

***Regional Airport Board
Meeting Minutes***

3:00 pm

FBO Office – Kelso/Aviation

October 20, 2016

Call to order

Steve Taylor called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:10 pm on October 20, 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: Joseph Phillips, Jeff Wilson, Chet Makinster, Steve Taylor, Brian Butterfield and Karyn Anderson. Dennis Weber provided notification that he would be arriving late. *Chet Makinster offers to fill in as Board Chair until David Futcher arrives.*

Approval of meeting minutes

The Operating Board approved the September 2016 Board Meeting minutes. *Jeff Wilson motioned to approve the minutes. Chet Makinster seconded the motion. All were in favor of approving the minutes (with one edit for clarification on page 2 of the meeting minutes).*

Treasurer's Report

Brian Butterfield (City of Kelso Finance) reviewed the treasurer's report handout of the budgeted revenue and expenditures for September 2016. Brian reported that we had \$583,000 in total revenue and \$522,000 in expenditures. He explained that with the Revenues there were \$283,000 in capital expense, \$20,000 in debt service, and the remaining \$219,000 was for operations. At the end of September there was \$273,000 in unrestricted cash and \$338,000 in restricted cash. Brian offered to answer questions.

Steve Taylor pointed to the footnote on the Treasurer's Report that states, "Cowlitz County has further committed \$35,150 to pay the local matches on various FAA grants". He explained that they had not received this funding, so he called the Office of Financial Management (OFM) today and learned that they will be issuing a check this week or next week. He reminded the Board that the \$35,150 in funding will cover the local match.

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 and crack sealing work that was completed by Farwest the total was \$20,737.97. Additionally, the Airport then received two invoices from REID Middleton for the Construction Administration work that was completed in the amount of \$28,057.95. She also received an invoice from Anderson Environmental Contracting, LLC for the Sullivan Hangar Demolition Project in the amount of \$138,040.53. She also received an invoice from Pacific Contracting Resources (PCR) for the Beacon Replacements and Talley Way Perimeter Fence Project in the amount of \$293,076.90. The overall total processed of \$479,913.35.

David Futcher arrives to the meeting. David asks if there is a motion on the floor to approve the general claims. Joseph Phillips motions to approve the general claims. Jeff Wilson seconds the motion. Chet asks if there are any other questions. Nothing further, all were in favor of approving the general claims. Jeff Wilson also wanted to clarify for record that the Board was approving the meeting minutes and treasurer's report presented today. Jeff Wilson motioned to approve. Chet Makinster seconded the motion. All were in favor. (David Futcher begins to chair the meeting).

b. Public Comment

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

c. Interlocal Agreement (ILA)

Steve explained that he had been working with the Managers, or designee in the case of Cowlitz County this is Dennis Weber, on the Interlocal Agreement Amendment. The original agreement addendum to the ILA was reviewed by Longview's attorney, and they suggested a few additional revisions. Steve then marked up the original ILA agreement with the revisions and that is what is provided in the Board's packets today. The draft addendum, the ILA with revisions (clean copy) and a redlined copy of the ILA with the revisions. Steve explained that there is one additional amendment that will be needed, and has sent out a request again today to the managers inquiring if we are ready to submit a final document to the legislative bodies.

Jeff Wilson asked if the ILA had been shared with any of the entities. Steve replied yes, that he has provided it to the Port, County, Cities, and the attorneys. Jeff then asked if SWRA's attorney had reviewed the ILA. Steve replied yes, and when they received the request to revise the acquisition section and the number of board members that is required to approve acquisition, the SWRA attorney concurred that if there is any acquisition of real estate, than *all four* entities must approve it. Jeff asked if the Port of Longview had responded to Steve. Steve replied no. Jeff will get it on their agenda at

the Port of Longview. Jeff asked if the version that he has, is what was sent to the Port. Steve explained that he sent the redlined and clean ILA out on October 10th, and he sent it again today with an email reminder requesting everyone's comments. Discussion regarding the coordination of comments and prior ILA conversations.

David Fatcher asked if this lines up with the Port of Longview's conditions for a new Interlocal. Jeff replied, yes. Jeff added that because of the proposed changes it does affect the organizational chart and he would like to see a current organization chart that reflects the proposed changes in Board membership. Group discussion regarding other proposed changes. Steve explained that the ILA as it relates to property acquisition requires a majority vote and pointed out the language edits that were suggested for that section of the ILA by Joe McNamara and Paul Roesch. Steve will be following up on ILA Section B, paragraph 2 for additional language edits for the final draft. Group discussion regarding the City of Longview's review of the ILA. Steve reminded the Board that the City of Kelso has approved and passed the SWRA Budget, the City of Longview has approved and passed it, and that he hasn't heard back from Dennis Weber with Cowlitz County. Steve asked Jeff Wilson their status. Jeff replied that the Port of Longview is in budget discussions and workshops now, that they have already passed through Resolution a commitment to the \$65,000 contribution and entered that into the Port's 2017 budget.

Jeff added that on the ILA signature block, the Port of Longview does not have an Executive Director, and that it now has Chief Executive Officer. Chet Makinster added that for the City of Longview it should list the City Manager, not the Mayor.

Steve asked Jeff if there would also be a resolution for the Port of Longview to pass the Airport Budget as amended. Jeff replied absolutely, that it's a compounded resolution because at that point they will bring things back that they've spoken about in past Port meetings. Jeff added that next steps will include him making sure that everyone at the port has the ILA and will try to get it on their next Agenda as an advisory for discussion. Jeff hopes to have an answer back to Steve by the end of November, with an adopted resolution, that there are still two public meetings, and that they are expecting this so there shouldn't be any delay from the Port of Longview.

Steve wanted to point out that the Interlocal agreement states that three of the four entities had to approve the actual Airport budget at the fund level. So the Cities have adopted it through resolution, and when the Port and/or the County adopts the Airport budget through resolution, that will help to ratify the budget for next year. Jeff added that the Port is on record and it was in the Port's minutes accepting the Airports budget, and the next Port of Longview meeting will be in two weeks, Tuesday, at 10:00 a.m.

David Futcher asked if Steve also needed a formal vote from the Board today to approve the ILA. Steve replied no, just wanted to discuss and make sure that they were all in alignment.

d. SWRA Construction Update: Talley Way Perimeter Fence and Beacon Tower Replacement Project, Sullivan Hangar Demolition Project.

Steve asked Melanie Haagsma (Reid Middleton) to provide an update. Melanie shared that the projects are almost completed, that she's writing final punch lists for the Contractors, and that the Airport has a new Beacon that went in last week. She added that Anderson Environmental Contracting (AEC) hydro seeded at the Airport this week. She pointed out that there was a change order that is being processed with PCR for Talley Way because of heavy rain it washed some of the backfill from the animal skirt, so they are processing a change order that will help to mitigate any further erosion. Steve explained to the board the location that she is describing. Group discussion.

Jeff Wilson asked the monetary value of the change order. Steve replied that this change order was approximately \$8,000, and that the one other change order was for a quantity increase and quantity adjustment. Steve said that it was approximately \$10,000 total for both change orders. Melanie explained that according to FAA, as long as you are not more than 15% of the grant, they are likely to pay for the change order. Steve explained that the 5% local match portion of the change order would come from the County's local match of \$35,150. Group discussion. Melanie added that they had budgeted for the project to take approximately 7 weeks, and added that while it had been about 7 weeks; there was a lull in the project construction. Karyn shared with the board the beacon tip down pole fabrication was the cause of the delay (lull). Steve added that they will most likely not require the full \$35,150 for the local match.

Karyn shared that in September there was a site visit at the Airport with FAA, Randal Anton, our area's FAA coordinator. She explained that she met with him on September 27th to provide him with a tour of the Airport, to show him some of the projects that were underway and he seemed pleased with the progress. Jeff Wilson asked Karyn if she received any complaints or compliments from users of the Airport during construction. She replied that everything had been very positive, especially from our tenants on the Westside of the Airport. These tenants are very pleased to see some of the improvements that have been occurring. She explained that the Airport has the new electric gate that they can now use to access their hangars on the Westside. She added that during construction there was a temporary access road that the tenants used, and that it was located by the Beacon. She heard from tenants that it was painless, it didn't last too long, was a simple process to get in and out of their

hangars, and she had also provided tenant's notification. Karyn explained that many of the users/pilots have said that they are happy to see these improvements occurring at their Airport.

e. Airport Management Updates

Airport Improvement Plan Engineering Services Request for Qualifications (RFQ):

Steve explained that we had prepared an RFQ and that we had to go through a very specific FAA prescribed process for selecting consultants. Steve shared that four have responded, one company only interested in the GIS, and two responded for both the engineering and GIS, and one responded for just the engineering portion. He explained that we are in the process of putting together the selection committee to include himself, the City Engineer Mike Kardas, Jerry Sorrell and Chris Paolini. Steve shared that he is reviewing those responses now and will plan to score, and interview second week in November.

Life Flight Services:

Steve provided an update to the Life Flight Modular building going in at the Airport. That they are finishing up some of the ADA improvements, the ramp portion, and that a 10 x 20 utility shed will be installed next to their modular. We will continue to coordinate with Life Flight regarding when they plan to move their helicopter to the Airport, which could be in a couple weeks.

TRRWA Bypass:

Steve explained that the TRRWA Bypass Sewer project went through, that it went well, that they installed the pipe, conducted their cleaning work, and moved onto the next segment of property at the Golf Course. Group discussion.

FBO Safety and runway inspections (contract as of 6-1-16), and Airport Maintenance (e.g. vegetation, mowing, herbicide, UST, well-monitoring, and hangar repairs):

Karyn explained that they were status quo on the inspections with the Fixed Base Operator continuing to perform those on a daily basis. She added that with the rain however, the Airport has had gutter fail in a few locations at the Airport. This included the Airport Office, one of our hangars along B Row, and here at the FBO building. She added that two of the gutters the Public Works staff repaired Public Works was able to provide a temporary fix for the section of gutter that failed at the FBO. She has contacted a couple of gutter companies, continuing to make some phone calls to get estimates on what it might cost short term to fix where it failed and long term to replace all of the gutters on the building.

Additional Updates:

Steve added that Chris Paolini's first day is Monday, October 24th, 2016. He will have Karyn work with him over the next 10-11 weeks to get him up to speed on all things Airport related. Dennis Weber asked Steve if this would be his last meeting. Steve replied no, that he would still continue to come through the end of the year and is looking forward to turning it over.

Also, wanted to mention the great work that George Ford, Civil Air Patrol, and Jerry Sorrell has done at the Airport in putting in the new carpet at the Airport Office. Steve added that there will be additional herbicide work with the County to spray down vegetation along the rail road tracks. He plans to have the County come back in the spring to continue to maintain the vegetation.

SCIP

Steve shared that within the Board packets they had a 5 year list of projects. The first few projects are from 2015-2016; this list is a part of WSDOT Aviation's database for all Airports. Karyn explained that it is part of their Airport Information Systems. Steve described the 2017-2019 projects and that they are sparse because they receive 150,000 each year allocated from FAA and that they have been using these funds. Steve explained that they have the Wildlife Management Plan update and the AGIS study scheduled for next year. The future years of the CIP list will be influenced by the results of the AGIS study. David asked if the only project not completed in the 2015-2016 list will be the Stopway project. Steve replied correct and that they moved the Stopway design project to 2022. Jeff asked how the list gets populated. Steve explained that we submit annually an updated list by removing projects that have been completed. FAA than looks at the list and makes modifications, they will give their 5 year CIP letter, this is received in February. FAA than provided their letter with modifications, after SWRA had submitted our updates to WSDOT last fall. SWRA received the letter and now our list corresponds to this letter.

Jeff asked how the Airport Board picks projects to move forward and how the list gets populated. Steve replied that the list is primarily driven by FAA, because this is a list that would primarily be funded by FAA and WSDOT. Discussion. Steve added that once the AGIS study is complete, FAA will work with SWRA to build and communicate a list identifying improvements that can be made at the Airport. David Futchter added that the list of projects were recommended by staff and approved by the Board. Steve added that there were a couple of CIP workshops held. Chet asked if the list is driven by the master plan. Steve replied yes, but we've had new and changing information over the years, and that we've reprioritized the list. Steve pointed to the

projects on the list that have been completed at the Airport, and explained that after the AGIS is completed, it will help to guide us in the future. Chet would like a copy of the SCIP to share with his council. Karyn can edit that column on the list to show projects that are completed (2015-2016) for Chet to take to his council.

Dennis Weber added that if we are to share the CIP with our colleagues, that there is also a maintenance improvement list of things that need to be done. Steve added that this will be another thing the Chris will be able to do, add to the maintenance list, and review it, and make sure everything is documented as to what is needed.

Airport Board Updates

Dennis Weber wanted to report to fellow Board members that the Airport joined the City of Kelso, Cowlitz County and City of Longview at an Open House about a week ago over at the Event Center. He added that there were a lot of great displays and a good program for those who showed up. Karyn added that she had a power point presentation, information about the programs at the Airport, Airport brochures, that she invited the Civil Air Patrol Commander and they had a cadet in uniform.

Steve asked Dennis if the County had anything regarding the ILA. Dennis replied that he thought it was scheduled for November.

Jeff wanted to report his future absences on the board, and that he will continue to attend the last two meetings of the year as an audience member. He asks that he continue to be included in the email communication for the agendas. Steve asked about the Beacon Restoration project and if Jeff had an update. Jeff said that it is about 40-50% completed, that it is being prepared, and he is looking forward to handing the Beacon tower back over in the spring. He is also looking for an agreement from Steve.

Chet added that he thinks things are going well, in the right direction, and that's why he is bringing back information to the City Council, so that they are as excited about the Airport as he is. He added that he thinks everyone is doing a good job.

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 September meeting minutes.
2. The Board approved the treasurer's report.

3. The Board approved the general claims.
4. Agreement to Jeff Wilson for the Beacon and Beacon Restoration project.

Steve added that he wanted to thank Karyn and Melanie for all of the time they have put into the administration of these projects and contractors. Steve appreciates Melanie's presence here through the administration of the projects. Karyn has been doing the day-to-day work at the Airport, working with the tenants; tenants have been moving from hangars, transactional work, and Patty and Brian in Finance, it's been a team effort. David Futcher wanted to point out the projects and how it supports our community, locally, providing jobs. Jerry Sorrell wanted to add that the change order amounts were insignificant compared to the size of the project and what could have happened. He thinks it reflects on good data collection out front and it may cost a lot to do, but if it's done well, it saves in the long run. He added that nothing can be 100%, but that this came very close.

Meeting Adjourn and Next Meeting Date

David Futcher adjourned the meeting at approximately 4:05 p.m. Next Board meeting is November 17, 2016 at 3:00 p.m.

Sign in Sheet/Attendees: Melanie Haagsma (Reid Middleton), Teresa Wilson (Audience member), Bill Fashing (CWCOG), Jerry Sorrell (Pilot/Audience) and Bill Smith (Tenant).

Minutes respectfully submitted by: Karyn Anderson