



**Airport Advisory Board
Regular Meeting
March 18, 2026 - 8:00 AM
Airport Office
Conference Room 1**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Municipal Airport Advisory Board Meeting scheduled for Wednesday, March 18, 2026 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: 580 086 591#

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

Meeting ID: 240 286 688 674 97

Passcode: KX6io2Le

ROLL CALL

AGENDA MODIFICATIONS

PUBLIC COMMENT

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- 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 before 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 5:00 p.m. the day before 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. November 19, 2025 REGULAR MEETING

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

ACTION ITEMS

- A. 2026 BOARD CHAIR AND VICE CHAIR POSITIONS (5 MIN)

DISCUSSION ITEMS

- A. 2026 AIRPORT MARKETING FOCUS (10 MIN)
- B. AIRPORT BUDGET AND 2025 PERFORMANCE (5 MIN)
- C. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (10 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:

June 3, 2026
September 16, 2026
November 18, 2026

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:

November 19, 2025 REGULAR MEETING

Meeting Date:

March 18, 2026

Department:

Public Works

Attachments:

Nov 19 2025 Minutes

Budget Impact:

Administrative Recommendation:

Approve the minutes for the meeting on November 19, 2025.

Background for Motion:

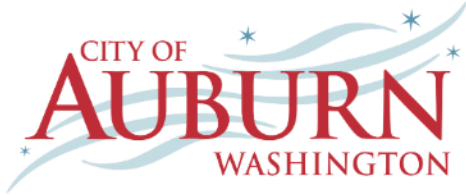
Move to approve the minutes for the meeting on November 19, 2025.

Background Summary:

See attached.

Councilmember:

Staff: Tim Mensonides



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

MINUTES

CALL TO ORDER

Chairperson Prasse called the meeting to order and welcomed attendees.

PUBLIC PARTICIPATION

The meeting was held in person and virtually.

ROLL CALL

Present: Andrea Prasse, 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, Airport Staff Aaron Seerden

AGENDA MODIFICATIONS

There were no modifications to the agenda.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

It was moved by Board Vice Chair Clark that the Board approve the Airport Advisory Board minutes for September 17, 2025. Board Member Osborne seconded the motion. **Motion carried, 7-0.**

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There were no announcements, reports or presentations.

ACTION ITEMS

A. 2026 MEETING SCHEDULE (10 MIN)

Manager Mensonides presented the proposed 2026 Airport Board meeting schedule. Board Member Heater suggested moving the May meeting to June 3rd due to the holiday week. Discussion followed. Board Member Osborne moved to approve the 2026 Airport Board meeting schedule as amended. Board Member Ellison seconded the motion. **Motion carried 7 - 0.**

DISCUSSION ITEMS

A. AIRPORT BOARD COMPOSITION REVIEW (5 MIN)

Manager Mensonides discussed the current board composition and noted that Board Member Ellison would be ending his service to the Board at the end of the year. Discussion regarding changing the number of board members followed. All were in agreement to keep the number of members at seven.

B. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (10 MIN)

Manager Mensonides presented on the status of capital projects, including the F-row hangar enclosure project, the AWOS, beacon and emergency generator installation project, annual pavement maintenance, electrical and lighting repairs for the F-row hangars, and the airport's master plan. He then covered the tracking matrix and gave updates on south ramp development.

C. ANNUAL WORK PLAN UPDATE FOR 2026 (15 MIN)

Manager Mensonides discussed the 2026 annual work plan that is set to include continued hangar development, middle ramp development, a marketing focus and annual review, F-row hangar enclosure with the possibility of E-row, the airport emergency plan and exercise, master plan, and routine items. Questions and discussion followed.

GUIDANCE AND INFORMATION ITEMS

A. AIRPORT MANAGER REPORT (10 MIN)

Manager Mensonides reported on operations numbers noting an increase in operations along with fuel sales, a recent asphalt paving award, new S50 hats, the end-of-year report, and an update on a potential substitute for 100 LL (low lead) fuel. Questions and discussion followed.

B. AIRPORT ADMINISTRATION REPORT (5 MIN)

Airport Administrative Specialist Klein reported on hangar and fuel numbers, a recent tour for the 2025 Civics Academy members, a tour for high school students taking aviation as an elective course taught by a tenant, the annual Veterans' Chili feed, and an invitation to the annual Holiday Open House in December.

C. AIRPORT MAINTENANCE REPORT (5 MIN)

Airport Operations Specialist Kimes reported on airport maintenance and operations including the end of the mowing season, Airport Staff Will Richardson's new position in Olympia, the south helipad and windsock relocation, new spill kits to meet the Stormwater Prevention Pollution Plan (SWPPP) requirements, the SayWeather system no longer working, and a wildlife update.

SCHEDULE FOR UPCOMING MEETINGS

January 21, 2026

March 18, 2026

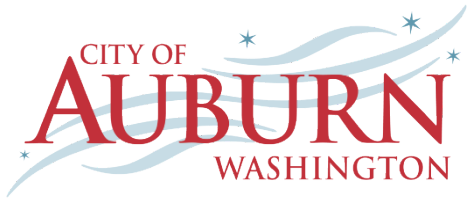
June 3, 2026
September 16, 2026
November 18, 2026

ADJOURNMENT

There being no further business to come before the Airport Advisory Board, it was moved by Board Member Osborne, seconded by Board Member Ramig to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 8:47 a.m.

APPROVED this ____ day of _____ 2026.

Angela Klein, Board Secretary



AGENDA BILL APPROVAL FORM

Agenda Subject:
2026 AIRPORT MARKETING FOCUS (10 MIN)

Meeting Date:
March 18, 2026

Department:
Public Works

Attachments:
Marketing Focus Memo

Budget Impact:

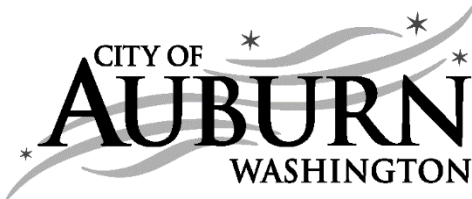
Administrative Recommendation:
For discussion only.

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: February 17, 2026
Re: 2026 Annual Marketing Focus

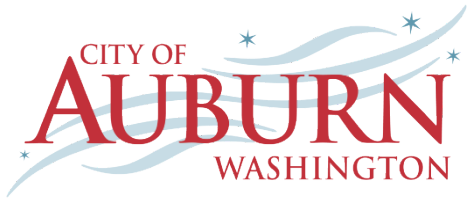
Each year, the Board discusses its airport marketing focus in order to be responsive to changing market conditions and needs. The current focus for on-airport business development includes expanded flight training, additional permanent maintenance facilities, expansion of avionics, and restaurant opportunities. The Board's SWOT analysis (2020), past Airport User Surveys, and airport staff experience recommend also adding the following focus areas: a full-service FBO, pilot supply/parts store and other opportunities presented as nearby airports displace general aviation and their corresponding support services.

In 2024-25, the primary areas of progress in these areas were in hangar development and flight training expansion. Progress with leasee FBO Partners continues towards hangar development on the southeast ramp. In addition Rainier Flight School continues to grow at the airport and needs additional office and maintenance space. Rainier leases 20 tie downs and is occupying 100% of the available leased space in the airport office building. Aircraft maintenance continues to be a service in high demand with many of the based aircraft having to go to another airport for service.

The focus for staff in 2026 is supporting S50-based mechanics and finding additional mechanics to bring their services to the airport. Creating space at the east end of E/F hangars with the enclosure of each building will be one step towards this focus. An added focus will be assisting FBO Partners in filling their new hangar spaces. This could be mutually beneficial for the airport in locating additional aircraft maintenance services in the new units. To execute these focus areas staff will tour multiple airports, attend tradeshow, aviation conferences and other aviation events over the course of the year.

Existing aviation businesses and services on the airport include:

- Fixed-wing and rotorcraft maintenance
- Avionics
- Fixed-wing and rotorcraft flight instruction
- Aircraft sales
- Scenic helicopter tours
- Commercial helicopter operator
- Aircraft recovery



AGENDA BILL APPROVAL FORM

Agenda Subject:
AIRPORT BUDGET AND 2025 PERFORMANCE (5 MIN)

Meeting Date:
March 18, 2026

Department:
Public Works

Attachments:
Airport Fund Financials

Budget Impact:

Administrative Recommendation:
For discussion only.

Background for Motion:

Background Summary:

Councilmember:

Staff: Tim Mensorises

2025 Airport Operating Fund (F435) - Through December 2025

													Budget			
	Actual Jan-25	Actual Feb-25	Actual Mar-25	Actual Apr-25	Actual May-25	Actual Jun-25	Actual Jul-25	Actual Aug-25	Actual Sep-25	Actual Oct-25	Actual Nov-25	Actual Dec-25	2025 YTD Total - Dec	2025 Total Budget	Variance to Budget - \$'s	Percent of Budget
Airport Revenues																
Airport Security Service	3,394	3,482	3,573	3,422	3,528	3,545	3,654	3,492	3,533	3,558	3,588	3,561	42,328	38,700	3,628	109%
Aviation Fuel Sales	71,938	51,192	76,916	111,159	121,149	125,807	138,433	124,222	108,428	75,651	62,803	43,661	1,111,360	1,060,600	50,760	105%
Property Lease	36,297	36,297	36,297	36,297	36,297	36,297	36,297	36,297	36,297	36,297	36,297	36,297	435,564	397,200	38,364	110%
Tie Down & Hangar Rent	72,385	75,038	76,123	72,285	73,897	74,361	74,871	72,918	73,769	74,168	74,030	74,762	888,607	808,860	79,747	110%
State Grants	-	-	-	-	-	-	9,792	-	-	-	-	25,418	35,210	53,201	(17,991)	66%
FAA Direct Federal Grant	-	-	-	-	-	-	194,101	-	-	-	-	939,730	1,133,831	2,664,971	(1,531,140)	43%
Total Charges for Services	\$184,014	\$166,009	\$192,910	\$223,163	\$234,871	240,010	\$457,149	\$236,929	\$222,027	\$189,674	\$176,717	\$1,123,429	\$3,646,901	\$5,023,532	\$ (1,376,632)	73%

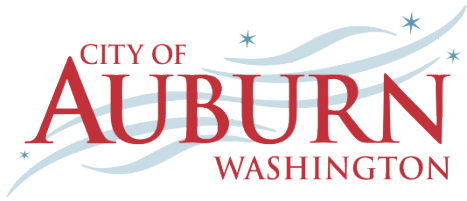
													Budget			
	Actual Jan-25	Actual Feb-25	Actual Mar-25	Actual Apr-25	Actual May-25	Actual Jun-25	Actual Jul-25	Actual Aug-25	Actual Sep-25	Actual Oct-25	Actual Nov-25	Actual Dec-25	2025 YTD Total - Dec	2025 Total Budget	Variance to Budget - \$'s	Percent of Budget
Operating Expenditures																
Salaries & Wages	27,280	27,538	28,256	27,824	27,650	27,756	27,896	28,934	28,021	28,107	28,298	28,064	335,625	328,270	(7,355)	102%
Benefits	12,719	12,446	12,731	12,363	13,141	13,138	12,717	12,473	12,486	12,435	10,856	12,567	150,071	165,987	15,916	90%
Other Wages	1,430	1,378	2,538	7,385	6,729	6,241	7,838	6,744	7,156	7,264	3,106	3,278	61,086	80,000	18,914	76%
Office & Operating Supplies	621	386	770	1,663	787	981	870	1,140	2,295	769	3,029	1,189	14,502	12,000	(2,502)	121%
Fuel Consumed	148	-	174	237	425	103	562	120	-	309	-	247	2,325	2,500	175	93%
Fuel Purchased for Resale	57,613	39,453	59,614	86,446	96,641	98,967	110,722	97,737	85,156	60,629	51,367	35,140	879,485	901,500	22,015	98%
Small Tools and Equipment	-	-	-	-	-	43	-	-	-	-	-	-	43	3,000	2,957	1%
Professional Services	7,238	4,049	4,957	8,089	8,443	6,709	6,532	7,222	10,238	4,698	5,433	9,318	82,926	98,100	15,174	85%
Communication	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	586	691	272	148	-	-	-	-	1,697	4,000	2,303	42%
Advertising	143	-	-	2,455	-	-	49	-	-	-	-	158	2,804	2,500	(304)	112%
Insurance	9,009	-	-	-	-	-	901	-	-	-	-	-	9,910	-	(9,910)	-
Public Utility Service	-	13,478	12,567	11,843	2,441	20,246	11,047	11,306	11,011	11,094	11,567	25,658	142,258	111,600	(30,658)	127%
Repairs and Maintenance	6,502	16,218	833	559	2,295	1,266	24,692	7,107	15,260	11,679	778	4,558	91,748	116,000	24,252	79%
Miscellaneous	569	1,705	646	911	1,472	2,075	5,968	1,470	601	3,282	2,039	527	21,266	23,200	1,934	92%
Construction Projects	-	-	94,508	2,577	68,299	16,127	27,123	-	25,997	33,026	98,072	829,907	1,195,636	3,309,798	2,114,162	36%
Interfund Charges	82,409	27,249	27,249	27,249	27,249	27,249	27,249	27,249	27,249	27,249	27,249	27,249	382,148	398,898	16,750	96%
Total Operating Expenditures	\$ 205,681	\$ 143,901	\$ 244,845	\$ 189,602	\$ 256,158	\$ 221,591	\$ 264,438	\$ 201,650	\$ 225,471	\$ 200,541	\$ 241,794	\$ 977,859	\$ 3,373,530	\$5,557,353	\$2,183,823	61%

													Budget			
	Actual Jan-25	Actual Feb-25	Actual Mar-25	Actual Apr-25	Actual May-25	Actual Jun-25	Actual Jul-25	Actual Aug-25	Actual Sep-25	Actual Oct-25	Actual Nov-25	Actual Dec-25	2025 YTD Total - Dec	2025 Total Budget	Variance to Budget - \$'s	Percent of Budget
Other Revenues																
Interest Revenue	1,801	1,622	11,292	4,157	4,368	4,641	5,862	5,789	13,479	5,747	5,400	2,329	66,488	10,400	56,088	639%
Miscellaneous Revenue	3,220	1,065	635	14,498	1,060	23,756	1,098	973	815	845	575	498	49,038	26,886	22,152	182%
Gifts, Pledges, Grants - Private Sources	-	-	500	-	-	-	-	-	-	-	-	-	500	-	500	-
Intergovernmental Loan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase in Restricted Deposits	(2,104)	3,565	391	(822)	-	1,859	413	2,729	742	-	-	(2,482)	4,291	-	4,291	-
Increase in Deferred Credits	(46,271)	2,269	10,042	8,934	22,930	(29,826)	2,260	(7,857)	(5,852)	14,614	(7,240)	(5,742)	(41,738)	-	(41,738)	-
Total Non Operating Revenues	\$ (43,353)	\$ 8,520	\$ 22,859	\$ 26,768	\$ 28,358	\$ 431	\$ 9,633	\$ 1,634	\$ 9,184	\$ 21,206	\$ (1,265)	\$ (5,397)	\$ 78,579	\$ 37,286	\$ 41,293	211%

													Budget			
	Actual Jan-25	Actual Feb-25	Actual Mar-25	Actual Apr-25	Actual May-25	Actual Jun-25	Actual Jul-25	Actual Aug-25	Actual Sep-25	Actual Oct-25	Actual Nov-25	Actual Dec-25	2025 YTD Total - Dec	2025 Total Budget	Variance to Budget - \$'s	Percent of Budget
Other Expenditures																
Net Change in Restricted Net Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Interest Expense	-	-	-	-	14,461	-	-	-	-	-	-	-	14,461	16,500	2,039	88%
Intergovernmental Loan Payment	-	-	-	-	77,161	-	-	-	-	-	-	-	77,161	-	(77,161)	-
Debt Service Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	75,344	75,344	0%
Total Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 91,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,622	\$91,844	\$222	100%

NET Change in Working Capital	(\$65,021)	\$30,627	(\$29,076)	\$60,329	(\$84,551)	\$18,850	\$202,344	\$36,913	\$5,740	\$10,339	(\$66,342)	\$140,174	\$260,327	(\$588,379)
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Budgeted Beginning W/C: Jan 1, 2025 **\$1,926,743**
 Ending Working Capital, YTD 2025 **\$2,187,070**



AGENDA BILL APPROVAL FORM

Agenda Subject: CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (10 MIN) **Meeting Date:** March 18, 2026

Department: Public Works **Attachments:** Capital Project and Board Tracking Matrix **Budget Impact:**

Administrative Recommendation:
For discussion only.

Background for Motion:

Background Summary:

Councilmember: **Staff:** Tim Mensonides

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 2026	March 2026
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	N/A	Airport Manager/Public Works Director	Review of current Airport strategic plan	2Q 2026	2Q 2026
N/A	N/A	Airport Manager	Development of Airport Emergency Plan and Exercise	1Q 2026	1Q 2027
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 2027 		<i>Anticipated:</i> September <i>Anticipated:</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

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	Awarded CARB Loan, Design, Bidding	Decision if E row can be included in project based on budget, Construction (est. June)	Mensonides	Nov-25	Feb-27	\$ 2,400,000
City/CW	AWOS, Beacon, Emergency Generator	Phase 2: installation of equipment: March/April	Installation emergency generator, FAA certificaion of AWOS	Wickstrom/ Mensonides	Nov-23	Sep-26	\$ 1,111,110 (95/5)
City	Annual Pavement Maintenance	Planning 2026 projects		Mensonides	May-26	Nov-26	\$ 150,000
City	Annual Maintenance and Repair of Facilities	Completed electrical upgrades of E17, 16, 15	Complete remainder of E row before June	Mensonides	Jan-26	Dec-26	\$ 100,000
City/CW	Airport Master Plan	Planning & Securing FAA funding	Scoping	Mensonides	Jan-30	Jan-32	\$ 5,000,000 (90/10)