

AUBURN AIRPORT ADVISORY BOARD

MEETING MINUTES

MEETING DATE: December 16, 2020
MEETING TIME: 7:30 A.M.
MEETING LOCATION: Held via Zoom

Meeting Attendance Record:

Board Members:	
Deanna Clark, Chairperson	
Danielle Butsick, Vice Chair	
Wayne Osborne, Board Member	
Sean Morrow, Board Member (excused)	
Joe Nessel, Board Member	
Dennis Decoteau, Board Member	
Andrea Prasse, Board Member	
City Staff:	
Ingrid Gaub, Public Works Director	
Tim Mensonides, Auburn Airport Manager	
Angela Klein, Auburn Airport Office Assistant	

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A. CALL THE MEETING TO ORDER:

Chairperson Clark called the meeting to order and welcomed attendees and guests. Office Assistant Klein called roll. Board Member Morrow was excused from the meeting. All other members were present.

B. PUBLIC COMMENTS: There were no public comments for this meeting.

C. APPROVAL OF MINUTES: A motion was made by Board Member Nessel and seconded by Board Member Decoteau to approve the October 16, 2020 Auburn Airport Advisory Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY, 6-0

D. PRESENTATIONS: NONE

E. BOARD ACTION ITEMS:

1. 2021 BOARD CHAIR AND VICE CHAIR POSITIONS

Board Member Nessel made a motion to have Deanna Clark and Danielle Butsick continue in their current positions as Board Chair and Vice Chair, respectively. Board Member Prasse seconded the motion.

MOTION CARRIED UNANIMOUSLY, 6-0

2. APPROVAL OF STRATEGIC PLAN

Board Member Butsick made a motion to approve the strategic plan. Board Member Prasse seconded the motion.

MOTION CARRIED UNANIMOUSLY, 6-0

3. 2021 MEETING SCHEDULE

Board Member Osborn made a motion to approve the 2021 meeting schedule. Board Member Nessel seconded the motion.

MOTION CARRIED UNANIMOUSLY, 6-0

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F. BOARD DISCUSSION ITEMS:

1. AIRPORT SURVEY RESULTS

Manager Mensonides shared with the Board the results of the 2020 annual airport survey stating that of the 55 responses received, the overwhelming majority were positive. He shared responses to the changes respondents would like to see at the airport including AWOS, a lower approach, security cameras, Wi-Fi and more hangars. Tenants shared they use the airport because of the location, convenience, cost, hangars and airport staff. Other suggestions for improvement included a restaurant/coffee shop, loaner bicycles, and a pilot supply store on or near the airport. Manager Mensonides discussed the liability aspect of offering loaner bicycles and shared other airports' processes. Board members then discussed suggestions for the 2021 survey including differentiating between tenants and interested parties, QR codes at the wash rack and fuel pump, and a possible incentive for taking the survey. Chairperson Clark suggested working with a third-party company to manage the bicycles.

2. BOARD COMPOSITION DISCUSSION

Chairperson Clark solicited comments on the current Board composition and asked for any suggestions for changes to the current composition. Board Member Butsick recommended no changes. There were no other comments.

3. 2021 BOARD WORK PLAN DISCUSSION

Director Gaub shared the 2021 proposed work plan with the Board including work with updating city codes, adding Board protocols and procedures, annual review of 2021 marketing plan, completing revisions to the airport rules and regulations and other routine items that include the annual fee update, annual survey questions and results, and the capital improvement plan update. Discussion on the timing of the items followed.

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4. 2020 CAPITAL PROJECT STATUS

Manager Mensonides shared the capital project and board tracking matrix and shared the statuses of each project item. Current projects include property acquisition, obstruction project, and night restrictions. Mensonides shared his hope to have all obstructions mitigated by March 2021.

5. TRACKING MATRIX

Manager Mensonides shared that comprehensive plan updates were approved by City Council December 7, 2020, and discussed the 2021 marketing plan to be implemented in the first quarter of 2021.

G. BOARD GUIDANCE AND INFORMATION ITEMS:

1. AIRPORT MANAGER'S REPORT

Manager Mensonides shared with the Board the airport accomplishments for 2020. No noise complaints and two operational complaints were addressed since the last meeting. Action items for the airport include adding security cameras to all gates and wind sock (to track operations). He also shared that 20 tenants to date have expressed an interest in Wi-Fi available at their hangars for an additional cost. Board Member Butsick asked about the nature of the operational complaints. Manager Mensonides replied that the number one complaint is against helicopter operators not based at Auburn. He is working to update the current rules and regulations and is soliciting input from the helicopter operators to help establish relationship and educate them. Other projects include stormwater improvements at the north end of the airport to help mitigate flooding, murals at the end of hangar rows, an observation deck and benches. Questions followed from board members including budget and practicality. A discussion regarding the types of art, specifically tribal art and art that represents Dick Scobee, and community involvement both to produce the murals and interact with them followed. Cost will be a factor. Suggestions to work with the Muckleshoot reservation, tenants, college art departments and local

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businesses were made. Manager Mensonides then shared the airport's snow and ice plan and discussed priority areas since the airport has only one plow. The airlift ramp, taxiway and runway have priority. City of Auburn Maintenance and Operations can assist if necessary as available. Mensonides also gave updates on improvements to the airport kiosk and a new emergency sled built by seasonal airport employee Jim McCartney. Mensonides then discussed new hangar construction, Boeing Field's master plan that will cut hangar and tie-down space in the future, the new contract with Phillips 66, and a change in business locations for SpanaFlight and Classic Helicopter. He concluded his report by sharing accomplishments that include the following: 2020 runway extension; LED runway lights and signs; an underground detention pond; the installation of new gate card readers at each gate and distribution of 600 gate cards; installation of exterior lighting on the fuel ramp, parking lot, airport office and H and J hangar rows; Operations Technician Hubbard is training to become a Certified Member of AAAE; WSDOT aviation economic impact study revealed that the airport creates 232 jobs and \$14.2 million in labor income; zoning; Jet-A fuel; and the Fly Washington passport program, which has seen 15 participants earn jackets.

H. SCHEDULE FOR UPCOMING APPROVED MEETINGS:

2021 Regular Meeting Schedule:

February 17, 2021
April 21, 2021
August 18, 2021
October 20, 2021
December 15, 2021

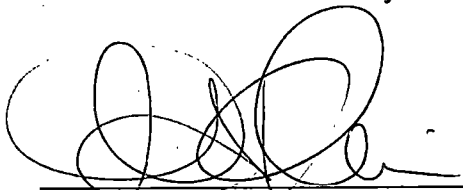
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I. ADJOURNMENT OF MEETING:

There being no other business Chairperson Clark adjourned the meeting at 8:57 a.m.

APPROVED this 17th day of February, 2021

A handwritten signature in black ink, appearing to be 'Angela Klein', written over a horizontal line.

Angela Klein, Board Secretary