

Regional Airport Board

Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

November 17, 2016

Call to order

David Futcher called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:05 pm on November 17, 2016 at the Kelso Airport Fixed Base Operator (FBO) meeting room.

Pledge of Allegiance and Roll Call

The Board and attendees said the Pledge of Allegiance. The following were present: David Futcher, Joseph Phillips, Chet Makinster, Joe Gardner, Steve Taylor, Chris Paolini, Brian Butterfield and Karyn Anderson. Dennis Weber provided notification that he would not be attending the meeting. Joe Gardner attended as an alternate for Dennis Weber.

Approval of meeting minutes

The Operating Board approved the October 2016 Board Meeting minutes. *Chet Makinster motioned to approve the meeting minutes. Joseph Phillips seconded the motion. All were in favor of approving the minutes as presented.*

Treasurer's Report

Brian Butterfield (City of Kelso Finance) reviewed the treasurer's report handout of the budgeted revenue and expenditures for October 2016. Brian reported that we had \$594,000 in total revenue and \$570,000 in expenditures. He explained that with the revenues there were \$304,000 from subsidies, \$155,000 in capital grants, and approximately \$135,000 was for operations. In expenditures 311,000 were capital related expenditures. At the end of October there was \$572,233 in unrestricted cash and \$338,000 in restricted cash. Brian offered to answer questions.

Brian added that in November Finance processed large checks for the three Airport projects (Beacon, Fence, and Sullivan Hangars), that Finance processed reimbursement for all vendors, other than one vendor that was doing additional prevailing wage paperwork. Brian shared that Finance had received reimbursement for these checks issued and the last vendor turned in their paperwork today, so they will issue the last reimbursement. David Futcher asked if reimbursement is typically this fast. Brian replied that he just received reimbursement in the amount of \$50,000, which was for four months: July, August, September and October. Steve added that it was because those were closeout invoices. Overall, Brian felt these projects were reimbursed

quickly and cash flow was good for November. David asked if there were any further questions. There were no further questions.

Agenda Items

a. General Claims

Karyn Anderson pointed out that she met with Steve Taylor and David Futcher to review this month's general claims. She explained that in general bills the total was \$17,645.79. Additionally, the Airport then received two invoices from REID Middleton for the Construction Administration work that was completed in the amount of \$20,051.78. The overall total processed of \$37,697.57. *David Futcher asked for a motion to approve the general claims. Joseph Phillips motioned to approve the general claims. Chet Makinster seconded the motion. All were in favor of approving the general claims.*

b. Public Comment

David Futcher asked if there was any public comment. There were no public comments.

c. Budget Resolution (16-003)

David Futcher asked for a motion to approve the Budget Resolution (16-003). Joseph Phillips motioned to approve the Budget Resolution. Chet Makinster seconded the motion. David asked if there was any discussion on that motion.

Steve Taylor explained that the Interlocal agreement states that the budget is distributed to the participating entities and requires it be adopted by 3 of the 4 jurisdictions, in order for the budget to be valid for the following year. He explained that it is practice that we have a resolution on record affirming our entities have approved the budget submitted. The resolution validates the final numbers that were sent to each entity in July. Steve said we wanted to get this in place now, rather than wait until the end of the year, that there are no surprises, and that this is the budget for next year.

David asked if there were any further questions. No further questions. All were in favor of approving Budget Resolution 16-003 (with one abstain from Joseph Phillips). Motion passes.

d. Memorandum of Understanding (MOU).

David Futcher asked the Board to review a draft MOU that was brought before the Board to establish an understanding with Jeff Wilson as it relates to the restoration of the Airport Rotating Beacon. Steve Taylor added that he had prepared the MOU, that the Board had approved to move forward with this, and this is the document that

addresses the agreement. Steve said he is very pleased to have this work done by Jeff. Jeff thanked the Board for the agreement; he assured the board that the Beacon will be returned, most likely around late 2017. He described some of the progress, fabrication in making the Beacon mobile, and how it will be able to be viewed at different locations. Group discussion. *David Futcher asked for a motion. Chet Makinster motioned to approve and sign the Memorandum of Understanding. Joseph Phillips seconded the motion. All were in favor of approving and having the Board Chair sign the MOU as presented.*

e. Airport Management Updates.

Chris shared with the board that he has been Karyn's shadow 8 hours a day for the past four weeks. He has been learning the daily airport duties, general claims, training, board meeting preparation, maintenance and airfield assessments. He plans to provide the board with a general overview once he is done with the airfield assessment.

He also updated the Board that in addition to meeting with the Board members, he has been scheduled for several meet-and-greets. These have included the CWCOG, Chamber of Commerce, Government Affairs meetings, and folks that are interested in stepping up and working with the Airport, providing free labor from youth organizations that can help with Airport appearance.

Additionally, he has met with tenants, FBO, and public works and hopes to take over some of the public works airport maintenance duties to alleviate expense. For the future, management will be meeting with FAA and WSDOT, looking into social media and cost saving measures that he hopes will help meet the needs of the Airport.

Other items, he mentioned that he has taken the A/B Operator training, and that he has been continuing to work with companies to obtain gutter estimates and explained the gutter system, repairs, estimate repair options, and what would be included in the repair work.

Last, Chris added that he reached out to Laurence Schafer with USDA, that he is a great resource for us, that he is known state wide, and throughout the country. He will be working with Laurence to get the Airport paperwork up to speed, necessary permits, and get everything in order as it relates to strategies that USDA recommends for the Airport. Discussion regarding bird abatement, wildlife activity at the Airport, birds that are a protected species, and additional formal training that will be provided.

Consultants that submitted an RFQ will be interviewed on November 30th. This will allow us to get a new consultant on board and move forward on the AGIS and

Engineering services. The AGIS will help provide a clean canvas that will work hand-in-hand with the strategic plan that we will work on in 2017.

Group discussion regarding areas of focus and activities that Public Works can complete versus what Chris can accomplish. Steve announced that there will be a new technician coming on board, that he will be budgeting for half of the expense of a new employee to work at the Airport, which will amount to half an FTE, approximately \$35,000.

Additional Updates:

Steve discussed the Interlocal Agreement with the Board, that the City of Kelso and Cowlitz County had approved the Interlocal agreement addendum. Chet shared that it is on the City of Longview's agenda.

Steve explained that the Port of Longview expressed concern that they received an agreement addendum versus receiving a new agreement, and that there was miscommunication on the last revised version that had the change to the acquisition of real estate and as it relates to the supermajority vote of the jurisdictions vs. state law that says all entities must approve it. Last, the final addendum did not include the strategic plan.

Group discussion regarding the ILA Amendment and ongoing communication with the Port of Longview's chief executive officer, attorney, and staff. Jeff Wilson (audience) confirmed that the ILA is on the Port's next meeting agenda as an advisory item, for the November 23rd meeting or 1st meeting in December. Steve explained that he does not have any further amendments for the ILA at this time. Further discussion of the ILA, Port budget including the 65,000 member entity contribution, and recent media contact.

Hangar Occupancy

The Airport is at 100% occupancy, with one person on the waiting list. Meetings with tenants that are interested in developing hangars at the Airport are ongoing. One hangar concept seems to be moving forward as the tenant recently received a favorable hangar quote, less than half of the first quote received. Discussion regarding location of Aircraft and proposed hangar development on the Eastside and Westside of the Airport.

BNSF Repairs

Recent discussions with BNSF regarding repairs to Milwaukee and Pacific Ave. BNSF asked if the City was doing pot hole patching along Pacific and that they will be

coordinating with Public Works to make necessary repair improvements. Steve shared that the question about Pacific is road ownership and if it has shared right-of-way or if it is just BNSF property on the Westside, next to the hangars.

Airport Board Member Updates

David asked if there were any other updates from Board members. There were no additional Board updates.

David asked if the Board would like to cancel the December meeting. Discussion. There were no objections, all agreed to cancel the Board meeting in December. Next meeting will be held January 19, 2017.

f. Review of Action Items

Review of Action Items, Good of the Order, Board Chairman wrap up and next Meeting date. David Futcher asked Karyn to read back the action items. Karyn read the following back to the Board members:

1. The Board approved the October meeting minutes.
2. The Board approved the general claims.
3. The Board approved the Budget resolution 16-003.
4. The Board approved the Memorandum of Understanding (MOU) and for the Chair to sign the MOU with Jeff Wilson re: the Beacon Tower Restoration.
5. Table of Organization to be emailed to the Board.

Meeting Adjourn and Next Meeting Date

David Futcher adjourned the meeting at approximately 4:00 p.m. Next Board meeting is January 19, 2017 at 3:00 p.m.

Sign in Sheet/Attendees: Melanie Haagsma (Reid Middleton), Teresa Wilson (Audience), Bill Smith (Tenant), Jeff Wilson (Audience).

Minutes respectfully submitted by: Karyn Anderson