



SOUTHWEST WASHINGTON REGIONAL AIRPORT
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Meeting Minutes

For Airport Operating Board Meeting Dated January 18, 2017

Meeting Location: Kelso Aviation (FBO) Meeting Room, 2215 Parrott Way, Kelso, WA 98626

Meeting Agenda:

1. Chairman: Meeting called to order by Chairman Mortensen at 3:02pm
2. Chairman took roll call. All board members are present
3. Per Board Rules of Procedure D. Futchler Moved to rotate chair per to C. Makinster seconded by D. Averett. All approved motion carries. C Makinster took over meeting as the new chairman.
4. D. Averett moved to Approve December Meeting Minutes, seconded by D Futchler. No discussion, all voting yes, motion passes.
5. Treasurer's Report for December presented by Brian Butterfield.
 - a. Total revenue of \$530,000
 - b. Total expenses of \$504,636
 - c. Operating revenue of \$161,000
 - d. Operating expenses of \$312,000
 - e. \$293000 in subsidies received
 - f. 58,000 in grants and about another 100,000 coming in for payments made in last couple months
 - g. Cash at end of 2017 of \$601,000 of which \$314,000 is restricted; \$150,000 owed to Kelso (used for cash flow of large items such as grants); \$137,000 unrestricted to airport.No questions by board
6. December General Claims presented by C Paolini
 - a. Total claims for December was 90,146.72
 - b. Of that 45,462.27 for GC
 - c. 44,684.45 toward grant projects
 - d. Non-routines items for December – We successfully purchased FOD Boss and Taxiway reflectors for about 13,000 and WCIA insurance was due as well. Other items we purchased ahead of time was tables and chairs for airport office. Everything else is routine items.D. Futchler moved to accept December claims, seconded by D. Averett. All voting yes, motion carries.
7. Public Comment Period (public comment cards are available)
No public comments
8. County Rural Grant Projects (update) presented by C. Paolini
 - a. Not too much change from last meeting. Working to get Hangar Row A gutters



complete. Working on scheduling meeting with architect for FBO improvements.

9. FAA Projects (**update**) presented by C. Paolini

a. Airport GIS and Master Plan Update Project

Held 2nd PAC meeting yesterday. Discussed airport activity forecasting. Yesterday’s meeting reset the bar for where we should be at. The last Master Plan was a bit optimistic on the design group operations for BII aircraft to justify runway extension. Based on IFR flight plan data from FAA, we had about 300 annual operations which means we were short by about 200 operations. We don’t know how they reached the 500 operations mark. At this time, we are trying to gather data that is supported as FAA now requires stronger documentation. Currently, we are hitting about 300 operations per year. We will not face the FAA forcing us to shorten our design group as SW WA is one of the fastest growing areas in the state and we expect this demand to continue to grow. The issue is that expectations were set that probably were not achievable which set people’s opinions about where we were and would be able to go. This is not bad news for us, however, as the airport can still be very successful and support the region without a longer runway.

Discussion about industry reasons for decline in aircraft operations, demand and pilots.

C. Paolini shared about possible development opportunities that are in progress that are not dependent on runway length. By focusing on type of aircraft and not how many, we can still strategically position ourselves to enter development projects that provide jobs and long-term stability and growth. Our mission and vision statement still hold true and our goals are still obtainable. The airport can still attract and provide more jobs and revenue opportunities.

General discussion about jobs displaced by drones not related to airport specifically.

C. Makinster asked about what size business aircraft we think will grow in activity. C. Paolini responded discussing that it is hard to tell. Better technology and smaller business jets are growing the business jet market. Currently we can support smaller jet traffic and that may be all we need for a while until more businesses come in that desire to use larger jets.

b. Wildlife Hazard Assessment and Wildlife Hazard Mitigation Plan

No change

10. Hangar/Building Occupancy Report (**update**)6

100% occupancy and 13 on waiting list. Revisiting the last discussion on activity forecasts, from this waiting list you can see that our strategic location is creating a



higher than normal demand. The difficulty is trying to attract developers to build hangars with the rental market still depressed.

11. Strategic Plan update by C. Paolini

At this time the goal is to give the board a final copy at the February board meeting. D. Averett advised Port will be discussing next week. C Paolini advised he will be at that meeting and is also planning meetings with all four government entities in February for annual report.

12. Cowlitz Tribe historical and archeological site request (**update**)

Will not be able to stop tribe from designating site a historical location. Our goal at this time is to verify the actual lot size to limit the site designation to the actual size and not let any additional land be included in request.

Discussion on site location and impact on airport.

13. Airport Manager's Report

- Report on missing data from draft strategic plan for financial data.
- Exciting report on income, finally finished bringing contracts up to date and result in about 4% increase in revenue. Feb 2018 over Feb 2017 annual income increase is about 8.14%. There are a couple more contracts that will increase per contract later in 2018.
- Goal to work with EAA and CAP more in 2018.
- Met with CAP and worked out issues and looking to work together better in 2018 and will put together new contract with expectations and rental rate.
- Century West and myself met with Kelso consultants on bridge project. 99% sure current bridge design will not impact current airspace. Still working with them to see if potential future instrument approach procedures will be impacted. Working with consultants, FAA, and design alternatives to make sure we do our best to protect airport.
- Asked D. Averett to follow up on start of ILA by Port.
- Will attend some FAA training in the near future.
- Annual report on 2017 will be productive.

C. Makinster vocalized glad airport could work with CAP to resolve issues.

14. Airport Board Member Reports

No reports by board members

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

No follow up items

16. Board chairman: Wrap up and announce next board meeting date (February 15, 2018)

Location TBD

Meeting adjourned at approximately 3:45pm