

Regional Airport Board

Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

August 18, 2016

Call to order

David Futcher (Board Chair) called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at approximately 3:03 pm on August 18, 2016 at the Kelso Airport Fixed Base Operator (FBO) meeting room. David Futcher announced that Christopher Paolini the new Airport Manager was on speaker phone.

Pledge of Allegiance and Roll Call

The Board and attendees said the Pledge of Allegiance. The following were present: David Futcher, Dennis Weber, Joseph Phillips, Jeff Wilson, Chet Makinster, Steve Taylor, Brian Butterfield, and Karyn Anderson.

Approval of meeting minutes

The Operating Board approved the July 2016 Board meeting minutes. *Chet Makinster motioned to approve the minutes. Jeff Wilson seconded the motion. All were in favor of approving the meeting minutes as presented with no corrections.*

Treasurer's Report

Brian Butterfield (City of Kelso Finance) reviewed the treasurer's report handout of the budgeted revenue and expenditures for July 2016. Brian pointed out that as of July 31st 2016, revenues were \$560,000 and expenditures were approximately \$454,000. Operating revenues were 87,000, 304,000 were from subsidies, and 155,000 from capital grants. There was approximately 190,000 spent in operating expense, 244,000 spent in capital projects, and debt service was 20,000 to the City of Longview. There is currently 302,000 in unrestricted cash and 351,000 restricted cash which is money received from the County, the Port and local match funds for capital projects. On the expenditure side there were no expenditures that exceeded the amounts that were budgeted. At this point most of the operating expenditures are the city management and airport management line item which are well below what was budgeted. Additionally, the maintenance line items in total are much lower than what was budgeted. Brian asked the Board if there were any questions.

Dennis Weber asked for clarity regarding the maintenance line item, confirming that we are under budget and asked if we are meeting or exceeding the standards for maintenance and standards of operations. Steve replied that maintenance has been

below, that we have been able to provide a few additional projects this year, and that monthly maintenance expenditures have been less, even within the peak months for vegetation control. He added that it has been less than what the full cost of the monthly salary and benefits for a fulltime maintenance employee. Steve added that the Airport is under budget for the management side.

Steve shared that there are maintenance projects that have also been budgeted for, such as vegetation control on the south end and cutting down trees along the west end. Recently, BNSF completed the west end maintenance project so the Airport didn't have to spend funds on that maintenance activity. Additionally, he added that the south end brush work was completed by Public Works staff for approximately a couple thousand dollars, and that additional chipping and mulching will be completed at the end of the season.

Steve Taylor asked Brian out of the 302,000 restricted cash, that amount also includes Interfund loan and the working capital for the FAA grants. Brian replied correct. Steve asked if the restricted funding from the County for the Stopway project, not the FAA projects. Brian replied yes, and the unspent Port money.

David Futcher asked if there were any additional questions from the Board members regarding the Treasurer's report and the information provided. There were no further questions.

Agenda Items

a. General Claims–

Karyn Anderson pointed out that she met with Steve Taylor and David Futcher this month to review the bills and general claims. She shared that the total amount was \$17,536.32. *David Futcher asked the Board if there was a motion to approve the General Claims. Dennis Weber motioned to approve. Chet Makinster seconded the motion to approve. All were in favor of approving the general claims.*

b. Public Comment

David Futcher asked if there was any public comment from the audience members.

c. Southwest Washington Regional Airport (SWRA) Pre Construction update: Meeting with PCR and AEC (Aug 1 2016) Talley Way Perimeter Fence and Beacon Tower Replacement Project and Sullivan Hangar Demolition Project.

Melanie (Reid Middleton) provided an update on the recently held Preconstruction meetings. She shared that both contractors (PCR and AEC) seem like they will be good to work with, that the Fence and Beacon project just started, that the Beacon

demo has been completed, and that PCR has drilled the hole for the new foundation. Additionally, she shared that PCR completed the excavation along Talley Way for the new perimeter fencing. As far as schedule, next week PCR will be working on the fence installation and the electric gate and paving. Steve asked if Hamer electric was able to get their submittals turned in and approved. Melanie replied yes, and that they have all of the submittals processed. She added that their plan is to get everything else completed and then it will take about 12 weeks for the tip-down pole installation. Melanie explained the tip down pole features to the Board. She added that the Sullivan Hangar demolition should begin on September 6th and that AEC hopes to be completed by the end of September.

Steve announced that Joseph Phillips arrived to the Board meeting. (approximately 3:13p.m.) Dennis Weber asked if the Beacon was in storage. Steve replied to Dennis' question regarding the Beacon location and shared that Jeff Wilson helped to secure the crane that assisted in taking down the top of the Beacon tower. Additionally, Jeff is restoring it, that he is familiar with restoration, and has agreed to store it as well. Steve added that once it has been restored, then the Airport Board can identify a home for it. Steve is looking for acknowledgement from the Board that this is the current location of the Beacon and to make sure everyone is in the know. Jeff Wilson added that he is looking for transparency, and explained his part in coordinating the crane and transportation. Jeff will fund the restoration at his expense, and plans to recruit others to help tell the story behind the beacon's history. He added that the Airport will continue to own the beacon tower, and that it will be returned to the Airport restored for the enjoyment of others on display or in a museum. Jeff also offered to continue to provide the Board with updates during the restoration process.

d. Airport Management Updates:

Reid Middleton Construction and Engineering

Reid Middleton will be at the Airport one to two days a week during project construction utilizing the Airport Office as a field office. Steve has notified the Daily News regarding the construction activity and as the Airport nears completion of the construction projects or when Life Flight is here at the Airport, is considering doing something to coincide with Life Flight's arrival, and might be a good time for a project story. Additionally, if there is hangar development at the Airport that could be an additional story. David Futcher commented that getting photos during the installation and construction would be good. Karyn added that she has taken photos of all of the activity that has taken place to date. Jeff suggested an Airport Open House. Karyn shared that the Airport will be participating at the County's Open House in the fall.

Group discussion.

Steve added that one of the projects for next year is the Airport Geographical Information Systems (AGIS) obstruction survey. That they will need to obtain a consultant for, and acquire an engineering firm for just that project. He explained that we had developed a Request For Qualifications (RFQ) however FAA has weighed in, and is offering to provide a sample RFQ based upon what they are looking for with this specific type of project and required guidelines. Steve added that once the AGIS obstruction survey is complete that will help FAA determine other AIP related projects that they would like to fund over the next few years. He added that there could be changes to the current CIP based on the outcome of the obstruction survey, and that FAA is funding these survey studies for various other Airports as well. Melanie added that this information will be entered into FAA's Airport database. David Futcher asked how frequently this is completed. Melanie replied that the idea is to complete the initial AGIS obstruction survey and any additional information is an update. Steve asked if Chris Paolini had any experience related to the AGIS obstruction survey process. Chris replied that he is familiar with AGIS obstruction survey process, accomplished one not too long ago, primarily they were looking for changes. Overall, Chris shared that the AGIS obstruction survey is not old news for him and he is familiar with the process.

Budget and Interlocal Agreement: Cowlitz County presentation (August 4, 2016), City of Longview presentation (August 11, 2016), and City of Kelso presentation (August 16, 2016).

Steve has provided the budget, ILA amendments, and presentations to the four entity partners. The most recent was the Kelso City Council meeting on Tuesday, the Longview City Council, the Port of Longview and the Cowlitz County Commissioners. Steve added that we have until October to hear back from the entities on the budget if there are any changes that need to be made, and the Interlocal agreement can be amended up to its expiration in February, so we do have some time.

Steve presented the 2-year extension of the existing agreement with two additional terms. The Port had some concerns with that language so the Port will have a workshop to bring us back some alternative language. Jeff explained that Steve presented at their regularly scheduled meeting, a motion was made and this was added to their workshop agenda. Jeff supports the ILA 2-year agreement, at 76,000, with no renewals. Additionally, he added that the Port of Longview has the Airport's budget and he thanked Brian Butterfield.

Life Flight Services.

Steve shared that we went out for bid that came in at 20,000, 15,000 and 7,500. Karyn added that in addition to the site work that has been completed, we have moved forward with a local fence company regarding the installation of a pedestrian access gate for life

flight crews. The pedestrian access gate will be located at the north ramp, have been working out some of the details on the width of the access gate with Life Flight crews to accommodate bariatric gurney width. Steve added that most of the pad will be covered and ADA accessible. Group discussion.

SWRA Improvements (e.g. Airport Office, Hangar Development Proposal meeting Aug 4, 2016)

Airport Office

George Ford has donated carpet for the Airport Office, with the help of Civil Air Patrol and Karyn, we have removed old carpet and begun installing new carpet. This material is being donated from him to the Airport. She added that it is still a work in progress but that it looks much better. Steve added that the bathroom also needs to be repaired. Karyn explained that once this repair work occurs in the woman's restroom George will be donating some tile work, and we can then complete the carpet in the main entrance of the Airport Office.

Hangar Development

We met recently with an Engineer interested in discussing developing Row G for an RV8 and potential renting options with tenants. Karyn directed the Board members to the maps provided. David Futcher asked about hangar access for Row G. Steve replied that JHKelly currently accesses it from the westside of their building. He added that the surrounding area is also paved to accommodate other aircraft. Additionally, we've had interest for Row E, and he is working on additional design work. Steve pointed to the potential museum concept locations on the map, shared that we looked at lease documents, and that one of the hangars there is on a ground lease with a 15-year renewal which was exercised in 2013. Steve still thinks it is a great location, that he talked to the interested developer, and we will also be looking at other potential locations. Group discussion regarding current leasing, building integrity, square footage, and inspections. Karyn shared that she recently provided tenant notification for the electric gate, had an opportunity to talk to this tenant, who shared with her that he has been a tenant for approximately 30 years. Dennis suggested that during the demolition we try to salvage a sampling of the old story. Group discussion.

Airport Management Recruitment

David Futcher asked if there was anything new to highlight regarding the Airport Management recruitment efforts. Steve shared that the newspaper currently ran a story about Chris. Chris replied that he did receive a call. Steve explained that he announced that he had hired a new full-time Airport Manager wen giving the Airport presentations to the four entities. The newspaper picked up on that on Tuesday this week, they wanted to know who he was and when he was planning to come up here.

FBO Safety and runway inspections (as of 6-1-16), and Airport Maintenance (e.g. vegetation, mowing, herbicide, UST, well-monitoring, and hangar repair)

Steve said that they were at the peak of the mowing season. Karyn added that the Cowlitz County Corrections crews had been out doing some fence line maintenance for the Airport.

f. Board Updates (if any):

a) Chet Makinster wanted to thank Steve Taylor for his presentation to the City of Longview Council, that it was very helpful, and it made him look good. He thought it was a good presentation and that it went very well. David Futcher added that it sounds like he walked away with new supporters after the presentation. Steve replied yes. Steve thanked Karyn for putting together the presentation. And, that he received additional operations information from the FBO and Jerry Sorrell. Steve thinks we need to continue to promote the Airport and continue to get the word out to the partners and the public, and that it would be nice to get some feedback from Legislative bodies as well.

Jeff Wilson shared that there are new WAC rules 173201 and wanted to be sure that the Airport was aware of this and had an understanding regarding any chemicals on site, that are stored, from an emergency response perspective. He added that he has been out promoting the Airport, used Jerry Sorel's PowerPoint, used it for a presentation, and that it went very well. Additionally, he wanted to point out the new visitor center in Castle Rock, and thinks it is an opportunity for the Airport to provide them with brochures. Additionally, on the 24th of September Longview Parks and Recreation will be putting on an Extreme Machines event, and that Life Flight, a Vietnam Huey, and additional helicopters will land at the event.

Dennis announced that he will not be attending the next meeting in September.

g. Review of Action Items, Good of the Order, Board Chairman wrap up and next meeting date. David Futcher asked Karyn to provide the action items. Karyn read the following back to the Board members:

1. The Board approved the July meeting minutes.
2. The Board approved the general claims.

The next Board meeting is on September 15, 2016. David Futcher adjourned the meeting at approximately 4:00 p.m. Sign in Sheet/Attendees: Scot Walstra (EDC), Bill Smith (Pilot/Tenant), Brian Butterfield (City of Kelso/Finance Director), Melanie Haagsma (Reid Middleton/Project Manager), and Chris Paolini (new Airport Manager (Kelso) – conference call). Minutes respectfully submitted by: Karyn Anderson