

Regional Airport Board
Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

February 19, 2015

Call to order

Chair Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:09 pm on February 19, 2015 at the Kelso Airport Fixed Base Operator (FBO) meeting room.

Pledge of Allegiance and Roll Call

The Board and attendees said the Pledge of Allegiance, Chair Darold Dietz reminded the body that there were comment cards available for written Public comment. Darold Dietz decided to wait on roll call as the group was waiting for other Board members to arrive. At this time, the following were present: Darold Dietz (DD), Chet Makinster (CM), Paul Roesch (PR), Rosemary Siipola, and Karyn Anderson (KA). Sharon Zimmerman had notified the Board Chair and Board Attorney in advance that she would not be present at today's meeting due to medical reasons. Norm Krehbiel and Dennis Weber had notified the Board Chair that they would not be attending today's meeting due to other conflicting obligations. (Later in the meeting David Futcher arrived.)

Approval of minutes from last meeting

The Operating Board approved the January meeting minutes when David Futcher arrived to the meeting. Chet Makinster motioned to approve the minutes. David Futcher seconded the motion. All were in favor to approve the meeting minutes with no corrections.

Agenda Items

- a. General Claims and Year to Date Summary – (attached in the packet)

Rosemary Siipola reviewed the General Claims summary report and spreadsheet with the Board members and audience members attending today's Board meeting. Rosemary Siipola pointed out the total Airport general claims of \$26,798.18 and the CIP/FAA/CC dollar amount of \$12,607.40. She added that all Airport memberships had been paid (e.g. Chamber of Commerce, Economic Development Council and the Washington Airport Management Association). Additionally, the

Airport is in good standing and Rosemary just learned that Brian Butterfield with the City of Kelso would be sending out the Annual Regional Assessment bill.

Rosemary revisited the general claims spreadsheet when David Futcher arrived to the Board meeting. She highlighted the Cowlitz County grant funds, total general claims, and remaining budget dollar amount for the calendar year. She pointed out various expenses including the membership fee expense, underground storage tanks, and insurance bill.

The group agreed with the general claims information and acknowledged without any changes.

b. Personal Services Legal Contract: for Paul Roesch

Paul Roesch asked Chairman, Darold Dietz, if the Board would need to pass on agenda item #6, as we were waiting for David Futcher to arrive for a quorum. Darold suggested that we continue to review the agenda items until David arrives.

Rosemary explained that this agenda item was in regards to signing the Personal Services Legal Contract and the recommended action of the Board was to authorize Sharon Zimmerman to execute the contract with Paul Roesch.

Rosemary added that Karyn had provided the board member packets and a copy of the contract for their review. Paul Roesch added that the contract is essentially the same as what the Operating Board had with their former council. Chet Makinster added that he didn't have any questions. The Board took a moment to review. Darold Dietz asked if anyone had any questions regarding Paul's contract. There were no questions regarding the contract.

When Board member David Futcher arrived, this agenda item was revisited and voted on. Chet Makinster motioned to approve the Airport Manager to execute the Legal Services Contract with Paul Roesch. David Futcher seconded the motion.

All were in favor of the Personal Services Legal contract.

c. Harvest Willow and Cottonwood on Airport Property proposal:

Rosemary described that the Airport had received a letter regarding harvesting of willow and cottonwood trees from a company called Natural Recovery. Paul Roesch shared with the Board that he had received a copy of this letter from Sharon and that he and Sharon had a brief discussion regarding the letter, its' purpose, and that it is under review. Rosemary added that the owner has a nursery in Kalama.

Chet Makinster asked if this owner/company would get all of the permits. Rosemary Siipola replied that from her understanding, yes. Paul Roesch added that he believes it will be “turnkey” but will review it further to make sure that is the case.

Chet Makinster asked if anyone expected the Airport to make revenue off of this activity. Rosemary replied that she believes it would help to reduce the Airport costs. Karyn added that it would reduce Dan’s time. Chet Makinster asked if this would help with reducing the wetland issue. Dan Johnson replied no. Rosemary asked if this was where the old right of way was.

Darold Dietz said the question for him is if there was any liability, if someone was hurt during this activity. Paul Roesch replied the intent of the proposal would be that it would not effect this agency, the owner’s employees would be covered under his industrial insurance, and that this is a function of how the contract would be written clearly. Paul added and yes, this would be something the Airport would be sensitive to.

Chet Makinster pointed out that it is important that the contract mention that the owner is responsible to clean up after they are done harvesting. Chet shared that some businesses don’t clean up. Group discussion regarding anything that is left behind needing to be cleaned up, and that it can become an attractant to wildlife.

Jerry Sorrel (audience member/EAA 1111) apologized if he was out of order, but asked to give public comment to the Board during this agenda item and the harvesting proposal at the Airport. Jerry commented that in the proposal letter it states not more than “12 feet high”. Jerry suggested that it be 0 feet high, that everything in the RPZ area, including all vegetation, is mowed and maintained clear of any growth. Jerry interprets this proposal as harvesting occurring occasionally (perhaps each summer).

Darold Dietz added yes, the company is most likely after the “regrowth”. Jerry said exactly, and from a pilot’s perspective he is saying there should be “no growth”. Darold Dietz thought this was a good point from one of the Airport’s pilot’s. He then asked Rosemary how this could be negotiated with the owner and if there was a mowing plan.

Rosemary said that she feels this is a discussion for Sharon and Paul and that perhaps they need to get the RPZ map out to better identify these areas. She pointed out that Jerry’s point was well taken, intent should be to reduce wildlife and thinks the positive in this proposal is that it reduces Dan’s time. Chet Makinster said that he thinks there will be more problems if those items aren’t addressed.

Paul Roesch asked what was in this area now. Group response was cottonwood. Jerry Sorrel explained that there has been some clearing. Group discussion regarding what is there now. Dan Johnson said he cleared some trees in that area, but because of the terrain is unable to mow in that area. Dan suggested that if this company comes in, he agrees with Jerry, they need to cut it down, herbicide it and keep it from any regrowth. Darold Dietz added that when the company receives a response, this may not be what they are looking for.

Group discussion about being careful to not create more of a mess. Rosemary said that the Airport will continue to work with the owner, and overall this proposal could take pressure off the budget. Paul Roesch said overall the intent should be to keep it clean and cut down. Darold Dietz added that if they aren't interested than we will continue to have Dan maintain the area. Dan said that he could take a county crew of inmates in there, and that Randy Johnson has loaned equipment and personnel to help in this activity.

Chet Makinster asked if the railroad had been contacted, perhaps for contract work. Dan shared his historical knowledge of a rail crew clearing around that area a few years ago. Paul Roesch and Sharon Zimmerman will continue to review this proposal and potential contract with the owner.

- d. Airport Memorandum of Understanding (MOU) Washington Military Department Emergency Management Division (EMD).

Rosemary shared with the Board that the Airport received an MOU from the Washington Military Department of Emergency Management Division. The Emergency Management Division MOU would allow them an opportunity to use the Airport in the event of a natural disaster such as an earthquake.

The MOU would need to be in place and with the owner of the property (city of Kelso). Rosemary shared with the Board that Airport staff met with the planner at the Airport to discuss the MOU, emergency management plan, and natural disasters.

Rosemary, believes that at this point this MOU would go through 2020 and would need to be reviewed. Darold Dietz asked if there was reimbursement. Paul Roesch said that it is an intent document, so that is unclear to him. Paul added that this is all negotiable. How much space and where it would be on the Airport, and the cost for the use. He added if there was repairs needed after use, that is something that needs to be negotiated. Paul hasn't had an opportunity to review. Group discussion regarding how much of the Airport would be used. Rosemary replied that it most likely depends on what type of event occurs.

Paul Roesch explained that the Airport does have the ability and right to say no and that there is still some work to be done. Rosemary added that the Military offered to come back and talk with Paul, Sharon and the Board if there were any other questions.

Group discussion regarding the Emergency Management Division's need to have small aviation airports that are used during emergencies. Scot Walstra (EDC) said that they are trying to address something that is not unreasonable, so they have an arrangement that allows for cooperation. It does depend on the type of disaster. Rosemary said they discussed that with the planner when they came through, understand they are checking a box so that they are eligible for FEMA during a large scale event, like an earthquake.

Jerry Sorrell added that there may be competing interests with the Civil Air Patrol. For example, they may want to set up a command center, search for a missing air craft, and there may be competing interest for a spot at the Airport. Jerry adds that he isn't sure if WSDOT Aviation may also have an interest in this site and what this memo might need to look like. Darold Dietz agrees that needs to be taken into account during this review. Group discussion regarding the request to take over the Airport, and the Airport's ability or right to say yes or no. Paul Roesch adds that the details should be included in regards to cost and repairs. Darold Dietz thought that the Federal government could just take it over. Scot Walstra added that if there has been a declaration of emergency than, he believes they can. Rosemary added that this is another item to be further reviewed by Paul Roesch and Sharon Zimmerman.

e. Underground Storage Tanks.

Rosemary explained that the Airport had a compliance inspection that was just recently conducted for the Department of Ecology and she explained some of the items that are reviewed by DOE during the inspection.

Rosemary said that recently the Airport had their cathodic testing in which the Airport didn't pass at the acceptable level according to Petroleum Compliance Services. She explained that they recommended the Airport obtain a second opinion with another firm, with another set of equipment to see if they get the same results. Rosemary said that the Airport is looking at a \$15,000 repair and the Airport staff thinks it is critical that we follow the recommendation to obtain the second opinion to retest. The estimate is a \$1,500 cost to the Airport.

Chet Makinster asked if anyone had studied "above the ground" tanks. Brian Butterfield said he didn't recall that a study had ever been done. Rosemary added that she doesn't believe there had been, but thinks it should be something for the

Port to consider, it needs to be on the Airport's radar, with short term and long term solutions.

Group discussion regarding this concern for both the City of Kelso and the Port of Longview.

Rosemary explained that the Airport is looking for Board approval to retest the underground storage tanks. Darold Dietz asked if they did find the same results what would next steps look like. Rosemary said she is unaware what that timeframe would look like, but the estimate from PCS was \$15,000 dollars, and thinks this needs to be a discussion item with the Port of Longview.

Dan Johnson explained the process of electricity going through to the tanks via the rods, how that isn't occurring efficiently right now, and the suggestion/recommendation is to add more rods to increase that amperage. Dan added that if this repair doesn't occur, than overtime they will leak, and corrosion will occur.

Chet Makinster added that someone needs to make some decisions. Group agreed. Further discussion will need to occur regarding the above ground storage tank option as well.

Jerry Sorrell said that he would like to mention that during one of the regularly scheduled Fuel supply deliveries at the FBO, Denny asked them to test the tanks, and the company delivering the fuel was able to identify a problem and isolate it to a specific area. Jerry wanted to share this information so that Sharon could follow up with Denny/FBO and thinks there may be some value in following up on this. Paul Roesch asked Jerry if he remembers when this occurred. Jerry said not more than 5 years ago.

David Fatcher arrived to the meeting which provided the Board with a quorum. Darold Dietz suggested that the Board go back to the beginning of the Agenda (item#4), review each agenda item in an effort to bring David up to speed on what's been discussed up to this point, and to vote on a few of the agenda items that were tabled.

The underground Storage Tank discussion continues after a review of the previous agenda items.

Rosemary then brought David Futcher up to speed on the Underground Storage Tanks, compliance testing, and recommendations discussed earlier in the meeting. Group discussion regarding past tests, that this is the first time this has been the results/recommendations.

David Futcher asked if anyone has looked at above ground storage tanks. Rosemary said yes, if the new test results are the same, this will need to be looked into. Dan also added that he was there for the testing, explained some of the testing results to David Futcher. Rosemary shared that this is on-going compliance activity.

David Futcher motioned to approve to fund the retest of the Underground Storage Tanks. Chet Makinster seconded the motion.

Group discussion regarding that this motion to approve would not be limited to \$1500.00 dollars and approved the Airport staff to move forward on getting the underground storage tanks retested. All were in favor.

- f. Prime Development: City of Kelso/SWRA request to approve refund concept.

Rosemary Siipola asked to table this item until the next month, and that Sharon and Paul need further time to review due to Sharon's surgery. She said that this item will be added to next month's agenda.

Karyn Anderson than asked if the Board members could go back to #9 on the Agenda – the Underground Storage Tanks. Karyn reminded that the action for Agenda #9 was for the Board to approve the retesting of the Underground Storage Tanks, and now that David Futcher was in attendance the Board had a quorum to vote on it.

- g. SWRA Current Business: Hangar Occupancy; Airport Property: Development, CIP, Safety and Maintenance; State Auditor Update; Airport ownership transition; Kelso to Martin's Bluff Improvement Project.

Hangar Occupancy Report.

Rosemary asked Karyn to provide an update.

Karyn described to the Board that the Airport leasing had increased. That the Airport had been contacted by a few pilots from Hermiston, Alaska, and in person. She added that the Airport has received general inquiries, from the website and via the advertisements. Currently the Airport is has leased a total of 54 hangars out of 70, which puts the Airport at 77% occupied. She pointed out

that Dan will be meeting with another tenant that is interested in the C Hangars, which would put the Hangar lease occupancy rate at 79%. She added the goal is to reach 80%. Dan will be meeting with the pilot this week.

Darold Dietz pointed out that this is a reflection of the upswing in the economy. Group discussion regarding the increase.

Airport Property: development, CIP, Safety and Maintenance. (update opportunity)

Karyn shared that the next few items on the agenda were placed on the agenda as an update opportunity for the Airport, Board members and audience. For example, this month the Airport has highlights to share in the area of safety and maintenance. Karyn asked Dan to provide an update.

Dan described some of the gate, fence and hangar repairs. He shared his experience with door maintenance, lighting fixtures, and feels that the hangars are in good condition. He has also prepared the C hangar for the pilot he has scheduled to meet on Friday. In regards to wildlife, he referenced the mowing plan. That he spoke to Sharon about not mowing after August, that he tried that before and it didn't work, but he will give it another shot this August and will not mow after that timeframe. He also thinks mowing certain areas makes the Airport look nicer and tenants happier.

Dan then described a propane cannon that the Airport has access to for wildlife mitigation. Dan tested the cannon and feels it is effective. Dan shared that it makes a loud noise (boom), has demonstrated it at the Airport, and hopes this will decrease wildlife activity.

Last, Dan mentioned the edging work that he has been doing to maintain the taxiways and runways. He shared with the Board members that this has improved the appearance of the airport, taxiways and runways, and also thinks this will help with water runoff.

State Auditor's. (update opportunity)

Brian Butterfield shared that he is trying to get the schedule. The audit could start in April or May and be completed by June 30, 2015.

Airport ownership transition update. (update opportunity)

No update from Board members or City of Kelso at this time.

Kelso to Martin's Bluff Improvement Project. (update opportunity)

No update at this time from the Airport staff.

Other: Northwest Aviation Conference and Tradeshow

Rosemary shared that the Airport would be up at the upcoming Northwest Air Expo.

Karyn shared with the Board members that she had been pulling together business marketing information from the Airport's FBO's, Aviation upholstery tenant (AMA), the Airport's flying club (EAA), Civil Air Patrol (CAP), Hangars for lease information, prime development hangar information, the Airport's website and email, two banners that she picked up from a local sign shop – one with the Airport's logo, and one that is an aerial map of the Airport.

Karyn also explained that Airport staff will be there Saturday and/or Sunday, that it is the 32nd NW Aviation Conference being held in Puyallup at the Expo Center. Additionally, Rosemary picked up boxes of brochures from the tourism center and chamber of commerce. Karyn added that the Airport will have its' brochures, a few giveaways, and candies as well.

Rosemary added that she is looking forward to being at the Air Expo. That Sharon (on her dime), purchased vests with the Airport logo. Karyn shared that in addition to AMA dropping by their flyers and business information, they dropped by the embroidered vests in time for Airport staff to wear whenever staff is there on Saturday and/or Sunday.

Rosemary added that it is a great opportunity, that port staff would also be in attendance at the Airport Expo, and she shared additional information that she had obtained on Aviation Investment solutions at Aviation Day with the State Legislature meeting she attended with Sharon Zimmerman.

- h. Action Items: Karyn Anderson was asked to read back the meeting action items to the Board members.
 - a. The first action item (item # 1). Karyn explained that she grouped these action items together. It is the Natural Recovery business proposal and the Department of Emergency management division memorandum of understanding that is on Sharon's and Paul Roesch's list of follow up items to review.
 - b. The second action item (item # 2) is in regards to the Board approving the Airport manager to execute Paul Roesch's legal contract.

- c. The last action item (item #3), is for approval to fund the retest of the Underground Storage Tanks and at no dollar limit (e.g. the \$1,500.00 dollars that was proposed in the summary sheet).

- i. **Public Comment and Other General Business:**

- a. **Public Comment:**

Rosemary opened the floor for public comment. Public comment was allowed during the Board meeting.

Chet Makinster did have a question regarding the ownership of the Underground Storage Tanks. Group discussion that they go with the property.

Office Hours for the Holiday

No update at this time.

- j. **Meeting Adjourn and Next Meeting Date**

Darold Dietz adjourned the Meeting. Meeting adjourned at 4:15 p.m. Next meeting date is on March 19, 2015.

Sign in Sheet/Attendees: Scot Walstra (EDC), Jerry Sorrell (EAA1111), Brian Butterfield (City of Kelso), and Dan Johnson (City of Kelso/SWRA).

Minutes respectfully submitted by: Karyn Anderson