



## Memorandum

**To:** Auburn City Council  
**From:** Auburn Airport Advisory Board  
Tim Mensonides, Airport Manager  
**Cc:** Ingrid Gaub, Director of Public Works  
**Date:** February 9, 2022  
**Re:** 2022 AAB Annual Board Work Plan

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Each year the Board develops an annual work plan for the upcoming year that is utilized in agenda setting, coordination with City staff and development of policy and fiduciary recommendations to City Council.

Work plans serve two important key functions for an advisory body such as the Airport Advisory Board. First, a work plan will assist the Board in ensuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.33 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the focuses of the Board during the upcoming calendar year.

Work plans should present enough information to provide clear guidance as to what the Board would like to work on. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board and City staff's overall availability and ability to complete the tasks identified for 2022.

In developing its work plan, the Board considered the following:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities of the Public Works Department.
- Board members' knowledge, interest, and expertise.

The 2022 Annual Board Work Plan approved by the Board is as follows:

- **KRA 1-1 – Continued Hangar Development**– *Anticipated Completion 1<sup>st</sup> Qtr 2023/On-Going*  
 Completion of new hangars on the SE corner of the airport with multiple businesses place 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.
- **KRA 1-3 – Middle Ramp Development**– *Anticipated Completion 2026*  
 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.
- **KRA 2-2 - Annual review of the 2022 Airport Marketing Focus** – *Anticipated Completion 2nd Qtr 2022*
- **Airport Rules & Regulations** – *Anticipated Completions 1st Qtr 2022*  
 Complete revisions to the Airport Rules and Regulations for adoption.
- **Airport Minimum Standards** – *Anticipated Completion 1<sup>st</sup> Qtr 2022*  
 Complete revisions to the Airport Minimum Standards for adoption.
- Other routine items for review with the Board in 2022 include:
  - Annual Fee Update
  - Annual Capital Improvement Plan Update
  - Airport Board Composition Review
  - Airport Board Annual Work Plan Update for 2023