



SOUTHWEST WASHINGTON REGIONAL AIRPORT
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Airport Operating Board Meeting Minutes

April 20, 2017 @ 3:00 p.m.

Chairman: Call to Order at 3:02 p.m.

Roll Call and Pledge of Allegiance – D. Averett, A. Mortenson, D. Futcher, and C. Makinster

Meeting Minutes – Approve February Meeting Minutes

- Motion to approve the meeting minutes from February 2017 made by D. Futcher, 2nd by C. Makinster, All voting yes so motion carries.

Treasurer’s Report for February – Brian Butterfield or alternate

- Report was read; Motion to approve the Treasurer’s Report from February 2017 made by D. Averett, 2nd by C. Makinster. All voting yes so motion carries

Treasurer’s Report for March – Brian Butterfield or alternate

- Report was read; Motion to approve the Treasurer’s Report from March 2017 made by C. Makinster, 2nd by D. Averett. All voting yes so motion carries.

February General Claims

- Claims were reviewed; Motion to approve the February 2017 claims made by D. Futcher, 2nd by C. Makinster. All voting yes so motion carries.

March General Claims

- Claims were reviewed; Motion to approve the March 2017 claims made by D. Futcher, 2nd by C. Makinster, All voting yes so motion carries.

Public Comment Period (public comment cards are available)

- Scott Walsh from Cowlitz EDC – Thankful they have the partners within the airport and the support from the entities, financial and physical. Folks have been coming up to him with questions before and after his board meetings regarding the airport that never had before. Seeing progress with the airport so giving kudos to Chris for being a part of this progress.
- YouTube video of goings on at the Airport – C. Paolini is in the process of making several videos showing different areas and options at the airport. Scott mentioned inviting The Daily News over to the airport once those YouTube videos are complete and showing value.

Motion to accept Airport Manager’s recommendation to select Century West for the 90% FAA and 5% WSDOT funded Airport-GIS and Master Plan Update projects.

- C. Paolini reviewed the process used to select Century West for the GIS and Master Plan Update projects and asked that the board approve his recommendation. Kurt Addicot from Century West gave a brief presentation of the Century West qualifications and who the key players will be for our projects. Their moto is “Planning for Implementation”.
- D. Futcher made a motion to approve the recommendation to contract with Century West Engineering, 2nd by C. Makinster. All voting yes so motion carries.

Motion to adopt resolution guaranteeing funds availability for AGIS and Master Plan Update Project.

- Resolution no. 17-001 – Motion made to adopt this resolution made by D. Futcher, 2nd by C. Makinster. All voting yes so motion carries.

Motion to adopt resolution guaranteeing funds availability for Wildlife Hazard Assessment and Wildlife Hazard Management Plan Update Project.

- Resolution no. 17-002 – Motion made to adopt this resolution made by D. Futcher, 2nd by C. Makinster. All voting yes so motion carries.

Motion to accept Strategic Plan outline as attached for development of the SWRA Strategic Plan

- C. Paolini gave a brief explanation as to the goals of the Strategic Plan and his plans to help build a strategic plan team.
- Motion to approve the Strategic Plan outline by C. Makinster, 2nd by D. Averett
- D. Averett asked how often this plan will be revisited; Chris responded that at least twice a year he will be reviewing it himself and revising as necessary.
- All voting yes so motion carries.

Motion to approve the airport manager, on behalf of SWRA, to enter a long term land lease agreement with the Lower Columbia River Company, LLC.

- Brian Fleming is looking to renovate/replace 3 hangars/buildings on the far west side of the airport near the airport office as part of a 30-year land lease.
- Motion was made by D. Futcher, 2nd C. Makinster. All voting yes so motion carries.

Introduce revised Board Rules of Procedure and place on May agenda.

- C. Paolini reviewed the minor changes to the Board Rules of Procedure.

Obtain consensus for Airport Manager to purchase pressure washer and small trailer for airfield maintenance not to exceed \$1,500.00 plus tax.

- C. Paolini would like to purchase these items to help assist in keeping the airfield and runway clear and safe for the tenants and guests of the airport.
- All members give consensus to purchase the items.

Obtain consensus for a request to reallocate county rural grant funds as identified in the attached letter to Cowlitz County

- There are monies left in the Rural Development Funds grant received through the County. C. Paolini and S. Taylor will be meeting with the County to review whether or not those funds can be reallocated to new projects at the airport.
- C. Paolini went over the list of potential projects, the order in which we would like to do them and the costs of each of them.
- All members give consensus to request the reallocation of funds to those projects.

Hangar/Building Occupancy Report

- Hangars are at 100% occupancy along with a waiting list

SWRA Interlocal Agreement

- All entities have entered into and adopted the new agreement. Fully executed copies have been distributed
- C. Paolini thanked the board members for their entity's support
- C. Makinster commented that several Longview councilmembers were impressed with C. Paolini and the time he spent there during their council meeting. There were members unsure of their support who are now on board with supporting the airport.

Proposed 2017 Airport Open House/Fly-In

- C. Paolini gave an update on the likelihood of this event occurring on July 22nd. He is working on some final details such as parking and transportation back and forth to the parking lots but is 99% sure we are good to go on the whole of the event.
- Will bring forward a breakdown of any minor costs at the May meeting
- Face-Painting, Life Flight will open up their helicopter to the public, open aircraft from EAA, etc.
- Suggested to reach out to Fire and Police Departments to bring in local vocational programs.

Airport Manager Report

- Met w/LaCenter Mayor during a town hall meeting, gave a brief presentation on the benefits of our airport. Mayor brought up the possibility of a working relationship with the Cowlitz Tribe regarding Ilani and using our airport as a hub to transport higher end clientele rather than going through Portland.
- Gutters on the FBO Building are completed
- NW Aviation Conference; obtained great safety tips to include in quarterly Newsletter
- Annual Airport Fire Training; New information regarding a layout of the airport to give the fire department a complete layout of all the ins and outs of the airport including the exact hangar numbers to allow for quicker and safer response times.
- Clean-up airport office: New carpet and renovations of bathrooms are completed.
- March 18th Event with FATPNW (Flying above the Pacific Northwest) brought in more than 50 aircraft and pilots to meet, have lunch, buy fuel, and familiarize themselves with our airport who otherwise never would have known about it. Thanks to Denny Wise, the EAA, and other tenants for their support and efforts to make it a great event.
- Wahkiakum High School Career Day; one student already ready to take the test to get his pilot's license.
- Kelso Superintendent – Science/Math Competition next year; build an aviation project to compete with at the end of the year. Get more people interested in and aware of the

activities the airport can provide.

- Honda Jet Company Update – Still looking to build a hangar but holding back on building the service center.
- Quarterly if not monthly tenant meeting to bring forward any questions/concerns and keep them updated on activities.
- Met with the Boy Scouts – Helping with Open House in July and possibly some other projects on the airfield.

Airport Board Member Reports

Opportunity for each board member to provide relevant updates (if any)

- a. D. Averett – Look forward to supporting the Airport
- b. D. Futcher – No Report
- c. C. Makinster – No Report
- d. A. Mortensen – No Report

Review of follow-up items identified in today's meeting.

Change in Rules of Procedures – Will be on the agenda next month.

Board chairman: Wrap up and announce next Board Meeting date (May 18, 2017)
Meeting adjourned