



**Airport Advisory Board  
Special Meeting  
May 14, 2025 - 8:00 AM  
Auburn Airport Office  
Conference Room 1  
2143 E Street NE  
Auburn, WA 98002**

## **AGENDA**

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### **CALL TO ORDER**

### **PUBLIC PARTICIPATION**

- A. The Airport Advisory Board Meeting scheduled for Wednesday, May 14th, 2025 at 8:00 a.m. 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: 959 633 004#

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

Meeting ID: 240 468 682 546

Passcode: Pp7GS9LT

### **ROLL CALL**

### **AUDIENCE PARTICIPATION**

- 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 5:00 p.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](mailto: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. on 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](mailto:airport@auburnwa.gov).

## **APPROVAL OF MINUTES**

- A. MARCH 19TH, 2025 REGULAR MEETING

## **DISCUSSION ITEMS**

- A. AIRPORT DEVELOPMENT UPDATE (15 MIN)
- B. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (5 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. 2025 Regular Meeting Schedule:

September 17  
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 noticing, 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**

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**Agenda Subject:**

MARCH 19TH, 2025 REGULAR MEETING

**Meeting Date:**

May 14, 2025

**Department:**

Public Works

**Attachments:**

March 19, 2025 Minutes

**Budget Impact:**

**Administrative Recommendation:**

Approve the minutes for the meeting on March 19th, 2025.

**Background for Motion:**

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

**Background Summary:**

See attached.

**Councilmember:**

**Staff:** Tim Mensonides



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

## **MINUTES**

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### **CALL TO ORDER**

Vice Chairperson Clark called the meeting to order and welcomed attendees.

### **PUBLIC PARTICIPATION**

The meeting was held in person and virtually.

### **ROLL CALL**

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

*City Staff:* Public Works Director Ingrid Gaub, Airport Manager Tim Mensonides, Airport Administrative Specialist Angela Klein, Airport Operations Specialist Ethan Kimes, Airport Employee Abbie Weir, City Attorney Jason Whalen

### **AGENDA MODIFICATIONS**

There were no modifications to the agenda.

### **AUDIENCE PARTICIPATION**

None.

### **APPROVAL OF MINUTES**

#### **A. NOVEMBER 20, 2024 REGULAR MEETING**

It was moved by Board Member Osborne, seconded by Board Member Heater that the Board approve the Airport Advisory Board minutes for November 20, 2025. **Motion carried, 6-0.**

### **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

#### **A. OPEN PUBLIC MEETINGS ACT TRAINING (20 MIN)**

City Attorney Jason Whalen presented on the Open Public Meetings Act. Questions and comments followed.

## **ACTION ITEMS**

### **A. 2025 BOARD CHAIR AND VICE CHAIR ELECTIONS (5 MIN)**

Manager Mensonides shared that one nomination had been received for Andrea Prasse to remain as Board Chair and Deanna Clark to remain as Board Vice Chair. Boardmember Ellison moved to approve the nominations. Boardmember Heater seconded the motion. **Motion carried 7 - 0.**

## **DISCUSSION ITEMS**

### **A. 2025 AIRPORT MARKETING FOCUS (10 MIN)**

Manager Mensonides shared the 2025 Airport Marketing Focus with the board. He also discussed the possibility of a full-service FBO (fixed-base operator) and absorbing additional businesses and tenants as general aviation changes at nearby airports. Finding more airport-based mechanics will be a major 2025 focus, he said. Questions followed.

### **B. AIRPORT BUDGET AND 2024 PERFORMANCE (5 MIN)**

Manager Mensonides reported to the Board on 2024 revenue and expenditures, mentioning the runway project, in particular. Questions followed. He then discussed plan for the AWOS in the 2025-26 budget for capital projects.

### **C. CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (5 MIN)**

Manager Mensonides shared the status of capital projects including the possibility of a new airport office building and finding or building more space for Rainier's flight school operations. He also shared the tracking matrix with the Board. Questions followed.

## **GUIDANCE AND INFORMATION ITEMS**

### **A. AIRPORT MANAGER REPORT (10 MIN)**

Manager Mensonides began his report by sharing statistics from 1200 Aero, the airport's new operations tracking software. He discussed increased operations with the larger presence of Rainier at the airport, introduced the Airport's newest employee, Abbie Weir, and discussed the updated and amended lease with Cascade Helicopter. Mensonides then recognized Airport Operations Specialist Kimes for his involvement in a mission readiness exercise conducted by the Army in January and shared plans for south lot development. Questions and discussion followed.

### **B. AIRPORT ADMINISTRATION REPORT (5 MIN)**

Administrative Specialist Klein reported on tie-down and hangar rental status, fuel sales and the hangar wait list. She also shared the 2024 Fly Washington Passport Food Drive trophy win, 2024 Holiday Open House, a visit to Muckleshoot Tribal students to speak to them about airport careers, and 2025 Auburn Airport Day planning underway.

### **C. AIRPORT MAINTENANCE REPORT (5 MIN)**

Operations Specialist Kimes shared with the board the purchase of new equipment, including a wide-area mower, two large FOD BOSS mats and a high powered, pull-behind blower to help remove FOD and bird droppings from the runway. He also shared updates on Wildlife mitigation, a lighting issue with the new PAPI that was resolved, and installation of new community signs at the Airport Office and Park-and-Ride fences.

**SCHEDULE FOR UPCOMING MEETINGS**

Regular Meeting Schedule:

May 14, 2025

September 17, 2025

November 19, 2025

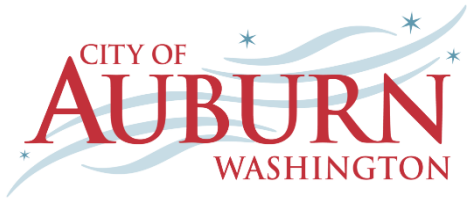
**ADJOURNMENT**

There being no further business to come before the Airport Advisory Board, the meeting was adjourned at 9:34 a.m.

APPROVED this 14th day of May, 2025.

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Angela Klein, Board Secretary



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:** CAPITAL PROJECT STATUS AND BOARD TRACKING MATRIX (5 MIN)      **Meeting Date:** May 14, 2025

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

**Administrative Recommendation:**  
For discussion only.

**Background for Motion:**

**Background Summary:**  
Airport staff will review the status of the Airport capital projects and the strategic plan items with the Board.

**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	Runway Rehab, RSA, Grading, New PAPI installation, Taxiway Alpha lighting, Runway Designation: 17/35, New Inst. Approach	Project Close Out & Grant Reimbursement		Wickstrom/ Mensonides	Nov-21	Jun-25	\$ 4,055,555  (90/10)
City/CW	AWOS, Beacon, Emergency Generator	Opened bids. Bids will permit installation of AWOS only. In order to fund project awaiting donation of federal funding from other airports.	FAA & WSDOT Grant Application's	Wickstrom/ Mensonides	Nov-23	Sep-26	\$ 1,111,110  (95/5)
City	Annual Maintenance and Repair (including pavement)	Identified taxilanes B-J next in line for next pavement maintenance	Obtain quotes and look into partner projects with City Transportation projects.	Mensonides	May-25	Nov-25	\$ 150,000
City	Annual Maintenance and Repair of Facilities	Complete upgrading interior lights and electrical in the 3 units remaining in F hangar row.	Identify other possible projects: Paint the Classic Helicopter building, Replace all fading signage, Install exterior lighting on open hangars	Mensonides	Jan-25	Feb-25	\$ 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"> <li>1. Annual Fee Update</li> <li>2. Capital Improvement Plan Update</li> <li>3. Board Composition Review</li> <li>4. Board Work Plan Update for 2026</li> </ol>		<i>Anticipated:</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