



SOUTHWEST WASHINGTON REGIONAL AIRPORT

AGENDA
AIRPORT ADVISORY BOARD MEETING
June 14, 2012, – 3:00 p.m.
At: City Hall 203 S. Pacific, Kelso WA. 98626

1. Call to Order.
2. Approval of Minutes of 05/10/2012.
3. Public comment.
4. Acknowledgment of Vouchers.
5. Airport Managers Report.
 - a. Written Report
6. Presentation of the Emergency Response Plan.
7. Adjournment – Next meeting 07/12/ 2012 at Southwest Washington Regional Airport FBO 2215 Parrott Way 98626. At 3:00 P.M.

AGENDA
AIRPORT OPERATIONS BOARD MEETING
June 14, 2012, - 3:15 P.M.
AT: City Hall 203 S. Pacific, Kelso WA. 98626

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Minutes
5. Staffing needs review, from the workshop discussion. (Public Works Director)
6. Collection of Ordinance comments for July 12 meeting. (Airport Manager)
7. Public comment



Airport Advisory Board Meeting
Thursday May 10, 2012
Southwest Washington Regional Airport
203 South Pacific Kelso WA 98626

Those present were as follows:

Airport Board:

David Futcher, City of Kelso
Dennis Weber, City of Longview
Jerry Sorrell, Cowlitz County
Darold Dietz, Port of Longview

Staff:

Dan Johnson, Airport Operations Manager
Becky Hill, Department Assistant
David Sypher, Public Works Director
George Hext, Project Manager
Don Bell, Assistant Airport Director

1. Call to Order: Meeting was called to order at 3:00 pm by Chairman Jerry Sorrell. Board Member Futcher arrived at 3:07 PM.

2. Approval of Minutes: Approval of April 12, 2012 meeting-Motion made to approve by Board Member Dietz, motion seconded by Board Member Weber, motion passed.

3. Acknowledgement of Vouchers: Motion to acknowledge receipt of payment of vouchers by Board Member Deitz, motion seconded by Board Member Weber, motion passed.

4. Public Comments: None

5. Airport Manager Report:

There are 9 hangars still empty. Hangar #42 on west side is still available.

Runway Project: Consultant still working on. Nothing has changed, still on track as planned.

Emergency Plan: still fine tuning with Cowlitz Fire District 2 and Kelso Police Department.

Gate: Part should be in and will be repaired by the end of week.

Camera: Complications with the camera at the moment as it pertains to the weather. It is only showing black and white images at the present time, will be removing the camera on 5/13 or early the following week and sending it in for repairs. It will undoubtedly upset some pilots, but it must be done.

Denny Wise had some questions that he and Dan Johnson talked about the day before and thought it was a good idea to bring up in this forum as other staff members are present. He mentioned the runway project that was addressed here before which used to be known to all before as the stop-way

project, his question was if it was truly a runway extension or not? Airport Manager Johnson advised Mr. Wise that it is now a runway extension. Mr. Wise then stated that his questions are:

1) This came about and is part of my other questions as I understand one of the big projects that pilots and tenants are concerned about is getting the obstacle survey done, so we can get lower minimum approaches in. Airport Manager Johnson told him the day before that this survey was being talked about as far as a delay. He also mentioned the reason for the delay was the runway-stop way project was now turning into a runway extension and so therefore, the airspace changes and so forth. Would like to just clarify so I can pass the information onto tenants and pilots, because if it is a runway extension that means Talley Way will have to move and so will the RPZ change and all sorts of other things, which is great but it also means that at least the way it was set up before and we have not heard anything different is that FAA should be paying 95% instead of the local funds that have been gathered to build a stop way extension. That could mean that the county might be looking to get back some of their grant funds or the state or we could approach the county and or state to see if we can use the grant money if the FAA is going to pay for the runway extension which they should. We can perhaps use that money on other airport projects.

Airport Manager Johnson referred this to Project Manager George Hext.

George Hext: When FAA got involved and suggested that it should be a runway extension, and as a result of that, we did not make the time for construction in the current year. We were put into a dilemma when FAA told us that if we want funding for the Obstruction Survey, we have to complete the project that we have currently underway which is the "runway extension". In discussion on this day with our consultant, it is in all likelihood the Obstruction Survey will be delayed until at least a year behind the completion of the runway. Until FAA became involved it had been a fairly simple project, but as Mr. Wise mentioned, all of the requirements that FAA has (all 28 pages), they have hit us all at one time. The best that I can tell you now is that it appears that will be very fortunate to get the runway extension completed during the construction period of 2013 and that we will have the obstruction survey in the year following.

In the mean time, we have asked for a meeting with FAA. We would like to go up and discuss this with them, that putting them together makes no sense and to let them know that our sole purpose of doing the Obstruction Survey was that FAA suggested it. We will keep you informed as to the outcome of this meeting.

David Sypher-Public Works Director: Gave some background on DOT in conjunction with FAA. When procedures were updated last fall, is when they decided to construct as a runway extension and not a stop way. However, you will not have all the elements of the runway. They still will not qualify this airport as an official FAA Sanctioned runway until it has 500 Class "B" Operations. Therefore, no funding and at the same time, no requirement for reconstruction of Talley Way nor the reconstruction of the bridge or taxiway will be reconstructed. Originally during the Master Plan process, that was what we were told and now that has all changed.

Denny Wise feels that the city needs to urge FAA to issue a variance for Part 77 and document all the information into the variance so that the city and the pilots are not at liable risk of using the entire 500 feet of the runway.

Chairman Sorrell: Would be good to get a clarification in writing from both FAA and DOT stating this is the process we are going through to do this. Otherwise it seems we are using two terms-a runway extension but without a displaced threshold or airspace moved for Talley Way.

George Hext: The FAA and WSDOT are working very closely together. Anything we want from WSDOT now has to be approved by FAA.

Comments from the audience were inaudible.

Brian Butterfield-Finance Director: Handed out financial reports and explained how they reflect expenditures and revenues. Discussion followed.

Stated that they are going to change up the financial form to be more user friendly. The forms that were handed out are highlighted in yellow and red. Highlighted in yellow on both pages are the revenues that come in for federal grants spearheaded for capital projects and the next page is monies spent on capital projects. To date, no money has been spent on capital projects and no federal grant money has been received as well.

In the future, we will be breaking up the revenues and expenditures to show what the operating revenues are compared to the operating expenditures as well as the capital expenditures with the grant reimbursements as they come into play.

David Sypher-Public Works Director: Wanted to remind the board that there is quite a lag and a delay in the reimbursements, so we must be careful how things are phrased as to what is or is not happening. There are two active contracts being handled by the consultants, Reid-Middleton, but nothing has been submitted for reimbursement. They are actively working on both projects.

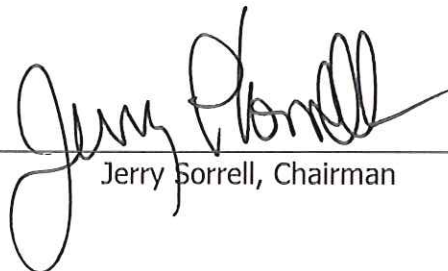
Brian Butterfield further explained the revenues/expenditures to date. The budgets on both of these items equal the same amount. However, to make them equal, we had to commit to budgeting \$92,000 from reserves to pay all the expenditures for the year as they are anticipated.

Discussion followed.

Motion was made by Board Member Fatcher to adjourn the Advisory Board Meeting, Second by Board Member Weber. Motion passed.

Meeting adjourned at 3:38 pm


Becky Hill, Recording Secretary


Jerry Sorrell, Chairman