



**Airport Advisory Board
Regular Meeting
November 19, 2025 - 8:00 AM
Airport Office
Conference Room 1**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Municipal Airport Advisory Board Meeting scheduled for Wednesday, November 19, 2025 at 8:00am will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Teams, please call the number below or follow the link:

Telephone: 1-509-530-1507

Conference ID: 997 084 036#

Teams Link: [Join the meeting now](#)

Meeting ID: 288 324 353 719

Passcode: LH6Lo6RG

ROLL CALL

AGENDA MODIFICATIONS

PUBLIC COMMENT

- A. Participants can provide comments in person or submit written comments in advance of the scheduled meeting. Participants can submit written comments via mail 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 Specialist

2143 E St NE Suite 1

Auburn, WA 98002

Email comments to:

airport@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of difficulty attending a meeting of the governing body, notice of the need for accommodation is needed by 7:00 a.m. on the day of the scheduled meeting. Participants can request accommodation to be able to provide remote oral comment by contacting the Airport Office

in person, by phone (253) 333-6821, or email to airport@auburnwa.gov.

APPROVAL OF MINUTES

- A. SEPTEMBER 17TH, 2025 REGULAR MEETING

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

ACTION ITEMS

- A. 2026 MEETING SCHEDULE (10 MIN)

DISCUSSION ITEMS

- A. AIRPORT BOARD COMPOSITION REVIEW (5 MIN)
- B. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (10 MIN)
- C. ANNUAL WORK PLAN UPDATE FOR 2026 (15 MIN)

GUIDANCE AND INFORMATION ITEMS

- A. AIRPORT MANAGER REPORT (10 MIN)
- B. AIRPORT ADMINISTRATION REPORT (5 MIN)
- C. AIRPORT MAINTENANCE REPORT (5 MIN)

SCHEDULE FOR UPCOMING MEETINGS

- A. 2026 REGULAR MEETING SCHEDULE:

TBD

Unless otherwise noted and advertised, all meetings will start at 8 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 notice the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

SEPTEMBER 17TH, 2025 REGULAR MEETING

Meeting Date:

November 19, 2025

Department:

Public Works

Attachments:

SEPTEMBER MINUTES

Budget Impact:

Administrative Recommendation:

Approve the minutes for the meeting on September 17, 2025.

Background for Motion:

Move to approve the minutes for the meeting on September 17, 2025.

Background Summary:

See attached.

Councilmember:

Staff: Tim Mensonides



**Airport Advisory Board
Regular Meeting
September 17, 2025 - 8:00 AM
Airport Office
Conference Room 1**

MINUTES

CALL TO ORDER

PUBLIC PARTICIPATION

ROLL CALL

Present: Andrea Prasse (virtually), Wayne Osborne, Jay Miner, Justin Heater, Chad Ellison, Deanna Clark, Greg Ramig

City Staff: Public Works Director Ingrid Gaub, Airport Manager Tim Mensonides, Airport Administrative Specialist Angela Klein, Airport Operations Specialist Ethan Kimes, Part-time Airport Staff Abbie Weir, Will Richardson, and Aaron Seerden

AGENDA MODIFICATIONS

AUDIENCE PARTICIPATION

APPROVAL OF MINUTES

A. APPROVAL OF MINUTES FOR THE MEETING ON MAY 14, 2025

It was moved by Board Member Osborne that the Board approve the Airport Advisory Board minutes for May 14, 2025. Board Member Ellison seconded the motion. **Motion carried, 7-0.**

ACTION ITEMS

A. 2026 AIRPORT FEE SCHEDULE

The 2026 Airport Fee Schedule was reviewed by Manager Mensonides. Board Member Osborne moved for approval of the 2026 Airport Fee Schedule. Board Member Clark seconded the motion. **Motion carried, 6-0.** Board Chair Prasse abstained.

DISCUSSION ITEMS

A. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX

Manager Mensonides discussed the current project status of F-row hangar enclosures, AWOS and emergency generator installation, annual pavement maintenance/crack sealing, and electrical upgrades in F row.

B. AIRPORT BUDGET UPDATE

Manager Mensonides reported on the 2025 Airport Budget.

GUIDANCE AND INFORMATION ITEMS

A. AIRPORT MANAGER REPORT

Manager Mensonides introduced new airport staff Will Richardson. He then reported on airport operations, the S50 landscaping project that was just completed with 50' letters in white rock at the entrance to runway 35, upcoming ball replacement for the power lines north of the airport, stormwater plan updates, an FAA meeting to discuss possible taxilane pavement refurbishment, and the purchasing of land adjacent to the airport. Abbie Weir, airport staff, then discussed a scale model of the airport traffic pattern and runway designed and painted by the Seattle chapter of the 99s, a volunteer organization comprised of female pilots. The story of the teaching aid was featured in a recent issue of *Flying* magazine. Manager Mensonides then updated the board on the south lot development project and the new courtesy truck. He then discussed attendance at the WAMA annual conference and the Oshkosh conference and airshow. Mensonides also shared his experience with the recent tour for military civic leaders. Questions and discussion followed.

B. AIRPORT ADMINISTRATION REPORT

Administrative Specialist Klein reported on current fuel and hangar/tie-down numbers, 2025 Airport Day, and the upcoming mural featuring local women in aviation.

C. AIRPORT MAINTENANCE REPORT

Operations Specialist Kimes discussed fuel nozzle maintenance, building maintenance, the airport's stormwater plan, upcoming closures for powerline work, and updates on wildlife activity and mitigation. Questions and discussion followed. Manager Mensonides then shared pictures of the S50 landscaping project.

SCHEDULE FOR UPCOMING MEETINGS

A. 2025 REGULAR MEETING SCHEDULE:

November 19

Unless otherwise noted and advertised, all meetings will start at 8 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 notice the Board may elect to schedule additional special meetings beyond the meeting dates specified above.

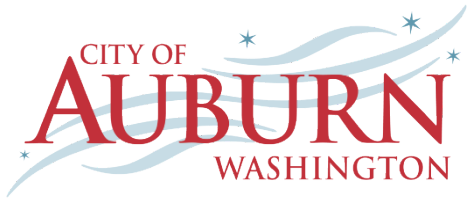
ADJOURNMENT

There being no further business to come before the Airport Advisory Board, it was

moved by Board Member Osborne to adjourn the meeting. Board Member Heater seconded the motion. **Motion carried unanimously, 7-0.** The meeting was adjourned at 8:55 a.m.

APPROVED this _____ day of _____, 2025.

Angela Klein, Board Secretary



AGENDA BILL APPROVAL FORM

Agenda Subject:

2026 MEETING SCHEDULE (10 MIN)

Meeting Date:

November 19, 2025

Department:

Public Works

Attachments:

Proposed 2026 Schedule

Budget Impact:

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Councilmember:

Staff: Tim Mensonides



To: Auburn Airport Board

From: Tim Mensonides, Airport Manager

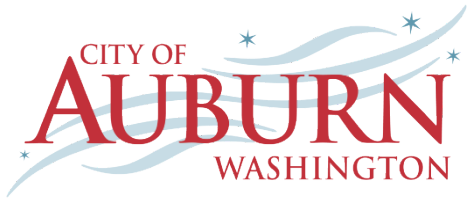
CC: Ingrid Gaub, Public Works Director

Date: 11/6/2025

Re: 2026 AAB Meeting Schedule

Below is the proposed regular AAB meeting schedule for 2026. Meetings will be held the third Wednesday of every other month with the July meeting not being held to accommodate airport events and projects. Meetings will be held in the airport office conference room. Meeting times will be from **8am-9:30am**.

- January 21, 2026
- March 18, 2026
- May 27, 2026 *Airport Staff scheduled to be at the state airport conference May 20*
- September 16, 2026
- November 18, 2026



AGENDA BILL APPROVAL FORM

Agenda Subject:

AIRPORT BOARD COMPOSITION REVIEW (5 MIN)

Meeting Date:

November 19, 2025

Department:

Public Works

Attachments:

Airport Board Composition

Budget Impact:

Administrative Recommendation:

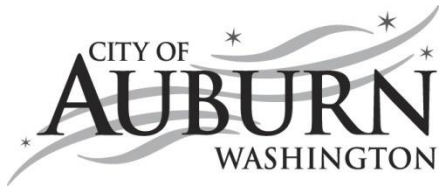
For discussion only

Background for Motion:

Background Summary:

Councilmember:

Staff: Tim Mensonides

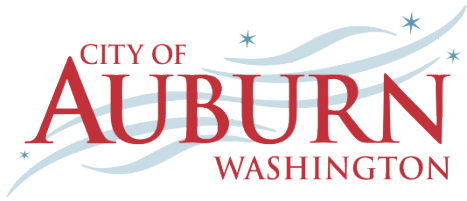


**Memorandum
Public Works Department**

To: Airport Advisory Board Members
From: Tim Mensonides, Airport Manager
Date: November 6, 2025
Re: Airport Board Composition

The Annual Work Plan for the Board includes a task for the Board to discuss if there is a desire for any changes to the Board's composition each year. The Board previously considered changes to this in November of 2017 and recommended that the number of Board Members be increased from 5 to 7. These changes were adopted by the City Council in early 2018. The Board has reviewed this annually since 2018 and has not recommended any further changes. All 7 Board member positions are currently filled, with one being vacated at the end of the year.

This is the opportunity for the Board to discuss if they would like to make any additional recommendations to the City Council on changes to the Board's composition.



AGENDA BILL APPROVAL FORM

Agenda Subject:

CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (10 MIN)

Meeting Date:

November 19, 2025

Department:

Public Works

Attachments:

Capital Project and Board
Tracking Matrix Revised

Budget Impact:

Administrative Recommendation:

For discussion only

Background for Motion:

Background Summary:

Staff will review the Capital Project Status and Board Tracking Matrix

Councilmember:

Staff: Tim Mensonides

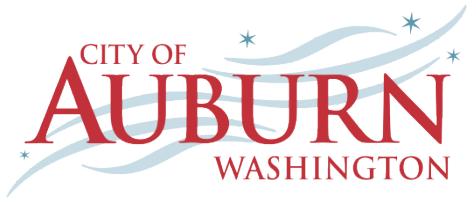
Capital Projects

| Capital Project Status | | | | | | | |
|------------------------|---|---|--|----------------------|------------|------------------|-------------------------|
| LEAD | PROJECT DESCRIPTION | CURRENT STATUS | WHAT'S NEXT | STAFF | START DATE | EST. COMPL. DATE | EST. COST |
| City/CW | F Hangar Row Upgrades | Design, Carb loan application | Bidding, decision if E row can be included | Mensonides | Nov-25 | Dec-26 | \$ 2,400,000 |
| City/CW | AWOS, Beacon, Emergency Generator | Phase 1: all underground and clearing work complete | Installation of beacon, AWOS and generator, FAA certificaion | Wickstrom/Mensonides | Nov-23 | Sep-26 | \$ 1,111,110 (95/5) |
| City | Annual Pavement Maintenance | Planning 2026 projects | | Mensonides | May-25 | Nov-25 | \$ 150,000 |
| City | Annual Maintenance and Repair of Facilities | Work completed for 2025 | Hangar E upgrades | Mensonides | Jan-25 | Feb-26 | \$ 100,000 |
| City/CW | Airport Master Plan | Planning & Securing FAA funding | Scoping | Mensonides | Jan-30 | Jan-32 | \$ 5,000,000 (90/10) |

AIRPORT BOARD - TRACKING MATRIX

| KRA Reference [1] | Key Result Area/Goals <i>(Not in Priority Order)</i> | Lead | Narrative Description | Start Date | Completion Date |
|-------------------|---|--|--|------------|---|
| 1-1 | Continued Hangar Development | Public Works Director/Airport Manager | Develop new hangars on the SE corner of the airport with multiple businesses placed in larger box style hangars. Seek opportunities for additional hangar development on the airport to address the high demand for hangar space within the region. | 1Q 2020 | On going |
| 1-3 | Middle Ramp Development | Airport Manager/Public Works Director | Redevelopment of the middle ramp area to accommodate the Airport Office, improve access and parking. Seek partnerships for development of space for additional business use. | 3Q 2022 | On going |
| 2-2 | Airport Marketing Focus | Public Works Director/Airport Manager/ Airport Advisory Board/Economic Development | Annual review of the 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 2025 | 19-Mar-25 |
| 2-3 | Airport Expansion Areas | Airport Manager/Public Works Director | Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including a runway extension and opportunities for partnerships for both on-airport and adjacent property development. | 1Q 2023 | On going |
| N/A | Annual Tasks | Public Works Director/Airport Staff/Airport Advisory Board | <ol style="list-style-type: none"> 1. Annual Fee Update 2. Capital Improvement Plan Update 3. Board Composition Review 4. Board Work Plan Update for 2026 | | <i>Completed:</i> September <i>Completed:</i> March <i>Anticipated:</i> November <i>Anticipated :</i> November |

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



AGENDA BILL APPROVAL FORM

Agenda Subject:

ANNUAL WORK PLAN UPDATE FOR 2026 (15 MIN)

Meeting Date:

November 19, 2025

Department:

Public Works

Attachments:

2026 Annual Board Work Plan
Memo

Budget Impact:

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Councilmember:

Staff: Tim Mensonides



Memorandum

To: Airport Advisory Board
From: Tim Mensonides, Airport Manager
Cc: Ingrid Gaub, Director of Public Works
Date: November 6, 2025
Re: 2026 Annual Board Work Plan

Each year the Board develops an annual work plan for the upcoming year that is utilized in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council.

Work plans serve two important key functions for an advisory body such as the Airport Advisory Board. First, a work plan will assist the Board in ensuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.33 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the focuses of the Board during the upcoming calendar year.

Work plans should present enough information to provide clear guidance as to what the Board would like to work on. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board and City staff's overall availability and ability to complete the tasks identified for 2026.

In developing its work plan, the Board should consider the following:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities of the Public Works Department.
- Board members' knowledge, interest, and expertise.

To assist the Board in thinking about potential 2026 Annual Board Work Plan items, we have provided the following list that includes items from the Strategic Plan and additional policy and guidance items that staff would like to review with the Board in 2026.

- **KRA 1-1: Continued Hangar Development**– *Anticipated Completion: On-Going*
Seek opportunities for additional hangar development on the airport to address the high demand for hangar space within the region. Work with lessee of SE parcel as hangar development is scheduled to take place over the next 2 years.
- **KRA 1-3: Middle Ramp Development**– *Anticipated Completion: 2030*
Redevelopment of the middle ramp area to accommodate the Airport Office, improve access and parking. Seek partnerships for development of space for additional business use.
- **KRA 2-2: Annual review of the 2026 Airport Marketing Focus** – *Anticipated Completion: 2nd qtr 2026*
- **KRA 2-3: Airport Expansion Areas** - *Anticipated Completion: On-Going*
Pursue opportunities for physical growth of the Airport consistent with the approved Airport Master Plan including a runway extension and opportunities for partnerships for both on-airport and adjacent property development.
- **Enclosure of F Row Hangar and possible additional unit** – *Anticipated Completion: 4th Qtr 2026*
- **Development of an Airport Emergency Plan and Exercise** – *Anticipated Completion: 4th Qtr 2026*
- **Airport Master Plan Update** – *Anticipated Start: 2030*
- Other routine items for review with the Board in 2026 include:
 - Annual Fee Update
 - Annual Capital Improvement Plan Update
 - Airport Board Composition Review
 - Airport Board Annual Work Plan Update for 2027