

Regional Airport Board
Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

March 17, 2016

Call to order

Dennis Weber (Vice Chair) called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:15 pm on March 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: Dennis Weber, Jeff Wilson, Chet Makinster, Steve Taylor, Patty Murray, and Karyn Anderson. David Futcher provided notification that he was unable to attend this month's Airport Operating Board meeting and that Jim Hill (alternate) might attend in his place.

Approval of meeting minutes

The Operating Board approved the February 2016 Board meeting minutes and the March 2, 2016 Board Workshop minutes. *Chet Makinster motioned to approve the minutes and Jeff Wilson seconded the motion. All were in favor of approving the meeting minutes as presented with no corrections.*

Treasurer's Report

Patty Murray (City of Kelso Finance) shared the treasurer's report handout of the budgeted revenue and expenditures for February 2016. Patty pointed out that the Board members had a copy of the February Treasurer's Report included within their meeting packet. She explained the Revenues and Expenses Report, that total revenues were currently \$341,211, and that \$304,000 of that is board member entity contributions. Additionally, total expenses were \$57,257 and that \$27,763 was in Capital project expenses. Total unrestricted cash balance was \$408,481, which is a combination of the member contributions and \$150,000 City of Kelso loan, and additional FAA grant funding that has not been received to date.

Dennis Weber asked if there were any additional questions. There were none. Jeff Wilson motioned to approve the Treasurer's report as presented. Chet Makinster seconded the motion. All were in favor of approving the Treasurer's Report.

Agenda Items

a. General Claims– (attached in the packet)

Karyn Anderson explained that she had met with Steve Taylor and David Futcher to review the Airport's bills and general claims. She pointed to the table on page 2 of the Airport Board member's packets. She provided the general claims of \$33,119.93 plus the Reid Middleton invoices received for the Beacon (\$11,962.57), Fencing (\$17,762.80) and Sullivan (\$13,288.70) projects, for a grand total of \$76,134. Steve added that part of the claims included the \$19,349.63 bill received from Petroleum Compliance Services for the Underground Storage Tanks, which makes up a significant portion of this month's general claims. *Dennis Weber asked if there were any other questions. Chet Makinster moved to approve the general claims. Jeff Wilson seconded the motion. All were in favor of approving the general claims.*

b. Public Comment

Dennis Weber asked if there was any public comment from the audience members, that the Board was interested in hearing concerns and questions from those attending today's meeting. There was no public comment.

c. SWRA Board Airport Manager Recruitment and Airport Manager/Maintenance Interlocal with City of Kelso.

Steve explained that this was added to the agenda to discuss with the board recommended next steps, potential changes in board member contributions in 2017, conversation review from that past couple of meetings, and because we do have the Airport Manager recruitment application period that has been extended. Steve explained that the application period is open until filled, and has currently been extended. Steve has a total of 5 applications, two received during the extended application period. The applicant selection committee will meet after the Board meeting to discuss scheduling.

Steve explained that he has had an opportunity to have preliminary discussions with some of the potential candidates, and as a result, recommends scheduling interviews within the next week or two. Group discussion regarding candidate selection, and recruitment commitment as it relates to 2017 funding levels. Jeff Wilson asked for clarity regarding who was on the Airport applicant selection committee. Steve replied that it included Scott Walstra, Jerry Sorrell, George Ford, Dennis Weber, and himself. Jeff asked about the maximum salary range for the applicant. Steve responded that the maximum salary and benefits is approximately \$116,000. Group discussion including monthly expense reduction, employing Karyn Anderson part time, and costs to be incurred with public works staff. Jeff stated that he was asking about the reduction to ascertain if this was reflected within the budget's estimated Proforma that was provided at the workshop. Steve explained that it was based on the estimated budget at that time, information from November's budget, and doesn't yet include detail

regarding the number of hours that is actually needed for public works staff time. Steve went on to explain that the mowing season is approaching, that past Airport maintenance staff spent a significant amount of time with vegetation management at the Airport, and that he will be looking into developing the best mowing plan that is needed for the Airport. Discussion regarding past practice and mowing at the Airport. Dennis Weber added, that it is his understanding that when mowing at the Airport begins it is designed to meet the Airport's Wildlife Management strategies, versus typical park mowing. Steve replied, yes. Group discussion.

Steve pointed out that the Airport has 4 entities providing \$76,000 in member entity contributions annually, that in 2017 the Airport will have only three member entities contributing. He is hopeful that this should still provide enough for the basic operating expenses due to the increase from \$65,000 to \$76,000 in member entity contributions annually. Dennis Weber asked when a member entity would need to notify the Board in regards to the Interlocal agreement that is in place. Steve replied that due to the 9-month notice required for termination of the Interlocal agreement (expiring in February), if the Airport receives notice from another member entity not wishing to continue in the governing arrangement, then the Airport Board would let the current agreement expire and work with Airport Management and the Airport's Attorney to craft a new governance/funding solution.

Jeff Wilson added that he thought the budget Proforma provided at the budget workshop was very helpful and that he would like to have an updated Proforma by the next Board meeting. Steve replied that he won't have better numbers until he is able to assess the maintenance needs over the next few months, he is hoping to be pleasantly surprised that the maintenance numbers will come in lower than what was budgeted for.

Dennis Weber commented he recognizes that the City Manager is spending a lot of his time on Airport related items, and asked if he was billing his time. Steve replied no and added that when the Airport Manager comes on board they will be taking on 80% of the management duties. Steve said that he will then be in more of an oversight role and not directly involved with project management. Steve reminded the Board that they did approve to continue on with the original \$30,000 City of Kelso Contract for Human Resources, Financial Services, and Administration services, and an additional \$10,000 to help recoup some of his and engineering's staff time. Group discussion regarding the Airport Manager's salary, step range, and job description. Steve explained some of the various job duties that would be required, that it would be a mixture of what he and Karyn are currently doing, along with maintenance and mowing requirements. Steve added that if they were to hire an applicant with a strong maintenance background that individual might not contract out as much of the

maintenance duties. Group discussion regarding the Airport Manager's time/job responsibilities, oversight by Steve Taylor, reporting and accountability to the SWRA Operating Board.

Jeff Wilson said that he had a concern regarding the number of hours the Airport Manager will be employed with the City of Kelso as it will have a direct impact as it relates to the budget, and other Airport duties that the employee may or may not cover. Jeff said this is why he would like to see those numbers. Steve explained that the Proforma numbers and breakdown provided at the workshop includes both the costs of having an Airport Manager in place and additional costs for vegetation maintenance. Dennis Weber said that the approved budget included contracting out some of the maintenance duties at the Airport. Steve added that Kelso Public Works is a stop gap, and that if Public Works can do this for less of an expense than this entity has the option of doing that. Jerry Sorrel reminded the Board that the Airport Manager job description is posted on-line, with an extensive description of the duties. Group discussion.

Dennis Weber asked if there were any additional questions and if this agenda item was just an update to the Board. Steve replied yes and that it is his recommendation at this time would be to move forward in hiring a full-time Airport Manager, given the resources that the Airport currently has, at least through 2017. Dennis Weber asked if there were any objections of Steve Taylor moving forward in the candidate selection process. Board members replied no.

(Jeff Wilson added that he just wants to add for clarity that this isn't a board decision, it's the City of Kelso's decision for hiring and employee retention. Dennis Weber added, unless he (Airport/City Manager) asks, which he did. Steve added for clarity, if the funding wasn't there, then it would have been the board's responsibility to ask to re-look at the Interlocal agreement and present agreement. Dennis asked if everyone agreed, understood, and was clear. All replied yes.)

- d. SWRA Underground Storage Tanks (UST) Update. Karyn explained that this was added to the agenda to provide the board with an update, and because at the last meeting there had been a few questions by board members regarding the UST Cathodic repair final invoice. She reminded the board that we explained that we had just received word from PCS that the Airport was receiving the final invoice. She added that she wanted to be sure that the Board was up to date, and had included within their packets a brief summary regarding the history and background when the Airport learned that the cathodic modification repairs were necessary, the UST requirements, fees associated with the UST's, and a timeline. Karyn also shared with the board members that the final invoice amount was \$19,349.63 and that (as

mentioned earlier in the meeting) this is one of the General Claims being processed this month. Karyn than explained that the last item would be for the Board to discuss the remaining fund balance which was \$5,650.37. She has included within the packet a copy of the Board's Governance Interlocal Agreement (Section B, "Contributions").

Steve added that he learned that when this initial request was made that there was discussion among the Board that if there were monies left over, that it would be distributed back to the member entities. He explained that the Interlocal Agreement itself might have been talking about the annual budgeted amounts, so the Board's options are to return the \$5,650, split four ways to each entity. Steve added unless the board has a different take, they can either move forward to refund the monies back to each entity, or the option is to look at the Airport's funding needs for 2017.

Chet Makinster asked that if their Governance Interlocal says that the money stays in there, which is how he interprets it, then why would the board ask for it back. Steve said that the Contribution section talks about their contributions for *the year*, and this was a separate request for funding. Chet replied that he doesn't read that. Group discussion regarding section B, "Contribution" and its' interpretation. Steve asked the Board members if they wanted the Airport to refund the additional monies back to each member agency, or if they would like to keep it in the Airport fund.

Jeff Wilson pointed out that the last sentence of section B, Contributions, states that the parties that contribute are subject to annual appropriation by the governing bodies. Jeff has a board meeting at the Port of Longview next week and he plans to bring this up under the Airport Operations business agenda item, and will ask his commission their desire regarding the refund or to leave the funds with the Airport. Jeff is going to suggest that they leave it with the Airport. Chet Makinster plans to do the same. Dennis Weber agreed. The board will discuss with their councils and commission regarding the remaining fund balance for the Underground Storage Tanks and discuss at the next Board meeting.

Dennis Weber asked if there were any additional comments. Jeff Wilson replied that in reviewing the information and the historical costs associated with the Underground Storage tanks, he wanted to thank Airport Management for the information provided, and that he appreciates good information. Jeff added that in looking at some of the costs associated with UST's, that perhaps as a future agenda item, the Board consider revisiting if the tanks should be underground at the Airport, and fees associated with the UST's. Dennis Weber added, that as they have these conversations with their councils and commission, perhaps they discuss designating the remaining funds towards maintenance.

e. SWRA Life Flight Lease Agreement.

Steve shared with the Board that we have been working with Life Flight. Karyn shared that Life Flight has had an interest in locating here at the Airport for the last couple of years. Steve explained that we have been working on their lease agreement and amending the FBO's lease agreement for the parking lot area, which would accommodate a crew's quarters for Life Flight Services.

Steve explained that Life Flight Services were currently located at Peace Health Medical Center and are looking to move to the Airport to provide operational enhancements for Life Flight. Currently, they have a house that they rent that is in close proximity of the hospital, about a block or more away from the hospital, which impacts response time. Denny Wise added that this is something that has actually been discussed on and off for approximately 7 years, that locating at the Airport can improve response time, and that Life Flight is able to get patients to Trauma Centers in Southwest Washington and Portland via helicopter versus ambulance.

Steve explained that Life Flight would be located in the FBO parking area along Parrott Way, and also in the tie down area. Karyn pointed the Board members to their packets, behind the Land Lease Agreement, there is a Life Flight Exhibit that Steve is describing. Dennis commented that this area was identified as a potential office location, Steve agreed, explaining though that the utilities were originally stubbed in that location after receipt of a grant in anticipation of bringing in a "medivac" type facility years ago, and over the years has also been looked at as a potential Airport office space site location. Denny Wise added historical reference regarding Life Flights decision to locate at the hospital.

Jeff Wilson asked if Life Flight purchases fuel at this Airport. Steve replied yes. Jeff asked if the Airport would be collecting leasehold tax. Steve replied yes, explained that the base rent would be \$800/month for a term of 5 years, potentially starting April 1st, 2016 through 2021. The lease also includes an additional 5-year term through 2026, and/or can continue at that point on a month to month basis. In addition to the \$800/month, they will be subject to the leasehold tax rate of 12.84% and a CPI adjustment every two years. Dennis asked if the Airport was supplying the modular. Steve replied no, that Life Flight is, that this is a land lease agreement, and the Airport will be responsible for graveling, preparing the pad, and installing a man gate.

Jeff asked if the Airport will be paying for the improvements. Steve replied that the Airport will be, not the tenant (Life Flight). Steve believes that these expenses will be less than \$5,000. Jeff asked if FAA has had any input regarding the modular structure. Steve replied yes, that there is a 7460 form that was submitted and is under review by FAA, and it basically answers the question whether the building is going to penetrate the airspace. It is Life Flights long range vision to build a permanent hangar here at

the Airport, at that time they can then choose to remove the temporary modular (at their own expense).

Group discussion. Dwight Irby asked if the tie down was included within the \$800/fee. Steve replied yes. Additional discussion regarding having an approved (with FAA) helipad in that location. Denny explained that there was an approved helipad identified during the last masterplan. Warren Longden added that the helipad needs to be marked. Denny informed the Board that the location identified for the Life Flight crews' quarters, was voluntarily removed from his lease agreement, with no compensation, because he thinks having Life Flight here is good for the community. Denny also replied to Jeff Wilson's question regarding Life Flight fueling at the Airport, and said that they do fuel here on a sporadic basis (only) because they have fuel located at the hospital in Portland. *Dennis Weber asked if the board would like to approve the Life Flight Land Lease agreement and if there was any further discussion. Chet Makinster motioned to approve the Life Flight Land Lease Agreement. Jeff Wilson seconded the motion. All were in favor of approving.*

- f. SWRA WSDOT Grant due April 8, 2016, SWRA Operating Board Resolution 16-001 and 16-002.

Steve explained that they are currently submitting grants for the Airport projects (Talley Way Perimeter Fencing, Beacon Tower Replacement Project, Sullivan Hangar Demolition Project) with FAA (90%) and WSDOT (5%) and Local Match (5%). Steve added that the cost of the three projects (design phase) is approximately \$300,000. Steve added that if there are unused funds remaining from the Port of Longview's \$25,000 local match, we can determine during the closeout phase if the Port of Longview would like those funds back, and continue at that point to use the rural county funding local match. Steve recalls that when the \$25,000 was provided by the Port of Longview that the intent of the Port was to fund those projects, and that he does not want to take this funding for granted. Jeff Wilson asked what the remaining amount was from the Port of Longview's contribution. Steve replied that he thought it would be approximately \$10,000. Jeff believes that it was a contribution for grant matching for Airport Capital projects and towards the Stopway project. Jeff will seek discussion and clarification with his Commission and believes the remaining funding should be contribution for the "stopgap extension" (Stopway project). Dennis Weber recommended that they may want to consider refunding the portion of remaining fund balance and consider utilizing the rural county funding. Steve replied that he disagrees, this is a contribution from the Port of Longview, that we need clarification regarding the remaining funding, and that there are other projects, and that the money should be restricted funding. Dennis clarified that his comment was because he thought Jeff was suggesting it be used towards another match. Jeff expressed that he is intending to lobby with his commission that the additional funding be used towards the "stopgap extension" (Stopway project).

Steve explained that we are working on the WSDOT grants (5%) for the construction phase of the projects: Sullivan Hangar demolition and Talley Way perimeter fencing and gate projects. Karyn shared that currently the 5% is \$35,150 and pointed the Board to their packets for the attached Resolutions. There are two Resolutions 16-001 and 16-002 that state that matching funding is available for these projects.

Additionally, Steve will run these Resolutions through the City of Kelso Council on April 5, 2016. *Dennis Weber asked if there was a motion. Chet Makinster motioned to approve Resolution 16-001 and Resolution 16-002. Jeff Wilson seconded the motion. All were in favor of approving.*

g. SWRA Airport Management Updates and Airport Board Updates

The summary sheet provided in the board packet explains the latest BNSF meeting with Steve Taylor and additional items discussed at the recent Board workshop (e.g. Pilot representation on Board, Fuel Rates, Forecasting Aviation needs, Economic Development and New Partnership Opportunities).

BNSF Meeting:

Steve shared with the Board that City staff and Airport volunteers met with BNSF to discuss the Talley Way Fencing installation and the construction of the railroad bridge over the Coweeman River. The Railroad has agreed to complete the Talley Way fencing up to the new rail bridge up to the southend of the Airport's property once they complete the bridge construction. Steve said that the plan will be for the SWRA to have the Talley Way Perimeter fencing end at a terminus point, and the remaining 250-300 feet of fence will be installed by BNSF. Additionally, BNSF is moving trees along the west side of the Airport, these trees are obstructions in the air space, they will also close an existing gap along the west side near the tunnel that provides access to the properties located at the Golf Course. They will close the gap in fencing that exists in this location. This will enhance security for the area. Steve added that BNSF has been cooperative and helpful.

Board Workshop discussion items:

Karyn explained that the following list of items were items discussed at the recent Board workshop: 1) Pilot to be represented on the Airport Board as a contributing member, 2) fuel rates, establishing rates, current fuel costs, the number of gallons pumped at SWRA/Kelso Aviation, 3) forecasting aviation needs, 4) economic development and new partnership opportunities. She reminded the Board that these were several ideas raised at their Board Workshop, that in addition they had included the SWRA Airport Management as an agenda item discussed today, how they plan to move forward, and thought these would also be good items to carry forward for discussion.

Brian Flemming (audience/pilot) was asked by Dennis Weber regarding the contributing funding for item 1) Pilot representation on the Airport Board. Brian Flemming had posed the question at the workshop and again asked if the Pilots can have a seat on the Board. Jeff Wilson explained that the at large position, once held by Norm Krehbiel, is now vacant and can currently be filled by one of the entities. Jeff does not recollect any nominees and was under the impression at today's board meeting that they would receive a nomination.

Steve explained that in regards to the vacancy, Joe Phillips was out of town, has been recommended by Longview as a replacement, and that the original intent was to place this on the agenda but in his absence, it will be moved to the next month's agenda for consideration. Discussion regarding the Interlocal agreement, input regarding changes and requirements. Steve pointed out that as an Interlocal agreement he would like to determine how a non-governmental party would become party to the agreement as it raises legal questions that he will have the SWRA Airport Attorney review.

Dennis Weber shared that he likes the notion of having a user involved on the board and will need to work with legal on how that would work. Chet Makinster agreed and added that it will take time. Jeff Wilson said that he would like an answer to this by the next board meeting. Dennis Weber asked if Jeff had any concerns regarding the nominee that was just mentioned (Joe Phillips with City of Longview). Jeff replied that he had no concerns, and that he would wait until that person is present to make the nomination. Chet concurred.

Dennis Wise added that he is also in favor of having a user on the Board and offered historical reference that the 5th seat on the board was created because this was becoming an Operational board and that would be a staff person (at large person) working for government. Group discussion. Brian Flemming added that he would like the individual to be elected by the tenant body at the Airport and the pilot group would work on fund raising activities. Dennis Weber agreed that he appreciates the concept, they are all too familiar with working with advisory groups. Jerry Sorrell commented that work could be accomplished at the Airport by volunteers which could help offset the expense by assisting where work or help is needed. Group discussion.

Dennis Weber asked if there needed to be a formal request made for Steve to pursue this further. Steve replied no, that he just needs to follow up with Paul Roesch Airport Attorney to ask the question and have it answered, as it isn't the first time the concept has been raised.

2) Fuel Rates Established, Fuel Costs/Gallons at Kelso Aviation - Steve commented that at the workshop questions were raised regarding fuel rates at the Airport, so he thought it would be helpful to have Kelso Aviation here for today's meeting and to help answer questions regarding fuel services and constraints that are involved. Dennis

Wise provided some background information regarding Avgas, Jet fuel, supply and demand information, and how prices are set. Dennis Wise referenced various websites that are available, such as AirNav.com to look up rates. He pointed out that in Oregon they do not charge sales tax and therefore many pilot users tend to frequent Scappoose for their fueling needs. Denny explained to the Board how to look up information on the website, pointing out his current rate of \$4.75, and \$4.69 average if searched through KKLS, which includes Scappoose and other surrounding local areas. Dennis Weber asked if SWRA/Kelso Aviation was only .06 cents higher. Steve replied no, .06 cents above average. Group discussion.

Jeff Wilson added that he is looking for additional information regarding fuel sales by *gallon* and asked if it had gone up (historically) or gone down. He is aware that other fuel is brought to the Airport, but is unaware of the number of gallons that represents. Dennis Wise replied that over the last 5 years Kelso Aviation Avgas and Jet fuel sales has remained fairly constant and that it is approximately 40,000-50,000 gallons combined. Dennis Wise added that the fueling equipment above ground is part of his lease, and is his financial requirement to maintain, and that this also includes the 24-hour fuel card machine. Dennis Weber added that having the total number/gallons is a way of measuring performance (based on quantity/not price). Dennis Wise replied that he could provide more information. Group discussion regarding Kelso Aviation customer base, trends over the past 10 years, and performance measures.

3) Forecasting Aviation needs –Jeff explained that it is his desire to have a mini-strategic plan to assist with developing priorities with input from the audience, pilot and user input, resulting in an updated census. Chet agreed that he had hoped for that type of discussion at the workshop with the pilots and everyone, and that he would still like to see that happen. Steve added that if they are able to conduct interviews before the end of the month it's possible to bring an Airport Manager on by May 1, 2016. Dennis Wise provided background that in preparation for annual and five year updates (e.g. CIP, AIP) that there was a facilitated workshop with tenants, where he reviewed the CIP and/or changes that may have occurred over the past year and that this would typically precede the budget update timeline and FAA timeline for AIP updates.

Dennis Weber reminded the board that there is a long range Masterplan and that the Airport has priority projects that we are moving forward. Don Barclay added that the Stopway project, as a priority, has seemed to change over the years, and through discussions that perhaps revisiting the masterplan becomes a priority, because of the new people involved. Group discussion regarding prioritization of Airport projects. Don Barclay identified himself for record. Jeff Wilson added for record, that he would still like to see the Airport move forward in the development of a mini strategic plan. Steve reminded the Board that the Airport has priorities, that it is in need of a full time

Airport Manager, that they need funding, need to complete Capital projects, need to conduct maintenance, and upgrade facilities for future business tenants.

Dennis Wise added that he has seen a lot of progress at the Airport over the past few months, good relationships with the railroad, volunteer work occurring, and other things such as active pursuit for a full-time Airport Manager, and Life Flight coming to the Airport. Denny Wise also thanked Steve for doing a great job.

Steve added that once there is a full-time Airport Manager on board they can bring the tenants together to identify stakeholders that can get involved, and to help establish policy. Steve added that with everything that is already going on, it would be untimely to pursue a mini-strategic plan. Jeff disagreed and added that he would like to go on record again, that he would like to see user input. Jeff than asked Steve if he will hire the Airport Manager, bring the new hire to the Board, and that it is not a board decision to hire the manager. Steve replied yes, that is how the board had requested the hiring committee would be set up, with one board member on the committee. Group discussion.

Jerry Sorrell (pilot/tenant) shared that the 2011 Masterplan is valid, that it is a matter of timing, affordability, economic slumps, but it is still a 20-year plan that will work. He added that obtaining tenant input can help to continue to define some of these projects. Dennis Weber agreed that he liked the idea of putting together a user group, and understands there may be some adjusting of priorities. Dennis suggested that this is something that they work on over the next month or two, as they continue with the manager search, and reprioritizing of the masterplan. Chet Makinster agreed and said that he would like to see a meeting with a user group to discuss the Airport priorities over the next 5 years. Group discussion regarding business development, 7460 forms with FAA, and economic growth at the Airport.

4) Economic Development and New Partnership Opportunities - Jeff Wilson shared that he has met with industry leaders, regional players, and still doesn't understand why there is only four agencies/players with the Airport. He knows that there are many users, and feels we should be approaching those users and presenting to them. Group discussion regarding researching other Airport operations, historic aviation study efforts that have identified critical Regional Airports/areas. Jeff Wilson shared with the body that Jerry Sorrell recently provided a presentation to transportation association user group, and that it was a very good presentation. Additionally, Jeff pointed out that Jerry provided a brochure to the group that identifies user related information about the Airport. He wanted to provide Jerry a compliment, thought he did a good job. Chet Makinster asked if he could have additional brochures to distribute. Karyn replied yes, she will bring to the next board meeting.

Warren Longden commented that recently JH Kelly had a small bird strike, that he had provided Karyn's contact information, Roger also assisted JH Kelly the following week, and he wanted to provide kudos to both Karyn and Roger. Karyn added that she has developed flyers and brochures, that they are posted at the FBO as well as at the Airport Office. If any of the board members have a need for their council, she would be happy to provide this Airport promotional/marketing information. Karyn to email the brochure and flyer prior to the next board meeting.

Board Updates:

Dennis Weber explained that this Airport is eligible for CERB -Community Economic Revitalization Board project funding. Steve believes that identifying the local match for the Stopway project is one of the biggest strategic planning efforts that needs to move forward. Group discussion regarding funding Airport projects. Jeff Wilson shared that he attended a Town Hall radio talk show, where he misspoke about jobs at the Airport, that he is looking for additional information regarding jobs, employer, and payroll. He again, thanked Jerry for the presentation he recently attended.

h. Review of Action Items, Good of the Order, Board Chairman wrap up and next meeting date. Dennis Weber asked Karyn to provide the action items. Karyn read the following back to the Board members:

1. The Board has approved the meeting minutes from February's Board meeting and March's Board workshop.
2. The Board has approved the Treasurer's Report and General Claims.
3. The Board Managers are going to seek input from their Councils and Commission regarding the remaining funds for the Underground Storage Tanks (UST's).
4. The Board reviewed and approved the Life Flight land lease.
5. Jeff Wilson is going to follow up with the Port of Longview Commission regarding the remaining Port of Longview contribution of \$10,000.
6. The Board has approved Resolutions 16-001 and 16-002.
7. The Airport Manager to follow up with legal regarding the proposal of a Pilot being on the Airport Board.
8. Denny Wise will provide information regarding additional numbers as it relates to the number of gallons (fuel).

Dennis Weber adjourned the meeting at approximately 5:25 p.m.

Sign in Sheet/Attendees: Jerry Sorrell (Pilot/tenant), Scot Walstra (EDC), Brian Fleming (Pilot/tenant), Denny Wise (FBO), Don Barclay (Reid Middleton), Bill Smith (Pilot/tenant), Dwight Irby (Pilot/tenant), Patty Murray (City of Kelso/Finance).

Minutes respectfully submitted by: Karyn Anderson