



Airport Operations Board Meeting
Works Shop
Thursday June 14, 2012
Southwest Washington Regional Airport
203 S. Pacific Room 203 Kelso WA 98626

Those present were as follows:

Airport Board:

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

Staff:

Becky Hill, Department Assistant
David Sypher, Public Works Director

Conference Call: City Attorney Janean Parker

Airport Operations Board:

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

Special Guest: Former Pullman-Moscow Airport Manager, Robb Parish

Main intent of the workshop is Interlocal agreement and staffing issues.

Interlocal Agreement suggested Amendments

- Consider spreading the sponsorship with other agencies
- Provide for higher level of buy in executing with the Elected signatures
- Consider a 20 year term-at least a 10 year term
- Incorporate a Vision/Mission/Strategic Plan
- Solidify relationship committing to CIP Project Bonding/Funding/Master Plan
- Remove ease of Exit
- Add a provision for CPI Concept
- Provide for Internal Control via Separation of duties section-VI (D)
- Section 8C-WCIA; Review/Raise Error and Omission level-1 million to 20 million?
Floor or ceiling limits? Minimum?

Staffing

Support Staff

- Legal-can contract with same attorney as cities with no conflict of interest
- Using existing staff for consideration of contribution. (In lieu of or part of or part of contribution value) continues to be an acceptable consideration
- Financial Services-paid for services as a contract is recommended

Administrative Support

- Mr. Parish has done his own: Agenda, Minutes, FAA Reports, Project Manager, grants, security, custodial and life safety. No administrative support recommended at this time
- FBO/Airport Manager-Do not mix- but NOTAM's and weekend hazing for small airport acceptable

- FTE-2 minimum-30 to 60 hours/week – beginning January 2013

Personnel Standards Adoption under an entity for Insurance, retirement and policies Enforcement Services-To remain with Kelso as it is in Kelso's jurisdiction. They would be primary response for law enforcement and judicial matters-Codify into Kelso Code.

Classify job description: Change "Project Manager" to "Airport Manager". Use option for Airport Manger as person in charge over the Airport Operations Manager. Salary range \$50-\$60 K/yr Under minimum qualifications, remove civil engineering. Add "aviation" in front of "experience". Add "Proven Budgeting and Financial Administrative skills" under Knowledge and abilities category.

Other Revenue ideas discussed:

- Ramp/landing Fees-share with FBO
- Fuel flow fees
- "MO" gas-non-ethanol

Mr. Parish gave the names of some good contacts for sample contracts and Human Resource protocol:

Karen Sikes (Pullman)
509-338-3207

Laura McAroon-Spokane Office