

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR JANUARY 21, 2015

BOARD MEMBERS PRESENT:

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

CITY STAFF PRESENT:

Shelley Coleman, Finance Director, COA
Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative

VISITORS:

Bob Myers - tenant
Jim Flynn – WPA*
Jessica Jerwa – CAP **
Michael Kopp – AFS***
Cal Hunziker – AOPA****

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: January 21, 2015

TIME: 7:35 A.M.

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

PUBLIC COMMENT: None

APPROVAL OF MINUTES: A motion was made and seconded to approve the Advisory Board minutes of December 17, 2014.

PRESENTATIONS AND ROUTINE REPORTS:

1. Civil Air Patrol – An overview of the Civil Air Patrol was presented by Jessica Jerwa, public affairs officer and member of the Green River Composite Squadron which serves Auburn, Kent and Federal Way. CAP is a volunteer organization with an aviation-minded membership that includes people ages 12-18. Its three main programs include: emergency services, which includes search and rescue and disaster relief operations; aerospace education for youth and the general public; and cadet programs for teenage youth.

2. Review of Matrix

Wildlife Hazard Assessment – Mr. Garcia requested clarification of terminology in the Wildlife Hazard Assessment, such as the wetland area being called “a reserve for the City”. Permits have been submitted to Federal and State agencies for the implementation process for wildlife management.

Master Plan Update – Waiting on return of document from FAA.

Business Development –Mr. Brooks presented an analysis for determining the potential acquisition of the Auburn Flight Service building by the City of Auburn. A discussion ensued.

Row 3 Hangar Development – Mr. Garcia reports most of the metal posts are now in place. The 90 day project is slated for completion by March 31, 2015.

Airport Branding – On hold.

Promotion Brochure – It was suggested to add an AMG promotion brochure to the Matrix as #38.

BOARD ACTION ITEMS: Mr. Peloza asked the Board to explore meeting day options of Tuesday or Thursday.

BOARD GUIDANCE AND INFORMATION ITEMS:

3. 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	68/60	88%	-2
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	47%	0

Topic C: Fuel Prices

Fuel price at Auburn \$4.48.

Topic D: Airport Revenue Performance – A report on December Airport revenues and working capital statement were reviewed.

OPEN DISCUSSION: Mr. Garcia suggested getting aircraft N numbers from the Renton Airport and sending a post card advertising closed hangars for rent.

Mr. Peloza recommended adding a working Capital 101 presentation at the February meeting.

SCHEDULE FOR UPCOMING MEETINGS:

- **Regular Board Meeting** – February 18, 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

** Civil Air Patrol

*** Auburn Flight Service

**** Aircraft Owners & Pilots Association