend to be located in the midst of other dissimilar uses. For this reason, special emphasis should be directed at the following:

- a. The appropriateness of new requests for this designation and the impacts that it may have on the surrounding community.
- b. Site-specific conditions that should be attached to the granting of new requests for this designation that are designed to mitigate impacts on the surrounding community.
- c. Site-specific conditions that should be attached to development proposals that are designed to mitigate impacts on the surrounding community.

LU-104 Coordination with other public or institutional entities is essential in the implementation of the institutional land use designation.

LU-105 Industrial and commercial uses that are affiliated with and managed by educational institutions for vocational educational purposes may be classified as an institutional use and permitted on a conditional basis.

LU-106 For the Landing Field (LF) zone, an Airport Master Plan (AMP) should be developed that establishes the vision, policies, and implementation strategies that govern uses, management principles, and future planning efforts. The AMP shall be incorporated by reference in the Auburn Comprehensive Plan as an appendix. For the Landing Field designation, an Airport Master Plan should be developed that establishes the vision, policies, and implementation strategies that govern uses, management principles, and future planning efforts. Uses and activities within and surrounding this designation must comply with the requirements of the Federal Aviation Administration.

LU-107 Auburn Municipal Airport is included in the federal airport system - the National Plan of Integrated Airport Systems (NPIAS). Participation in the NPIAS is limited to public use airports that meet specific FAA activity criteria. NPIAS airports are eligible for federal funding of improvements through FAA programs. To maintain eligibility for funding through FAA programs, the Airport Master Plan should be periodically updated as conditions change.

LU-108 Uses, activities, and operations within the LF Airport Landing Field District must be coordinated and consistent with the Airport Master Plan.

LU-109 Future expansions of the LF Airport Landing Field District, for the purpose of airport uses, activities, and operations, should be coordinated and consistent with the Airport Master Plan.

LU-110129 While the industrially designated area east of the Airport is highly suited for airport related activities, other industrial type uses are now located here. Therefore, the City will encourage use in this area to take advantage of its proximity to the Airport. Auburn Municipal Airport Area – The area east of Auburn’s Municipal Airport is an features industrial land use designations. While industrial type uses are now located here, the area is highly suited for air related activities. The City will encourage use in this area to take advantage of its proximity to the Airport and control adverse effects to airport operations.

LU-111 The City should recognize and support the Auburn Municipal Airport’s potential as an economic driver in the City and seek shared opportunities to recruit air-related and/or complementary industries.

LU-112 To protect the viability of the Auburn Municipal Airport the City shall create an airport overlay that is consistent with FAA regulations and WSDOT guidance.

LU-113Air-05: The City’s zoning ordinance and other appropriate regulatory measures shall enforce the airport overlay and the FAR Part 77 surfaces. The City’s zoning ordinance and other appropriate regulatory measures shall enforce the airport clear zones as regulated by the Federal Aviation Administration (FAA). The impact of development on air safety shall be assessed through SEPA review, and appropriate mitigation measures shall be required by the City.

LU-114 The airport overlay shall protect the operations of the Auburn Municipal Airport by establishing controls on incompatible land uses and development.

LU-115 The airport overlay should be implemented to manage land uses and development around the airport to ensure compatibility into the future and prevent incompatible future uses. The regulations applied to properties surrounding the airport should encourage land uses that are related to, and benefit from, proximity to the airport but not restricted exclusively to only these.

LU-116 The impact of development on air safety shall be assessed through the City zoning ordinance, FAA regulations, SEPA review, input from the Auburn Municipal Airport, and relevant technical guidance. Appropriate mitigation measures shall be required by the City.

LU-117 Uses in proximity to the airport that may create potential operational (e.g. height or noise) conflicts shall be reviewed for their consistency to airport operations and conformance with the FAA regulations.

LU-118 The airport should be protected from nonconforming uses and structures that pose a safety concern to airport operations.

LU-119 The City shall determine whether nonconforming uses and structures affect airport operations and require their minimization or elimination, at cost to owner, based on individualized study of proposals, City regulations, input from the Auburn Municipal Airport, and relevant technical guidance.

Special Planning Area Designation (page LU-24)

Description

“Special Planning Areas” consist of Districts, subareas, Impression Corridors, and Gateways within Auburn that warrant additional emphasis in planning, investments, and policy development. Each may be recognized separately within the Comprehensive Plan, as an Element of the Comprehensive Plan, or as a subarea plan (discussed below). There are a variety of reasons for designating and distinguishing a special planning area, and once designated, a variety of potential outcomes. Reasons for designating a special planning area include:

Areas of high visibility and traffic. These areas create an impression or image of Auburn. It is therefore particularly important to ensure that they are attractive and well maintained. Examples include Auburn Way South and associated major highway on- and off-ramps.

Land use activities that warrant joint planning between the City and owner/operator. In addition to developing approaches and strategies for the land use activity, there may be additional emphasis on ensuring compatibility with surrounding land uses. Examples include, Green River College, the Auburn Municipal Airport, and Emerald Downs Thoroughbred Horse Racetrack.

Neighborhoods in which a resident and merchant live and conduct daily business and leisure. Neighborhoods may also be distinguished by physical setting, physical separations, and similarity over an area. Examples include downtown, Lea Hill, and Lakeland.

Areas with a focused desire to create greater physical and economic cohesiveness. These may be large planned developments or clusters. Examples include the Auburn North Business Area and Mt. Rainier Vista.

Areas with an existing built environment or an existing regulatory framework that does not, in itself, meet the expectations of the seven values that underscore the Comprehensive Plan. Examples include the need for multimodal connections between West Hill and Lea Hill to north and downtown Auburn.

Subarea Policies.

LU-129 Auburn Municipal Airport Area – The area east of Auburn’s Municipal Airport is an features industrial land use designations. While industrial type uses are now located here, the area is highly suited for air related activities. The City will encourage use in this area to take advantage of its proximity to the Airport and control adverse effects to airport operations.

Adopted Text Amendment to Comprehensive Transportation Element (under Ordinance No. 6803)

TRANSPORTATION ELEMENT

5.5 Air Transportation (page 5-20)

OBJECTIVE: AIR TRANSPORTATION

To provide an efficient municipal airport, serving light general aviation aircraft, as an integral part of the City's transportation system.

Air-01: Continue to develop the Auburn Municipal Airport in accordance with the Airport Master Plan.

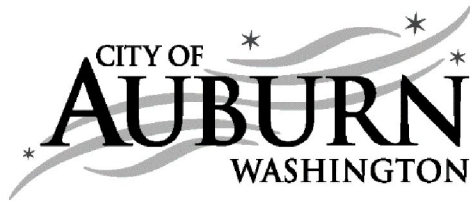
Air-02: The airport shall be managed as a general aviation facility. General aviation includes all civilian flying except scheduled passenger airline service.

~~Air-03: The siting of new airport facilities shall consider neighborhood impacts such as increased noise generated from the use of those facilities. When siting new or revised facilities or operations at the airport, the impacts on neighborhoods such as increased noise generated from the use of those facilities shall be considered.~~

~~Air-04: Use of the airport by non-conventional aircraft such as ultra lights shall be discouraged, in conformance with FAA regulations. Use of the airport by non-conventional aircraft such as ultra lights is discouraged by the City.~~

~~Air-05: The City's zoning ordinance and other appropriate regulatory measures shall enforce the airport clear zones as regulated by the Federal Aviation Administration (FAA). The impact of development on air safety shall be assessed through SEPA review, and appropriate mitigation measures shall be required by the City.~~

Air-056: Minimize or eliminate the potentially adverse effects of light and glare on the operation of the Auburn Airport.



ATTACHMENT B

TO: Airport Advisory Board Members

FROM: Alexandria D. Teague, Planner II, Department of Community Development

DATE: February 8, 2021

RE: Introduction to Airport Zoning Code Update Memo

ANNUAL COMPREHENSIVE PLAN UPDATE

The City of Auburn has the regulatory authority over how development occurs within the community, including the ability to anticipate, abate, mitigate, and otherwise respond to land use concerns. The City also has the role of defining the current, short term, and long term vision for development within the City. This is completed through the Comprehensive Plan.

Auburn's current Comprehensive Plan as it relates to the Airport is largely based on standards developed in 1995 and have not sufficiently kept pace with changing conditions around the airport. Since that time, development has drastically increased, and over the years the airport has had to contend with issues of meeting its own operational, development, and safety needs, with that of the area around it. As a result Auburn's airport continues to face challenges such as the of lack of available land for development and safety and the encroachment of incompatible uses and obstructions that penetrate the airspace or noise sensitive uses.

Therefore staff prepared text amendments for the Comprehensive Plan during the 2020 annual amendment cycle which were approved by the City Council on December 2, 2020. The goal of the text amendments was to reinforce the importance of the airport and protect the significant investment that has been made by not only the FAA and WSDOT, but also the City. A copy of the adopted policies is attached for reference (Attachment A).

Now staff is in the process of updating the airport-related zoning code regulations. The majority of the airport-related zoning code regulations are contained in Chapter 18.38 LF Land Field District of the Auburn City Code (ACC). The purpose of the zoning code, or regulations, is to implement policies of the Comprehensive Plan and its appendices.

Regulations for the LF Landing Field District Chapter (Chapter 18.38 ACC) date back to 1964 (under Chapter 18.40 ACC, Ordinance No. 1702) five years prior to the construction of the Auburn Municipal Airport, also known as Dick Scobee Field. The more recent updates to the LF District regulations (now Chapter 18.38 ACC) occurred in 1987 (under Ordinance No. 4229) and 1997 (under Ordinance No. 5026). So while staff strengthened the protection of the airport and its operations in the Comprehensive Plan during the 2020 annual amendment cycle, this must also be completed in the zoning code.

SUMMARY OF KEY CODE CHANGES

Staff is in the process of completing what will look like an overhaul to Chapter 18.38 ACC. However, the majority of the changes include reorganization of the chapter, standardizing terminology, consolidating sections, and clarifying language. Other key proposed changes to Chapter 18.38 ACC are summarized below.

NEW Airport overlay zones and boundaries section

The purpose of the airport overlay is to protect the viability of Auburn Airport by discouraging incompatible land uses, and requiring the consideration of potential safety impacts when siting land uses in proximity to the airport. The proposed airport overlay (Attachment C) will be adopted on the City's Comprehensive Zoning Map.

The Washington State Department of Transportation's "Airports and Compatible Land Use Guidebook" (referenced herein as the WSDOT Guidebook) was used as guidance to create the airport overlay. The WSDOT Guidebook is intended to help airports and communities proactively prevent incompatible development (land use) around airports in the state. It does so by providing best practices and steps to create regulations designed to prevent and deter incompatible uses. The airport overlay will be the mechanism in which regulations, designed to prevent and deter incompatible uses, are applied around the airport – without changing the underlying land use designation and zoning district of the area.

The WSDOT Guidebook breaks down an airport overlay into zones – referred to as "Compatibility Zones". The six compatibility zones include the Runway Protection Zone, Inner Safety Zone, Inner Turning Zone, Outer Safety Zone, Sideline Safety Zone, and the Airport Operations Zone. The original shape and extent of each compatibility zone was created using the nationwide database of general aviation aircraft accidents and adjusted to account for specific variations such as airfield configuration, usage, runway lengths, types of approach procedure, traffic pattern locations, etc. at the Auburn Airport.

The extent, shape, and purpose of each zone are defined in the proposed airport overlay zones and boundaries section of Chapter 18.38 ACC. It should be noted, that Auburn is proposing to add the airport's traffic pattern as a seventh zone. While not accounted for in the WSDOT Guidebook, other jurisdictions, such as Arlington and Yakima, have taken a similar approach to account for and mitigate the potential impacts to the airport's traffic pattern.

NEW Airport overlay restrictions and performance standards section

When assessing whether a land use is compatible around the airport, the WSDOT Guidebook provides four basic compatibility criteria, including: noise, affects within the airport influence area, airspace protection, and safety. These four criteria represent the most common effects that an airport can have on the surrounding area, and the effects that the surrounding area can have on an airport.

The criteria was used to create an inventory of the uses that currently exist within the compatibility zones and assess whether these uses are compatible with the airport and airport operations. The criteria was also used to determine which uses could occur in the future based on the zoning districts that are contained within each compatibility zone. Staff reviewed the land uses within each compatibility zone against the criteria, and is *proposing to prohibit the following uses within Compatibility Zones 1, 2, and 3* for safety and noise considerations. Per the WSDOT Guidebook high density residential development, including multiple-family and mixed use developments, are those uses that have the greatest potential for consequences to people on the ground as a result of aircraft accidents. "Special function uses" such as hospitals, nursing homes, K-12 schools, and senior housing fall into this category as well. Zones 1 and 2 of the airport overlay represent the areas where the risk of aircraft accidents is the greatest. Most of

the uses proposed to be prohibited could be considered “noise sensitive” uses as well. Noise can be particularly disruptive, in both outdoor and indoor settings, to residential uses, including single family residences and multiple-family developments. The City receives the most noise complaints from the multiple family/mixed use and senior housing located in the southwest of Zone 3. Zone 3 represents the area in which departing aircraft may begin turning over this area to fly toward their destination or to remain in the traffic pattern.

Table 1 (below) lists each land use, the WSDOT Guidebook’s recommendation, and the degree to which the land use exists with the airport overlay.

Table 1. Proposed Prohibited Land Uses in Zones 1-3 of the Airport Overlay

Land Use	WSDOT Guidebook Recommendation	To what degree does it exist today?
<i>Multiple-family dwellings, stand alone</i>	Multiple-family dwellings are not recommended in Zone 1 and 2. It is recommended in Zone 3 in a limited capacity. New developments should be moved away from the extended runway centerline.	No multiple-family dwelling exists in Zones 1-3.
<i>Mixed-use development</i>	Mixed use development is recommended in Zones 1 and 2. It is recommended in Zone 3 provided it does not create height hazard, obstructions, smoke, glare, or other airspace hazards. Mixed use can be compatible with aviation because they often have higher background noise levels that tend to masks aircraft noise, and people living there expect some level of noise disturbance.	One mixed use project exists (The Villas) within southeastern Zone 3. The zoning district of the property is C-1, Light Commercial. No new mixed-use developments is allowed in the C-1 zoning district. However, a mixed-use development that has received vesting prior to Resolution No. 5187 (adopted December 7, 2015) is an outright permitted use in the C-1 zoning district. The mixed use development in the southeastern Zone 3 is vested and is legally established.
<i>Nursing homes Assisted living facilities Hospitals</i>	“Special function uses” such a hospital or nursing home, are not recommend in Zones 1-3.	No nursing homes, assisted living facilities, or hospitals were identified in Zones 1-3.
<i>Schools (K-12)</i>	“Special function uses” such as K-12 schools are not recommended in Zones 1-3.	No K-12 schools were identified in Zones 1-3.
<i>Single-family dwelling, detached</i>	Single family residences (SFRs) are not recommend in Zones 1-3.	No SFRs exist within Zones 1-3.

In this proposed code section, staff is proposing to provide “performance standards.” which are special standards designed to mitigate potential adverse impacts from uses. As such, this term and its function are already well understood by staff. The performance standards includes standards such as limiting emissions, electrical interference, and requiring avigation easements for certain uses.

NEW Height limitation - compliance, mitigation, and maintenance sections

As mentioned in the preceding paragraphs, the City of Auburn, not the Federal Aviation Administration (FAA), has the authority to regulate land uses surrounding the airport. The FAA relies on local jurisdiction with land use authority to protect the navigable airspace from both naturally occurring and man-made airspace obstructions. The FAA does however, have a technical advisory role based on its interest in protecting the airspace associated with an airport that is part of the National Plan of Integrated Airport Systems (NPIAS). The FAA is required to administer navigable airspace in the public interest to ensure the safety of aircraft and its efficient use. This is completed through, in part, the Federal Air Regulation (FAR) Part 77 Surfaces and other surfaces, such as Terminal Instrument Procedure (TERPS).

Chapter 18.38 ACC contains the height limitations of the FAR Part 77 Surfaces established for the Auburn Municipal Airport airspace by the FAA. No structure, building, sign, lighting, tree, fence, device, or other object, is permitted to have a height exceeding these surfaces. If one of the aforementioned objects exceeds the surface, it is described as penetrating the airspace.

Staff is proposing a compliance section that, where an object might have a height greater than an established surface, applicants must demonstrate compliance with the height limitations. Generally compliance is demonstrated through documentation depicting the elevation of the structure relative to the airspace. However, if construction or alteration of an object penetrates one of the FAA Part 77 Surfaces, then the applicant will be required to prepare and submit FAA form 7460 "Notice of Proposed Construction or Alteration". With this form the applicant is required to explain to the FAA why the proposal does not constitute a hazard to air navigation and why it will not cause an inefficient use of airspace. It should be noted that while submittal of FAA Form 7460 is not yet codified within the City's code it is a federal requirement.

Staff is also proposing a maintenance and mitigation section. The purpose of this proposed section is two-fold: to require that aircraft warning lights and markers are maintained and that any tree installed around the airport is maintained such that it does not penetrate the airspace. Where an object penetrates the airspace, the airport manager may require the installation of markers and lights. Current code requires such markers and lights be installed and maintained by the City. This creates a significant cost and burden to the City. Therefore, staff is proposing to shift the installation and maintenance of the markers and lights to the property owner. The City however, will require a public maintenance easement to allow City access to inspect the markers and lighting.

REVISED Nonconforming structures, trees, land, and uses section

The most significant change proposed to the existing nonconforming sections within Chapter 18.38 ACC is tying it back to Chapter 18.54 ACC, the "Nonconforming Structures, Land and Uses" chapter of Title 18. Making the connection between Chapter 18.38 ACC and Chapter 18.54 ACC is significant because the latter chapter establishes thresholds of how and when a nonconforming use can continue operations, and when a use or structure loses its nonconforming status. The nonconforming provisions of Chapter 18.38 ACC are not well defined and create unnecessary ambiguity.

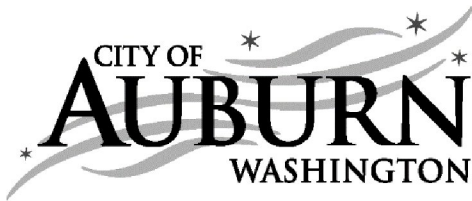
For example, the existing regulations of Chapter 18.38 ACC state that before any nonconforming structure or tree may be replaced, substantially altered or repaired, rebuilt, allowed to grow higher or replanted, a permit must be secured from the airport manager and, if applicable, the building official. It does not, though, define what "substantially altered or repaired" means; nor does it define by how much a nonconforming structure or use may be enlarged. Meanwhile, Chapter 18.54 ACC establishes thresholds for the maintenance, repair, enlargement, or essentially the alteration of nonconforming uses.

Also, the existing regulation of Chapter 18.38 ACC related to the abatement of nonconforming structures and uses is limited in scope. It states that a nonconforming structure or use that is to be abated is either abandoned or more than 80 percent torn down, physically deteriorated or decayed, and puts the onus on the airport manager to make the determination. The existing code however, does not define what is to occur with a use that has been discontinued and subsequently changed to a conforming use, nor does it define the period of time by which a use may be considered abandoned (e.g. vacant or unoccupied). Therefore, the proposed revision to the abatement related provision of Chapter 18.38 ACC, ties back to Chapter 18.54 ACC which addresses the aforementioned limitations in scope.

Further, the current regulations of Chapter 18.38 ACC also do not define by how much a tree may be allowed to grow taller, or when it must be abated, and when it may be replanted. It should be noted that Chapter 18.54 ACC and Chapter 18.50 ACC the "Landscaping and Screening" chapter of Title 18 do not contain provisions relating to nonconforming trees either. Trees in particular create a unique challenge to airports, as they generally do not start off as something that affects airport operations or penetrate the airspace, but do so over time. As proposed nonconforming trees will be those that have existed prior to 1969 and do not require an alteration. However, no permit will be granted for a nonconforming tree that would allow it to become a greater hazard (i.e. grow taller) and if altered, must conform to the new provision contained in the height limitation – maintenance and mitigation section. Any tree that is diseased, decayed, dead, or dying must be removed, and if required, replaced with a tree that conforms to the height limitation – maintenance and mitigation section.



REV. DATE 1/13/21



Memorandum

To: Airport Advisory Board
From: Tim Mensonides, Airport Manager
Cc: Ingrid Gaub, Director of Public Works
Date: February 5, 2021
Re: AGENDA ITEM G2 – 2021 Annual Marketing Focus

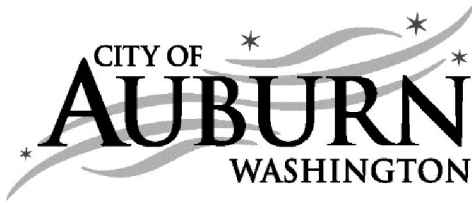
Each year the Board discusses its airport marketing focus in order to be responsive to changing market conditions and needs. The current focus for on-airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.

Staff recommends the 2021 marketing focus discuss what types of businesses should be recruited for the new hangar facility and continue looking for expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities for the space. An additional consideration would be the type of businesses placed in airport-owned buildings should the current businesses decide to relocate to new spaces.

Existing aviation businesses and services on the airport include:

- Fixed wing and rotorcraft maintenance
- Avionics
- Limited aircraft parts
- Instrument repair
- Fixed wing, seaplane and rotorcraft flight instruction
- Aircraft sales
- Designated pilot examiner
- Scenic helicopter tours
- Commercial helicopter operator
- Aircraft recovery

Five of the six large box hangars anticipated to be completed by late 2021/early 2022, are planned for businesses. The airport will be working with the developer to give aeronautical businesses the opportunity to base at S50. Staff have received interest for the space from existing airport businesses as well as business from other airports. Staff's tentative approach to filling the space is to inquire if existing airport businesses are interested, then reach out to targeted businesses at surrounding airports and, if necessary, start a recruiting effort that covers a wider area. The AAB SWOT analysis, 2020 Airport User Survey and airport staff experience recommend also adding the following: a full service FBO, pilot supply/parts store and the opportunities presented as other airports displace general aviation and its support services.



Memorandum

To: Airport Advisory Board
From: Ingrid Gaub, Director of Public Works
Cc: Tim Mensonides, Airport Manager
Date: February 10, 2021
Re: AGENDA ITEM G3 – AIRPORT BOARD RULES OF PROCEDURE

One of our 2021 Work Plan items is the development of the Airport Board specific Rules of Procedure that govern how the Airport Board functions and runs their meetings. Currently, the only specific rules in place are what is written in City Code which does not cover all aspects of how the board should function and run their meetings.

Attached you will find a draft for discussion with the Board. Please note that there are some elements of these procedures that are up to the Board to determine if they would like to include and there are elements that are required by the RCW's that govern public meetings. We plan to walk through this document and discuss these elements with the Board at the meeting.

In addition, in going through this exercise of developing the procedures staff have identified that there are some code revisions that are necessary to be completed concurrent with the Board adoption of these rules that we plan to discuss at the April board meeting.



**CITY OF AUBURN
AIRPORT ADVISORY BOARD
RULES OF PROCEDURE**

ADOPTED XXXX XX, 2021

**AUBURN AIRPORT ADVISORY BOARD
RULES OF PROCEDURE**

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- 1. BOARD NAME AND RULES
- 2. BOARD MEMBERS AND OFFICERS
- 3. BOARD MEETINGS

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

We, the members of the City of Auburn Airport Advisory Board (Board), hereby adopt, publish, and declare the following Rules of Procedure:

1. BOARD NAME AND RULES:

- 1.1. The Board's official name is the "Auburn Airport Advisory Board." The Board adopts these rules pursuant to its powers under RCW 14.08.120(1)(a)(b) and Auburn City Code (ACC) 2.33. These rules may be referred to as the Rules of Procedure.
- 1.2. Purpose of Rules: The Board adopts these rules in furtherance of its powers to advise the City Council and/or its committees regarding the matters specified in ACC 2.33.030.
- 1.3. Effective Date of Rules: These rules shall take effect upon their adoption by majority Board vote.
- 1.4. Amendment of the Rules: The Board may amend these Rules at any regular Board meeting by majority vote. The proposed amendment should be presented in writing at a preceding regular meeting.
- 1.5. Suspension of the Rules: The Board may suspend the rules as authorized in Robert's Rules of Order by majority vote, except when such suspension would conflict with state law or city ordinances.

2. BOARD MEMBERS AND OFFICERS:

2.1. BOARD MEMBERS:

- 2.1.1. Number and appointment: The Board shall have up to seven (7) members, who shall serve for a term as indicated in ACC 2.33 without remuneration. Board members shall be appointed by the Mayor and confirmed by the City Council.

2.1.2. Rules applicable to all Board members and officers:

Any member of the Board who, in their opinion, has an interest in any matter before the Board that would tend to prejudice their actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial, or as otherwise required by these rules or other applicable law.

No member of the Board may use their position to secure special privileges or exemptions for themselves or others.

No member of the Board may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.

No member of the Board may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce them by reason of their official position to disclose confidential information acquired by reason of their official position.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

No member of the Board may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for their personal gain or benefit.

No member of the Board may take action that is prohibited by Chapter 42.23 RCW or any other statutes identifying conflicts of interest.

2.1.3. Board member conflicts of interest and remote interests

2.1.3.1. Conflicts of interest. No Board member may wholly, partly, directly or indirectly benefit from any contract made by, through, or under their supervision on the Board. No Board member may directly or indirectly accept any compensation, gratuity or reward in connection with such a contract. Any Board member with such a conflict of interest may not vote on such contract's authorization, approval or ratification. If such a contract comes before the Board for consideration, the member shall disclose their conflict of interest to the Board and abstain from voting according to the procedure in Rule 3.9.2.

Pursuant to RCW 42.23.030(6)(d), conflicts of interest under this rule include a member's interest in any contract or lease with the City or Airport.

2.1.3.2. Remote interests. Rule 2.1.3.1 does not apply to remote interests held by Board members. Remote interests are those defined by RCW 42.23.040.

2.2. OFFICERS:

2.2.1. Election and terms of officers: Board Officers shall be Board members, and shall consist of a Chair and Vice Chair, elected by majority Board vote.

Officer elections shall take place once each year at the Board's last regular meeting of each calendar year, or as soon thereafter as possible. The term of office for each officer shall run until the subsequent election.

If an officer resigns or is removed from their position before the end of their term, the Board will elect new officers at its next regular meeting. The Vice-Chair will administer the election of a vacant Chair position.

2.2.2. CHAIR AND VICE CHAIR. The Board shall have the following officers

2.2.2.1. Chair. The Chair shall preside over Board meetings, and may exercise all the powers usually incident of the office. The Chair shall be a member of the Board and except as otherwise provided in these rules shall have the right to cast a recorded vote in all Board deliberations. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion. The Board Chair shall annually provide to the city council the annual Board Work Plan for the coming year and report on progress since the previous Work Plan. The Chair may also submit additional reports when deemed appropriate by the Board or when requested by the city council.

2.2.2.2. Vice Chair. The Vice Chair shall perform the Chair's duties in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting, the Senior

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

present Board member shall act as the meeting Chair, or may delegate the responsibility to another member.

2.2.3. SECRETARY:

A member of City Staff shall act as the Board's Secretary and shall keep record of all Board meetings and perform the other functions and duties described in these rules. Records created by the Secretary shall include any disclosed Board member interests pursuant to Rule 3.9.2., and shall be retained at the City Clerk's Office.

2.2.4. Removal and resignation of Members and Officers.

Any Board member or officer may submit written resignation to the Board for consideration. Such resignation is effective upon majority [unanimous?] Board vote.

By majority [unanimous?] vote, the Board may recommend to the Mayor the removal of any Member or officer:

Absent from XX Board meetings without excuse;

Who willfully violates any provision of these Rules of Procedure in the conduct of their functions or duties as a Board member;

Who willfully violates any provision of the ACC 2.33, RCW 42.23.070, or any other applicable law in the performance of Board duties.

Who willfully commits any act defined by law as a criminal offense in the performance of Board duties.

Following a removal or resignation, the Board shall fill vacant Board member positions pursuant to Rule 2.1.1, and vacant officer positions pursuant to Rule 2.2.1.

Commented [IG1]: Board to discuss if this section is desired.

3. BOARD MEETINGS:

- 3.1. Board meeting date, time and place. All Board meetings will be held in the Auburn Airport Conference Room at 2143 E Street NE, Auburn, WA 98002, unless otherwise directed by the Chair. The Board will set meeting dates and times on or before December 31st of the preceding year.
- 3.2. Number of Board meetings. Pursuant to ACC 2.33.040, the Board shall meet a minimum of quarterly each calendar year. The Board may set additional regular or special meetings as needed to properly conduct Board business.
- 3.3. City personnel at Board meetings. All Board meetings shall be staffed by City personnel to support and assist the Board, and to perform the role of Board Secretary pursuant to Rule 2.2.3.
- 3.4. Meeting agendas. Unless the Chair directs otherwise, the Secretary shall prepare a meeting agenda for Board meetings and provide it to the Board members not less than five (5) days in advance of the meeting. Meeting agendas shall list the items the Board will address at the meeting and shall include any corresponding materials necessary for the Board's consideration.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

Agenda items shall be determined through coordination of the Board Chair and City staff members, but shall generally consist of the following outline:

- A. CALL TO ORDER/ROLL CALL
- B. PUBLIC COMMENT
- C. APPROVAL OF MINUTES
- D. PRESENTATIONS
- E. BOARD ACTION ITEMS
- F. BOARD DISCUSSION ITEMS
- G. BOARD GUIDANCE AND INFORMATION ITEMS
- H. SCHEDULE FOR UPCOMING MEETINGS
- I. ADJOURNMENT

3.5. Meeting minutes. The Secretary shall keep minutes of all Board meetings. Meeting minutes shall be kept on file at the City Clerk's Office pursuant to the City's document retention schedule.

3.6. Meeting Procedure:

3.6.1. Rules of Order. The most current version of Robert's Rules of Order shall govern Board member meetings procedure unless otherwise provided in these Rules.

3.6.2. Open Public Meetings Act. Board meetings are subject to the Washington State Open Public Meetings Act, RCW 42.30. The Board may hold executive sessions to consider the matters identified in RCW 42.30.110.

3.7. Meeting interruptions.

3.7.1. Removal of interrupting individuals or groups. The Board meeting presiding officer may direct the removal any individual or group that interrupts a Board meeting to render the meeting's orderly conduct unfeasible. A removed individual or group may only be readmitted to the meeting by majority Board vote.

3.7.2. Continued meeting disruption after removal. If removal of such individuals or groups does not restore order to the meeting, the Board may clear the meeting location of observers/participants and either: (1) continue in session, or (2) adjourn the meeting and reconvene it at a stated date, time and location selected by majority Board vote. In either instance, the Board may only take action on items appearing on its agenda for that meeting, and must allow media/press members to attend unless they too were involved in the meeting disturbance.

3.7.3. Illustration of interruptions warranting Board action pursuant to this rule. By way of illustration, interruptions may include (but are not limited to) any of the following that interrupts a meeting's orderly conduct:

Making personal, impertinent or slanderous remarks or noises;

The use of speech intended to incite fear of violence;

Failing to limit public comments to an established allotted time;

Yelling or screaming in a manner that prevents the Board from conducting the meeting;

Making irrelevant, distracting, or offensive comments or noises;

Commented [IG2]: This is the current Agenda format being used but can be modified if the Board desires to change it.

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

Demonstrations, disruptive applause, other disruptive behavior.

- 3.8. Member meeting quorum. A simple majority of the appointed Board members shall constitute a quorum for the transaction of business.

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Any meeting lacking a quorum may only continue to: fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

3.9. Voting.

- 3.9.1. Voting generally. Board member votes shall generally be given audibly, with “yes” being an affirmative vote, and “no” a negative vote. Any inaudible Board member vote shall be recorded as an vote.

- 3.9.2. Roll call voting. At the request of the Chair or another Board member, or on their own initiative, the Secretary may ensure an accurate vote record by taking “roll call” or “show of hands” vote.

- 3.9.3. Tie Votes. Any motion resulting in a tie vote fails. A denial motion resulting in a tie shall not be considered an approval of the motion subject.

3.9.4. Abstention for conflicts of interest.

- 3.9.4.1. If the Board considers an issue involving conflict of interest for a Board member as defined in Rule 2.1.3.1, the Board member shall disclose the conflict to the Board before any Board action is taken on the matter, and shall abstain from discussion and voting on the issue.

- 3.9.4.2. Abstention procedure. The Board member shall advise the Chair of their intent to abstain before the Board discusses or considers the subject matter, and shall remove themselves from the deliberation and consideration of the matter. A member may confer with the City Attorney to determine if their intended abstention conforms to this rule. The City Attorney’s role in such a conference is limited to advising the Board member in their capacity as a member, and shall not include advice or recommendations regarding the member’s personal or business interests. If an intended abstention cannot be anticipated in advance, the member should advise the Chair that they have an “abstention question.” A brief recess would then be given to permit the member to consult regarding their intended abstention as may be necessary.

- 3.9.4.3. A Board member may also abstain from voting on any matter to otherwise ensure the appearance of fairness.

- 3.9.4.4. Procedure for remote Board member interests. Any Board member with a remote interest in a contract before the Board as defined by Rule 2.1.3.2 shall disclose the interest to the Board before the Board takes any action. The secretary shall record the member’s disclosed remote interest in the Board’s meeting minutes. Once disclosed, the Board may authorize, approve or ratify the contract in good faith by majority Board vote (without counting any vote cast by the member holding the remote interest).

Commented [IG3]: Affirmative or negative – Board to discuss

AUBURN AIRPORT ADVISORY BOARD RULES OF PROCEDURE

- 3.10. Member meeting absences. To be excused, members must inform the Board's Secretary or Airport Manager a minimum of **one day** in advance of the meeting date if they cannot attend a scheduled meeting.

Commented [IG4]: If you include as a reason for recommending removal, then we should have a timeframe for when this notice is required by before a 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	Property Acquisition	Currently negotiating purchase and sale agreement with King County. The County has accepted the City's appraisal. Draft short plat documents complete. Final short plat documents will be prepared once negotiations with County are complete.	Complete negotiations with King County. Complete short plat to create new parcel. Complete purchase of new parcel from King County.	Wickstrom/Mensonides	Jan-18	Jun-21	\$ 500,000 (90/10)
City/CW	Runway Enhancement Project – Construction	Construction complete. AGIS survey submitted to FAA for review.	Complete AGIS survey. Close out FAA and WSDOT grants.	Wickstrom/Mensonides	Sep-19	Jun-21	\$ 3,842,269 (90/10)
City	Night Restrictions	23 of 33 obstructions mitigated.	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	Mar-21	\$ 20,000
City	Annual Maintenance and Repair	The main focus for 2021 is preform maintenance (crack seal) on the airport's paved areas. Another focus will be to form a strategy for the future for the hangar row J doors and turning some of the open hangar rows into enclosed hangars.	Project scoping.	Mensonides	Mar-19	Nov-21	\$ 125,000
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	May-21	Dec-21	\$ 50,000

AIRPORT BOARD - TRACKING MATRIX

KRA Reference [1]	Key Result Area/Goals <i>(Not in Priority Order)</i>	Lead	Narrative Description	Start Date	Completion Date
N/A	Update City Code	Public Works Director/Airport Manager	Updating several sections of outdated code that are related to the Airport for adoption by City Council.	1Q 2021	4Q 2021
2-1	Airport Zoning Regulation 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 and Council.	1Q 2019	2Q 2021
N/A	AAB Procedures and Standards	Public Works Director/Airport Manager/ Airport Advisory Board	Develop specific board procedures around the operation of the board and the management of meetings for adoption by the Board. (The Board currently does not have any specific procedures in place, and this is required for a public board).	2Q 2021	2Q 2021
2-2	Airport Marketing Focus	Public Works Director/Airport Manager/ Airport Advisory Board	Annual review of the 2021 Airport Marketing Focus to be 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, alternative fuels, recruitment of on airport Businesses, and better incorporation of the Airport into other City events. Current focus for on airport business development includes expanded flight training, permanent maintenance facility, expansion of avionics and restaurant opportunities.	1Q 2021	1Q 2021
3-3	Wayfinding Improvements	Airport Staff/Airport Advisory Board	Develop wayfinding upgrades to airport signage to improve information for airport users to find amenities and businesses on the airport.	2Q 2021	1Q 2022
3-4	Airport Broadband Service	Airport Staff	Developing potential option(s) for Broadband improvements to the Airport for service to Airport users. 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 This will include the estimated cost to implement.	2Q 2021	4Q 2021
N/A	Update Airport Rules & Regulations	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Rules and Regulations for adoption by the Board.	3Q 2020	2Q 2021
N/A	Update Airport Minimum Standards	Airport Staff/Airport User Group	Complete revisions and updates to the Airport Minimum Standards for adoption by the Board.	2Q 2021	4Q 2021
N/A	Annual Tasks	Public Works Director/Airport Staff/Airport Advisory Board	1. Annual Fee Update 2. Annual Airport Users Survey 3. Capital Improvement Plan Update 4. Board Compostion Review 5. Board Work Plan Update for 2022	Anticipated : October Anticipated : October Anticipated : August Anticipated : December Anticipated : December	

[1] KRA 1 = Facility & Infrastructure; KRA 2 = Economic/Community Development; KRA 3 = Operation Enhancement/Expansion



Auburn Airport Land Lease(s) / SE Development Site

January 5, 2021

MD 500 Development LLC as "Tenant"

Term Sheet

Premises: Site A: 34,158 +/- square feet
Site B: 71,800 +/- square feet
Together depicted in **Exhibit A**

Site A & B to each be governed by separate lease agreements

Term:	The term will run for 30 years following Lease Commencement
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Lease Rate:	\$0.825/sq ft./yr.
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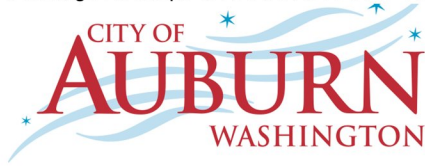
Lease payments for each site to begin upon the earlier of the City's issuance of an ACC 15.07.100 Certificate of Occupancy for that site or May 1, 2022 whichever comes first,

Leasehold Tax:	The City shall impose and collect the RCW 82.29A Leasehold Tax of 12.84% on the Tenant's taxable monthly rental payments.
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Lease Rate Adjustment Schedule (Post Construction)	Adjusted annually by CPI-W August over August. Except in those years where rates are adjusted by the Fair Market Value appraisals. Fair Market Value (FMV) adjustment January 1 of Calendar years ending in "0" & "5" with first FMV adjustment to begin January 1, 2025. FMV will be determined by an appraisal conducted by an MAI certified appraiser commissioned by and at the expense of the Landlord no more than 12 months prior to the date the new FMV rate shall take effect.
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In no event shall the new rate, (as determined by either a negative CPI or the most current appraisal) be less than the then current existing rate.

Improvement Type:	Tenant will submit improvement construction plans that fully comply with City of Auburn and/or FAA standards for Airport development and hangar construction. Hangars must meet a minimum unit count, size and quality standard for the following sites:
--------------------------	--



Nancy Backus, Mayor

25 West Main Street * Auburn WA 98001-4998 * www.auburnwa.gov * 253-931-3000

Site A: Nested T-Hangars with a building footprint roughly 437ft in width by 60ft in depth consisting of no less than 17 individual units. Individual units will have electric doors no less than 48ft of clear width and 14ft of clear height. Amenities to be included: Single power meter with sub-meter capacity for each unit, compressed air available for each unit, fully insulated walls and ceiling in each unit, a building restroom and Wi-Fi.

Site B: Box Hangars with a building footprint roughly 390ft in width by 62ft in depth consisting of no less than 6 individual units. Individual units will have a minimum width of 65ft with doors electric doors having no less than 59ft of clear width and no less than 16ft of clear height. Other amenities to be included in each unit include: Individually metered three-phase 208V power w/ additional upgrade capacity, individually metered water, reduced backflow prevention, fully insulated walls and ceiling, plumbing stubs for restroom (sink & latrine) and structural integrity to accommodate future mezzanines.

**Improvement
Development
Commencement &
Schedule**

Improvements for both sites to be developed and constructed simultaneously under the same construction schedule.
Civil development to begin no later than May 1, 2021.

**Ownership of
Improvements**

Ownership of all site improvements shall revert to the landlord upon Lease termination or expiration. City shall have no ownership or leasehold interest in the constructed improvements contemplated in these leases unless and until a lease expires or is terminated by the Parties.

Condominiumization:

Tenant shall not condominiumize any of the Hangars without City written approval, given at the City's sole discretion.

**Asphalt and
Pavement
Maintenance**

Tenant is responsible for the Asphalt and Pavement Maintenance for the vehicle parking and apron areas located within the lease premises.

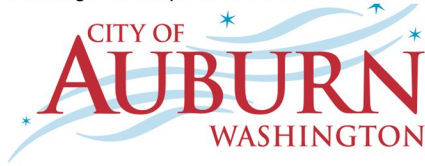
**Airport Design
Review**

Prior to submitting construction plans to the City of Auburn for permitting, Airport and Tenant will work together to establish a legal and acceptable design for the proposed Hangars.

**Landlord Approval
of Subtenants:**

Tenant shall submit to Landlord a request for approval of any proposed subtenant, tenant wishes to sublease a unit in Site B to. At a minimum Tenant's request for sublease consent shall include:

- Name of the proposed subtenant
- Use of the subleased space
- Copy of the proposed Sublease terms



Nancy Backus, Mayor

25 West Main Street * Auburn WA 98001-4998 * www.auburnwa.gov * 253-931-3000

- Subleases financial statements including:
(previous two years of tax returns & 12 months of bank statements)

Part 77 requirements All Hangar construction shall meet 14 C.F.R. Part 77 requirements

Minimum Airport Standards & Aeronautical Uses This lease and any subleases will be subject to City of Auburn policies 100-80 and 100-81 (Airport Rules & Regulations), as currently written or hereafter amended.

All hangars must be used solely for aeronautical purposes per FAA policy (81 FR 38906)

Auburn City Council: The terms contained within are subject to the ratification as may be amended of the Auburn City Council. Both parties will take reasonable steps to execute a formal lease being in substantial conformity to the agreed upon terms within 60 days of Council's approval.

Each party by signing below acknowledges and agrees to the terms as set forth above.

Tenant**Landlord**

Signature:  _____
DocuSigned by:
D3D2DD07F1AC4DB...

Print Name: Scott Griffin

Title: Partner

Date: 1/5/2021

Signature: _____

Print Name: _____

Title: _____

Date: _____

Cover Sheet
Exhibit A to the Term Sheet
Site A & B Land Lease Depictions

(Term Sheet between MD 500 Development LLC & City of Auburn)

