AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: December 20, 2017
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Auburn Municipal Airport, 2143 E ST NE Suite #1
Auburn WA 98001

Meeting Attendance Record:

Board Members:
John Theisen, Chairperson
Mark Kornei, Board Member
Deanna Clark, Board Member
City Staff:
Kevin Snyder, Community Development & Public Works Director
Ingrid Gaub, Assistant Director of Engineering Services/City Engineer
Airport Management:
Jamelle Garcia, Aviation Management Group, LLC
Guillermo Arevalo, Aviation Management Group, LLC
Members of the Public:
Brandon and Danielle Butsick (Tenant/Citizen)
Gary Miller (Tenant/Citizen)

A. CALL THE MEETING TO ORDER: Chairperson Theisen called the meeting to order and welcomed attendees and guests. Chairperson Theisen noted that Board Member Gary Gustafson and Sparrow Tang were excused absences.

B. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING: New public comment: Gary Miller an Auburn Airport Tenant spoke about his concern with the recent hangar rental increases. The Board Chair Theisen and Airport Manager Garcia discussed the issue explaining the process of reviewing the rental rates annually. Mr. Miller also expressed concern over the pricing of the fuel at the airport.

C. APPROVAL OF MINUTES: A motion was made and seconded to approve the Auburn Airport Advisory Board Meeting Minutes of December 20, 2017.

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. ORDINANCE NO. 6663 – AMENDMANT TO SECTION 2.33.010 OF THE AUBURN CITY CODE (NUMBER OF BOARD MEMBERS)
   Mr. Snyder reviewed the revision to the Auburn City Code to increase the Auburn Municipal Airport Advisory Board from 5 to 7 members. Motion was made to recommend approval of Ordinance No. 6663 to the Auburn City Council.
   John Theisen moved Deanna Clark motion to approve and Marc Kornei seconded to recommend approval of Ordinance No. 6663 to the Auburn City Council
   MOTION CARRIED UNANIMOUSLY. 3-0

2. 2018 ANNUAL BOARD WORK PLAN
   John Theisen moved and Deanna Clark seconded a Motion to A) recommend the 2018 Annual Work Plan to the Auburn City Council by the Board Chairperson; and B) the Approval of the 2018 Annual Board Work Plan to the Auburn City Council.
   MOTION CARRIED UNANIMOUSLY. 3-0

F. BOARD DISCUSSION ITEMS:

1. Mr. Garcia presented the results of the Airport Users Survey.
2. Mr. Snyder and the Board discussed a bi-monthly meeting schedule beginning February 2018. Mr. Snyder will email the new schedule.
3. Ms. Gaub reported FCS Group has begun the Analysis and Rate Study for the Auburn Municipal Airport. The completed report will be ready for review by March/April 2018.
4. Ms. Gaub updated the status of Facility Condition Assessment. The walk through has been completed and reports will be ready in first quarter of 2018.

5. Ms. Gaub discussed the current status of Jet A Fuel. The City is at the final stages with Cascade.
6. Mr. Snyder reported the Wayfinding Signage was still being produced but should be completed by the end of December 2017. The Entry Sign for the Airport has been completed and installed.
7. The Airport tracking matrix was reviewed along with the 2017 Strategic Business Plan Priority actions items.

G. BOARD GUIDENCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT: Mr. Garcia presented the report which included airport revenues with month-to-month and year-to-year comparisons. Additionally, the occupancy report and current fuel operations were reviewed and discussed.

H. SCHEDULE FOR UPCOMING MEETINGS:

The Board Chair discussed changing the meeting to every other month. Mr. Snyder advised he would send out a new 2018 proposed meeting schedule. Next meeting will be February 21, 2018.

I. ADJOURNMENT OF MEETING:

There being no other business the Board Chairperson adjourned the meeting at 9:30 a.m.

Prepared by:

Aviation Management Group, LLC on behalf of the City of Auburn

February 6, 2018