



CARB Board Minutes

Olympia Regional Airport Conference Room – Microsoft Team Meeting
Thursday, December 4, 2025: 9:00 am – 11:00 am

The meeting was called to order by the Board Chair, George Steed, at 9:10 a.m. Board members Cory Wright, Diahann Howard, Michael Echanove, Chris Paolini, Tim Mensonides, and Ann Richart participated via video conference. George Steed, and Board member, Andrew Face, and Secretary/Loan Program Manager Dave Chenaar participated in person. Board member Jeralee Anderson was absent. No guests were in attendance.

Announcements: George welcomed the Board members. Michael Echanove announced Andrew Face will be proxy voting as the CERB representative.

Public Comment: No members of the public were present.

Board Agenda & Schedule: No changes were made to the agenda. The agenda was adopted, as drafted.

Approval of October's CARB Minutes: George complimented the Secretary for the comprehensive minutes. No additional comments or revisions were offered. Cory Wright motioned to accept the minutes as written. Tim Mensonides seconded the motion. The minutes were approved unanimously.

Board Recognition: Board Secretary, Dave Chenaar, announced Chair George Steed, Vice Chair Chris Paolini, and Board Member Cory Wright have successfully completed their terms on the Board. He thanked each Board member for their service to CARB and complimented them for their thoughtful comments and effective decision making. Aviation Director, Ann Richart, echoed those sentiments and shared that the CARB Loan Program is a “shining star” for the Division. She wanted to make sure the Board was aware how well regarded the program is because of the efforts of its Board members.

Dave presented a framed Certificate of Appreciation signed by the Secretary of Transportation, Julie Meredith, to George and informed Chris and Cory their certificates will be delivered.

Loan Applications: The Program Manager informed the Board that we have only one (1) application for \$1,200,000 to consider. The Town of Rosalia decided to withdraw their application for a new fuel facility.

City of Auburn, Hangar Enclosure Project (Phase 2) - \$1,200,000: The city is requesting a \$1.2 million 10-year loan with no deferral period. The project would enclose and update up to 34 existing open T-hangars with interior walls and access doors. The total project cost estimate of \$2.4M is based

on a similar CARB-funded project successfully completed 18 months ago and a preliminary engineer's estimate. \$432K in FAA funding and \$930K in local funds is being provided by the City. The engineer's estimate provided \$780,738 for design and \$1,632,000 for construction. Total cost is calculated at \$2,412,738. However, if material prices rise due to availability and production costs, then a reduction in the quantity of T-hangars to be enclosed may be necessary.

Currently, the airport does not have enough enclosed T-hangars to meet demand and there is a 7-year wait list. The improvement of the existing hangars will extend the hangars' useful life and increase rental fees. In 2015 and 2024, the airport successfully completed similar projects and currently receives nearly twice the monthly rent for the enclosed hangars (\$605.95/month) vs the open hangars (\$321.59/month). Once the project's hangar rows are enclosed, the airport would institute the same rate structure that would increase the annual revenue for each hangar by \$3,412.32/year. Enclosing all 34 identified hangars would generate an additional \$116,018.88 annually.

The Program Manager shared selected documents from the application to the Board including:

- Site location and hangar photos
- City of Auburn's Capital Project Charter CP2518
- Budget Detail and Engineer's Estimate
- Project Schedule and Spending Plan
- 10-year Estimated Loan Repayment Schedule (Amortization table)
- City of Auburn's Airport Fund Financial Documents

The Auburn Municipal Airport Manager, Tim Mensonides, provided additional project information and answered questions. Andrew asked if the federal money was already secured. Tim responded that the city decided to wait until April 1st to apply for their remaining FAA Bipartisan Infrastructure Law (BIL) apportionment. He explained these FAA funds can be uniquely used for hangar projects. Tim shared that prior to the completion of the previous hangar enclosure project, the wait list was 10 years. That project significantly reduced the wait list by 3 years. The city is expecting the current project will result in a similar reduction. Due to the uncertain economic environment, Tim also shared the city's plan to bid the project in two phases to ensure completion within the budget.

George asked if the current tenets would be displaced. Tim responded that the last project proceeded without any issues. Typically, aircraft were displaced for less than 2 weeks. The contractor was very good at scheduling work to reduce the impact on aircraft owners. Tim added there have been conversations with the tenets at length on the project. It's been decided to offer current tenets first refusal on the upgraded hangars. Current tenets that do not want to pay the increased lease rate will have the option to move to another available open T-Hangar.

Cory asked if the airport has received more complaints from residents as the airport has been enclosed with surrounding development and if this project helps to strengthen the airport. Tim replied the airport receives very few complaints due to the flight pattern alignment with the nearby freeway. He stated the airport only gets about 15 noise complaints annually and often they are due to non-based aircraft. He compared that to Renton and Boeing Field that get complaints daily. As to strengthening the airport, Rainier Flight Services, the premier Puget Sound flight school with a hub located at the airport, will be leasing four of the new hangars.

The Project Manager continued by reviewing the financial status of the applicant. Auburn's Municipal Airport is classified under "Business-type" activities within a separate "Airport Fund" and is self-supported by user fees and charges. Sources of income are leases, rentals, fuel charges, investment interest, and grant funding as available.

Analysis of SAO's FIT reports shows the City of Auburn had a surplus of \$61 million in revenue based on \$253.2 million in revenues versus \$192.1 million in expenditures in 2024. Indicators for the Auburn Municipal Airport Fund's Cash Balance Sufficiency, Enterprise Fund Cost Recovery, and Current Ratio were all rated as "good". Major Federal Programs Identified included the Airport Improvement Program, Infrastructure Investment and Jobs Act Programs, and COVID-19 Airports Programs. The State Auditor issued an unmodified opinion with no significant deficiencies or material weaknesses, and no findings were issued. A relatively minor finding in FY2023 was corrected regarding mis-reporting American Rescue Plan (ARPA) as a "non-major" fund. Longterm debt levels have remained stable. The city continues to manage its obligations prudently and has maintained an AA+ credit rating.

The project is ready to proceed immediately. No NEPA/SEPA is required per the City Engineer. Building and electrical permits need to be secured. The application received an average score of 89.3 and was recommended for funding.

Town of Rosalia, Fuel Facility - \$35,000: The town had requested a \$35,000, 20-year loan to install an FAA approved 1000G fuel tank with pump. The Board had asked for some additional information since the application was somewhat incomplete, and the Program Manager was unable to answer their questions. The Board moved to postpone making a funding decision until this meeting. The Program Manager reached out to the applicant and confirmed the fuel type was Avgas and confirmed there was power and data lines at the proposed project site. The remaining outstanding concerns were providing a preliminary engineer's estimate from JUB Engineering and a fuel cost estimate from a local supplier. Dave contacted both Tim Ike from JUB Engineering and Ryan Diamond from Rosalia to provide the missing documents.

After a couple of follow-up phone calls, Ryan informed me Rosalia was withdrawing their application after discussion with Tim Ike. Tim had shared concerns over the project cost. During the conversation, Ryan finally shared that the Town had elected a new Mayor effective January 1st. The new Mayor had a different set of priorities, and he indicated the airport fuel project could not expect support from the Town.

Loan Awards: Tim recused himself from the voting on the City of Auburn's application. George asked if the Board was ready to entertain a motion to award. Chris Paolini moved to fund the City of Auburn's Hangar Enclosure Project for \$1.2 million. Cory Wright seconded. Without further comment, George asked for vote. The motion passed unanimously.

The Program Manager will send an Initial Offer of Financial Aid (IOFA) to the City of Auburn.

Comments/Next Board Meeting: With both the Chair and Vice Chair becoming vacant, Ann Richart made a motion to nominate Diahann Howard as the new Chair, and Tim Mensonides as the new Vice Chair. Chris seconded the motion. George asked if there were any comments. The Program Manager and CARB Secretary commented it would be beneficial to elect officers that are familiar with the program and supported the motion. With no further comment, the motion passed unanimously. Diahann thanked the Board for their service and support.

After discussion, the next Board meeting was scheduled for April 2, 2026, from 9:00 am to 11:00 am. The Board Secretary will create a meeting invitation to be sent to Board members. The Secretary reminded the Board if they have any agenda items, please send an email.

George adjourned the meeting at 10:00 a.m.

David Chenaur

David Chenaur, CARB Secretary

Date: December 15, 2025