



Airport Board Meeting
Kelso City Council Chambers
203 S. Pacific
Thursday September 9, 2010

Those present were as follows:

Airport Board:

David Futcher, City of Kelso
Ken Botero, City of Longview
Darold Dietz, Port of Longview

Staff:

David Sypher, Public Works Director
Becky Hill, Department Assistant
Brian Butterfield, Finance Director
Denny Wise, Airport Manager
Don Bell, Assistant Airport Director
Denny Richards, City Manager

1. **Call to Order:** Meeting was called to order at 3:05 pm by Chairperson Ken Botero.
2. **Approval of Minutes:** May 13, 2010 – Motion made by Board Member Futcher, motion second by Board Member Dietz, motion passed.
3. **Acknowledgment of Vouchers-** May, June, July vouchers -Motion made by Board Member Futcher, motion second by Board Member Dietz, motion passed.
4. **Public Comments** –Don Bell – We did not get an adequate sterilization (weed spraying) of the fence lines and the runway edges. It did not get accomplished this year and it will be even harder when we try to do this next year.

David Sypher explained the fact that we only have one person in the department that does this and he is going all over to try and get things accomplished. It is still on his schedule to do and we are hoping to have good weather to accomplish this.

Don inquired about perhaps having the jail crew pull weeds around the runway lights. David advised Don and the board that the jail crew is scheduled on a quarterly basis and we have a mower person who can stop and pull the weeds by hand if needed.

Chairman Botero asked if it was causing a safety hazard for pilots? Denny Wise told the board that city summer staff came out in June or July and now they are starting to obscure the lights again. David advised the board there has been a work order for this for two months, it was created August 13th. David will have the mower person knock them down until then. It is not a safety issue as of now, but it will be and he will get the guys out there when they can.

5. **FBO Written Report** –Denny said he was not going to beat a dead horse, but business is still down due to economy and weather has been a challenge. Federal agency was using the airport to fly in and out last week. They had 4 helicopters and a fixed wing that were also buying jet fuel and aviation gas. It looked to be a good opportunity from an FBO stand point, but turned into a mediocre scenario as the weather was not the greatest.
We have a group of younger students that are pushing hard to get their license quickly.

A few months back Denny gave a letter to the city to start negotiations on possibly renewing his contract. He would like to start negotiating now to try to move forward. The city manager sent him a letter asking him to hold off a bit due to the ongoing governance meetings. Denny stressed he is starting to feel pinched and he would like to get started now because either way it will have to go to the Airport Board and City Council or just the Airport Board. David Futcher asked about a possible short term extension until we get the governance figured out. Denny said he would have to think about that. He also stated it would take a while to wind things down if something happened and the contract is not renewed. Board Member Futcher said we would work something out and would not try to squeeze him.

6. **Airport Manager Report** –Geese have returned and coyotes are still hanging around.

Denny has not yet coordinated a conference call with FAA and the pilots. One of the problems with the approach pattern and coordinating with FAA is that we lost one of the key members of the Pilots Association recently who passed away. We still have the Longdons but it is really hard to get everyone in the same room at one time and will keep trying to pursue this.

The second row of T-Hangars is now complete. Denny is not sure if the contractor has an occupancy permit, but all electrical and driveways are all in for each hangar. The city and the developer addressed the soil issue for the 3rd row of T-Hangars.

Contractor is still waiting on the part for the fuel tank sensor.

Wiring for the PAPI lights that goes directly to the light bulb has been done by Don Bell and his electrician friend, so hopefully the bulbs will last longer.

Crack seal started and should be completed by 9/11/2010. The process of NOTAM notification was given for the closure of the airport for the mornings. Denny said he answers all calls of inquiry when the runways were open. The city also sent out two email/mail notices, posted the notice on 5 gates, as well as notify any corporate jets.

7. **Public Works Director Report** – David briefly discussed the projects that were set by the Airport Board for budget years 2011/2012. Items #7 and #9 will need to be moved to budget year 2013. Question was asked about #7 and if it was the fence along Burlington Northern side of the airport. David told the board that wing gates are to help seal the airport off. Don Bell has done the foundation work on this and we are just waiting for the board adoption of a priority list. Because of Don's work,

Burlington Northern has verbally agreed that when we are ready to go ahead with the gates, they would pay half of the cost.

Chairman Botero asked if Burlington Northern was willing to move this to 2013 rather than doing it in 2012. David explained that we have never committed to a time. We are asking the board to adopt a maintenance list. Discussion followed.

David discussed the preliminary budget. He stated he based the budget for years 2011/2012 on the assumption that each entity would be contributing a quarter to the airport budget. For years the City of Kelso has provided administrative functions, project managing, engineering type services, a lot of volunteers and have also utilized the Council of Government. We are no longer relying on these services, but will be reflecting true costs of doing business to maintain status quo. We have talked about, but not settled, on who is going to pay what and how much. Right now the offer on the table is one quarter from each entity which is presently \$20,000 each. At that rate of contribution and without any further subsidy from the City of Kelso, we are talking about having all reserve funds exhausted by the end of budget year 2012, to be sustainable, all entities need to contribute an additional \$25,000 per year.

David also advised the board that he has been instructed to cut all general fund budgets by 20%. So that would mean Kelso's contribution to this budget would be cut from \$20,000 to \$16,000.

Discussion within the board followed. The consensus is that we need to have the governance plan in place to adopt a maintenance schedule and a budget. Comments from the audience were inaudible.

Board member Futcher suggested that the board take no action at this time until we have a governance plan. Brian Butterfield expressed that we are required by law to have a budget to the council and public by November 1st. David Sypher will proceed with the budget as presented even though no decision by the board was made.

Meeting Adjourned at 4:08 pm.

Becky Hill, Recording Secretary

Ken Botero, Chairman