



**Airport Advisory Board
Regular Meeting
January 18, 2017, 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. Time allotted to each speaker is determined by the Board Chair.
- C. APPROVAL OF MINUTES:** November 16, 2016
- D. PRESENTATIONS AND ROUTINE REPORTS:**
 - 1. DISCUSSION OF AIRPORT ENTERPRISE FUND WITH FINANCE DIRECTOR COLEMAN
 - 2. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING
- E. BOARD ACTION ITEMS:** Please note that Board action items are recommendations only to the City Council pursuant to the Board's adopted role as an advisory only body to the City Council.
 - 1. NONE
- F. BOARD ACTION ITEMS:** Please note that no action will be taken on Board discussion items.
 - 1. DISCUSSION OF 2017 STRATEGIC BUSINESS PLAN ACTION ITEMS
- G. BOARD GUIDANCE AND INFORMATION ITEMS:**
 - 1. AIRPORT MANAGER'S REPORT
 - 2. BOARD MEMBER RECRUITMENT STATUS
 - 3. MATRIX REVIEW

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

January 18, 2017	7:30 a.m.
March 15, 2017	7:30 a.m.
June 21, 2017	7:30 a.m.
August 16, 2017	7:30 a.m.
November 15, 2017	7:30 a.m.

All meetings are currently scheduled to take place at the Auburn Airport Office Conference Room 1 located at 2143 E St. NE, Auburn, WA 98002.

I. ADJOURNMENT OF MEETING

AIRPORT ADVISORY BOARD - PROJECT TRACKING MATRIX

LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	EST. COMPL DATE	Est. COST
City	Strategic Business Plan	Strategic Business Plan approved by City Council in December 2016	Board to review and provide input on 2017 action items at January 18, 2017 Board meeting	On-going	On-going	Action costs will be identified for each action at time of Board effort
City	CP1408, Auburn Municipal Airport Hangar Row 3 Improvements	Project complete and project close out complete	Final pay request on January 17, 2017 City Council consent agenda	02/2014	01/2017	\$326,000 Airport Fund 100%
City/CW	Runway Enhancement Project – Environmental Review	Federal environmental review effort anticipated to be completed by early February 2017	Public comment period complete on January 10, 2017 (no comments received). FAA to issue a Finding of No Significant Impact and Record of Decision (FONSI/ROD) in mid/late January 2017. City will then publish a 10-day Information Review Period of FONSI/ROD in the Seattle Times which will complete the environmental review process.	03/15/15	02/2017	\$251,902 (90/5/5)
City/CW	Runway Enhancement Project – Design	Scheduled to begin this phase in 2017 following the completion of the Environmental Phase.	Receiving final environmental approvals, obligating the Federal grant funds when FAA allows, and applying for the 5% State funding match in April/May.	06/2017	06/2018	\$333,333 (90/5/5)
City/CW	Runway Enhancement Project – Construction	Scheduled to begin this phase in 2018 following the completion of the Design Phase	Design Phase Approval and applying for and obligating State and Federal Grant funding.	06/2018	06/2019	\$1,833,333 (90/5/5)
City	On-going Business Development	Completed automatic lease extensions for SpanaFlight and Air Tech	Continue to purchase right-of-first refusals on ALP identified acquisition parcels	08/2014	Ongoing	N/A
WSDOT/ PSRC/FAA	AGIS Study	Project work completed in December 2016		08/2015	12/31/16	FAA/WSDOT 100%
City	Airport Enterprise Fund Status	City Council passed 2017-2018 Biennial Budget and 2017-2022 Capital Improvement Program	Finance Director Coleman to provide an overview of Airport Enterprise Fund at 01/18/17 Board meeting	Ongoing	Ongoing	N/A

AIRPORT ADVISORY BOARD - PROJECT TRACKING MATRIX

LEAD	PROJECT DESCRIPTION	CURRENT STATUS	WHAT'S NEXT	START DATE	EST. COMPL. DATE	Est. COST
City/AMG	Jet-A-Fuel	\$10,000 in capital improvement budget for any needed containment for temporary fuel provision	Per Strategic Business Plan, temporary provision of fuel is currently planned for implementation by 2 nd Quarter 2017; AMG to coordinate contract with potential fuel provider; City staff to coordinate and implement any containment requirements	01/01/17	06/30/17	\$10,000
City/AMG	Management Contract	Current contract with AMG set to expire on December 31, 2016; City Council approved a 90-day contract extension on December 19, 2016 to allow for continued negotiations	City staff and AMG representatives to meet on January 18, 2017 for continued negotiations	10/2016		Service costs is budget; Actual dollars to be provided once negotiations are complete & contract is approved
City/AMG	Security Upgrades	Bids on repairs to main gate being obtained by AMG; Board recommended and Council approved increase in security fee from \$5 to \$10 effective January 1, 2017	Board, City staff and airport management to review appropriate security implementation measures resulting from increased funding	11/2016	03/2017	Still being determined