



SOUTHWEST WASHINGTON REGIONAL AIRPORT
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Airport Board Meeting Minutes

February 16, 2017 @ 3:00 pm

Meeting Location:

SWRA Airport Operating Board Meeting
Kelso Aviation (FBO) Meeting Room
2215 Parrott Way
Kelso, WA 98626

Call to Order

Chairman Joe Phillips called to order at 3:04 p.m.

Roll Call and Pledge of Allegiance

David Futcher (Kelso), Arne Mortensen (County), Chet Makinster (Longview), Joseph Phillips (at large), Chris Paolini, and Brian Butterfield.

J. Phillips led us in the pledge of allegiance

Meeting Minutes – Board Meeting Minutes (action)

D. Futcher motioned to approve the meeting minutes from the January 19, 2017 meeting, C. Makinster 2nd the motion; all voting yes; minutes were approved.

Treasurer's Report –

Brian Butterfield gave year-to-date report of revenues and expenses (January):

Operating - \$16k Revenues
Operating - \$49 Expenses
Government Subsidies - \$293k
Capital Grants - \$N/A
Capital Expenditures \$N/A
Year-Ending Unrestricted Cash Balance - \$301k

C. Makinster motioned to accept Treasure's report as written, 2nd by A. Mortensen; all voting yes, report approved.

General Claims

December Revision- Revised to \$24,271.03 from \$26,479 –Revision is a result of some credit card purchases (laptop, printer, software, file folders) not showing up until next month's billing cycle as well as the business license renewal. There was also a duplicate charge internally with

the city. Chris Paolini explained the credit card purchases are in January's general claims and the duplicate charge was on paper only and no funds were transferred (clerical recording error).

D. Fatcher moves to approve the December general claims correction, C. Makinster 2nd; all voting yes; claims are approved.

January Claims- \$24,097.26. Chris Paolini explained that an amount of \$3,123.75 were Reid Middleton Invoices as we continue to wrap up the old grants from 2016. Chris explained these general claims include the office supplies purchases and business license renewal fee removed from last month's GC's that were paid via city credit card. Chris further explained that January included \$2183.00 for UST general liability and Terrorism insurance and a mower repair invoice in the amount of \$2010.21.

D. Fatcher moves to approve the January general claims, C. Makinster 2nd; all voting yes; claims are approved.

Public Comment

No Public Comments

Hangar Occupancy Report

Currently city owned hangars are at 100% occupancy. There are 4 aircraft, taking 7 spots, parked on the north apron long term parking, which includes Life Flight. Prime Development also has all but one of their hangars rented.

There is a currently a waiting list with 4 pilots for the city owned hangars.

SWRA Interlocal Agreement Update-by Chris Paolini

Airport Manager, Chris Paolini, attended the Port of Longview's commissioners meeting on Wednesday February 8, 2017 as the amended ILA was on their agenda as an action item. Two options were presented to the commissioners to vote on. Option one was to accept the amended ILA in its current form and as approved by the three other entities. Option two, which they passed, was the amended ILA with an additional amendment addressing debt (Chris referenced handout in packet).

The result of choosing option two is that the other three entities must approve an amended ILA whether we accept the Port's change or not. Each entity must approve either the current amended ILA with changes removing the Port for the agreement or approve the amended ILA as presented by the Port.

Chris explained that each entity agreed the Port's change would not impact the airport's operations during the two year ILA and therefore recommends the ILA should be approved by each entity. Since the port signed the ILA, we have a guarantee the Port will participate if we can get each entity to adopted the ILA as amended by the Port.

C. Makinster commented that he had hoped to get the City of Longview to pass it last week but could not due to council wanting time for public review. The ILA will be on their February 23rd agenda.

Chris commented that the ILA will be on the City of Kelso's agenda during the February 21st meeting and the county also has the ILA on their February 21st agenda. Chris advised he will be present at each of the council and commissioner meetings for any questions regarding the ILA.

Firm selection status for the AGIS and Master Plan Update

Chris advised interviews are set up for Thursday, February 23rd, with the two consultants that submitted proposals.

Arne Mortensen asked about trying to link the GIS data with the county data. Chris Paolini suggested that the consultant and county meet during the scoping meeting to discuss options.

Airport Manager Report – Chris Paolini

1. Gutter repairs underway.
2. Renewed depredation permit.
3. Working with Cowlitz 2 for annual training in March.
4. Meet and greet with Workforce SW WA, Alyssa. May get grant to help with beautification of airport.
5. Met with Civil Air Patrol
6. Fly In planning early stages, have volunteers signed up from EAA, Workforce, and CAP, scope and date still unknown.
7. I will be supporting the community, starting by helping with a high school career day in March.
8. Met with Jeff Wilson and Karry Williquette from Extreme Machines to discuss possible merging of their event with our Fly-In.
9. Continuing outreach to council members and commissioners-met with **Jim Hill** of Kelso Council
10. Airport mower and FOD Boss purchases will present costs to board at next meeting
11. Started new daily inspection form on 2/6/17. Will improve communications, record keeping and tracking for wildlife abatement etc.
12. Development updates for Honda Jet
 - a. Met with Scot Walstra, Joe Phillips, and Laurie Nelson-Cooley
 - b. If this moves forward we will want to reach out to our sister city friends to connect us with Honda in Japan to help support developing a service center here.
 - c. Roger Saunt has their architect drawing up conceptual designs.
13. Development updates for Dave Cummings
 - a. Called me yesterday to advise colleagues will be contacting me shortly to set up a site visit for their hangar development plans.
14. Development updates for Brian Fleming.
 - a. Has turned in his conceptual drawings. I will be working with permitting to let Brian know what his next steps need to be.
15. UST are getting old, average life is 20 years, need to start planning and budgeting for replacements.
16. FBO needs roof repair and hangar rows B and C need gutter repairs. We also need a solution for row A. More information to come

17. I will be attending the northwest aviation conference on the 25th and 26th, Invited to the Airport Support Network Breakfast on Saturday morning with Warren Hendrickson, the Northwest Mountain Regional Manager, AOPA
18. Giving airport presentation to City Council on Tuesday.

Airport Board Member Reports (Opportunity for each board member to provide relevant updates, if any)

None

Review of Action Items

None-It was discussed changing the term “action item” to To-do list or Follow up items.

Public Comment Period

Jeff Wilson, from the audience, requested another public comment period. Joe Phillips, A. Mortensen, and D. Fatcher agreed to allow.

Jeff Wilson requested that the airport get involved with the DEM for hazardous material response.

Chris Paolini commented that he has already began working with the DEM and is in discussions with them regarding holding exercises at the airport.

Chris then asked Don, from Reid Middleton, to give an update on the grant closeouts. Don advised the grants are very close to close out but we are still waiting on final invoices from two subcontractors that have not provided their L&I paperwork.

Board Chairman - Wrap up and announce next Board Meeting date (March 16, 2017)

Meeting adjourned at 4:10 p.m.