

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: February 17, 2021
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
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
Ryan Hubbard, Auburn Airport Operations Technician
Alexandria Teague, Planner II

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A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll. All 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 Osborne and seconded by Board Member Butsick to approve the December 16, 2020 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 7-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS: NONE

F. BOARD DISCUSSION ITEMS:

1. AIRPORT ZONING & CODE UPDATE

Manager Mensonides introduced Alexandria Teague, Planner II in community development for the City of Auburn. Teague presented an update on the airport zoning code that included adopted text amendments and the current short and long-term vision within the city, citing that the former plan had not kept pace with changes around the airport. A new airport overlay and boundaries section, code for height limitations, trees and structures, and the land and uses sections are being revised or added to help protect the airport. Safety, noise, airspace protection and use will be considered for compatibility in land uses and operations. Teague also mentioned moving responsibility from the city and airport to business owners for lighting and tree requirements. Regulations and code are currently in a drafting phase. General discussion followed with input from Board Members Osborne, Morrow, Nessel and Butsick regarding current general aviation and passenger service verbiage with all but Board Member Osborne stating their comfort with the current language. Board Member Butsick also asked for clarification on tree code and traffic patterns which Teague and Manager Mensonides answered.

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2. ANNUAL REVIEW OF AIRPORT MARKETING FOCUS

Manager Mensonides shared the annual marketing focus that includes expanding avionics and looking for restaurant opportunities. He said he would like to add a pilot supply store and full-service fixed base operator (FBO). He spoke of the new box hangars scheduled to begin construction this year and how that will increase available space for businesses at the airport. The upcoming displacements at Boeing Field and other airports are also expected to have an impact on new business development. Mensonides then solicited feedback from the Board regarding businesses they'd like to see solicited. Board Member Butsick advised maintaining and growing the businesses we currently have at the airport first and recruiting outside businesses second.

3. AIRPORT BOARD RULES OF PROCEDURE

Director Gaub shared the history regarding the Airport Board Rules of Procedure and their help in understanding and managing expectations during meetings. Along with basic rules, procedures, and the board member and officers section, the addition of a vice chair position, the timing of adding new officers, absenteeism and the conditions of and procedure for removing a board member were shared by Gaub and discussed by the board. Preferences were given for moving the vote to add officers to the first meeting of each year rather than the last and removing board members following two unexcused absences in a calendar year. The following were also mentioned: disruptions during meetings, voting, conflict of interest, and composition of the board. Director Gaub will make changes based on board feedback, consult with the legal department and bring final rules of procedure to the board in April for a vote. Director Gaub also recommended asking the board to consider whether or not they would allow virtual participation for future in-person meetings.

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4. 2021 CAPITAL PROJECT STATUS

Manager Mensonides shared the capital project and board tracking matrix and shared the statuses and updates for each project item. Current projects include property acquisition, runway enhancement project, night restrictions, annual maintenance and repair (crack sealing, primarily), west side preliminary environmental permitting, updating city code, airport zoning, AAB procedures, airport marketing focus, wayfinding improvements, airport broadband service, the updating of airport rules and regulations as well as airport minimum standards, and annual tasks.

5. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER REPORT

Office Assistant Klein shared current statistics for the airport's tenant occupancy rate, fuel sales and the current wait list for hangars which numbered over 100. Manager Mensonides shared with the Board recent complaints, an update on the development and construction set to begin late spring in the southeast portion of the airport, and information on upcoming internship and seasonal maintenance positions. Discussion regarding the anticipated construction and development followed, including specifics of taxation, anticipated revenue and the lease agreement with the developer. Hangars are expected to be completed by year's end 2021. Manager Mensonides also shared updates on the bench and mural program and is working with the City of Auburn Parks Department to move the project forward. He then shared the possibility of closing the hangar wait list for enclosed hangars due to high demand, the schedule for Airport Tenant Day, August 7, 2021, and the cancellation of Auburn Airport Day due to COVID. An updated amenities map has also been placed at key locations around the airport.

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2. AIRPORT MAINTENANCE REPORT

Technician Hubbard shared the addition of a FOD Boss sweeper to help with clean-up efforts around the airport, an update on the implementation of the snow-and-ice plan due to recent snow and how well it went, the operations tracking report that's in a testing phase, and the memorial shadowbox he created to honor Dick Scobee that now hangs in the airport office. Hubbard also gave an update on upcoming plans to upgrade the plaque and lighting at the airport office entrance and an update on apparel that was ordered with the Auburn Municipal Airport logo to offer to tenants for purchase.

6. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

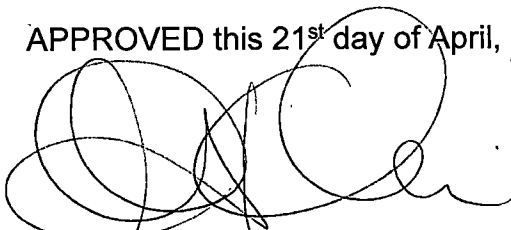
2021 Regular Meeting Schedule:

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

I. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 9:04 a.m.

APPROVED this 21st day of April, 2021

A handwritten signature in black ink, appearing to be 'Angela Klein', written over a horizontal line.

Angela Klein, Board Secretary