

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR December 17, 2014

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
Don Peters
John Theisen
Josh Clearman - excused
Robert Jones

CITY STAFF PRESENT:

Bob Brooks, Finance Manager, COA
Bill Peloza, COA Council Representative

VISITORS:

Bob Myers - tenant
Jim Flynn – WPA*
Tony Pierce – AHCA **

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: December 17, 2014

TIME: 7:30 A.M.

PLACE: Auburn Municipal Airport, 506 23rd St. NE., Conference Room 1

PUBLIC COMMENT: None

APPROVAL OF MINUTES: A motion was made and seconded to approve the Advisory Board minutes of November 19, 2014.

PRESENTATIONS AND ROUTINE REPORTS:

1. **Civil Air Patrol** – The Civil Air Patrol presentation will be rescheduled due to illness.

2. Review of Matrix

Wildlife Hazard Assessment – Mr. Garcia stated the draft copy of the report was received December 16, 2014. Critical areas sighted in the report were trees located on the west side of the airport and the water retention ponds.

Airport Asphalt Repair & Seal – Currently on hold until weather permits.

Master Plan Update – The Master Plan is currently at the FAA for review. A discussion about which projects may be first for consideration, (installation of PAPI and environmental runway enhancement) were discussed. A suggestion was made to create a Gantt chart for the runway enhancements which is scheduled for 2015.

Business Development – Mr. Garcia reported that he received an email from Advanced Helicopter at Boeing Field, which owns Cascade Helicopters who expressed an interest in relocating to Auburn Airport. A discussion ensued regarding under what conditions the City would consider purchasing the AFS building as financially viable and if the airport fund could be used toward its purchase. The Advisory Board requested the City of Auburn Finance prepare a feasibility plan (go/no-go) for presentation to the AAB at its January 21, 2015 meeting.

Row 3 Hangar Development – On December 15, 2014, City Council unanimously approved the go ahead for the hangar enclosure improvement project. The project has been awarded to CFC Construction LLC (lowest bidder) with a start date of mid- January and completion by mid- April 2015.

Airport Branding – On hold

Promotion Brochure – It was suggested to add an AMG promotion brochure to the Matrix as #37.

BOARD ACTION ITEMS: None

BOARD GUIDANCE AND INFORMATION ITEMS:

3. Airport Manager's Report-

Topic A: Noise Complaints

Number of complaints since last meeting: 0 Number of complainants: 0

Topic B: Occupancy Report

	Total/Occupied	Percentage	Change
Open Hangar	85/62	73%	-1
Open Twin Hangar	6/4	67%	0
Row 9-10	40/40	100%	0
Row 2	14/14	100%	0
Tie Down	89/33	37%	0
Storage Units	17/8	47%	0

Topic C: Fuel Prices

Fuel price at Auburn \$5.54.

Topic D: Airport Revenue Performance – A report on November Airport revenues and working capital statement were reviewed. Some Board members expressed that another Working Capital 101 presentation be made to the AAB for educational purposes.

OPEN DISCUSSION: A marketing plan was discussed for promoting the airport and attracting new tenants.

SCHEDULE FOR UPCOMING MEETINGS:

- **Regular Board Meeting** – January 21, 2015, 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING - 9:27 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

*Washington Pilots Association

** Auburn Hangars Condo Association

