



SOUTHWEST WASHINGTON REGIONAL AIRPORT
2222 S. PACIFIC AVE KELSO, WA 98626
PHONE: (360) 261-8268

Airport Operating Board Meeting

October 19, 2017 @ 3:00 pm

Chairman: Call to Order at 3:01 p.m.

Roll Call and Pledge of Allegiance – A. Mortensen not present

Meeting Minutes – Approve August Meeting Minutes (action)

D. Futcher moved to approve the minutes as written. D. Averett 2nd; All voting yes; motion carries

Treasurer’s Report for August –

Operating Revenue - \$112,885
Total Expenses: \$299,607
Operating Expenses - \$237,396
Capital Expenses: \$62,211
Total Cash: \$740,029 Unrestricted: \$398,140

August General Claims (action)

D. Futcher asked about the value in repairing the fence over and over. C. Makinster asked about the possibility of bollards. C. Paolini acknowledged and advised if these fence damage events turn into a pattern he will research our options. D. Futcher moved to approve the general claims. D. Averett 2nd; All voting yes; motion carries.

Public Comment Period (public comment cards are available)

Scott Walstra – Delighted with progress of airport

Adoption of 2018 Airport Budget

C. Paolini presented the 2018 draft budget, as approved by each bandmembers’ governing entity, to the airport board for adoption.

D. Futcher moved to adopt the 2018 Airport Budge. D. Averett 2nd; All voting yes; motion carries.

Adoption of the new mission and vision statements

C. Paolini reviewed the new mission and vision statements with the boar which included changes and comments incorporated from feedback at last month’s meeting. C. Paolini reviewed the steps taken by the strategic planning team the led to these new mission and vision statements.

D. Futcher moved to adopt the proposed new mission and vision statements as presented. D. Averett 2nd; All voting yes; motion carries.

Repurposing of airport office



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C. Paolini brought up for discussion the possibility for leasing the airport office which would require the airport manager to relocate permanently to city hall. General discussion took place and the pros and cons of increasing revenue but not having the airport manager on site. D. Futcher spelled out savings connected with utilities. C. Makinster and D. Averett both voiced that they want the airport manager at the airport full time. Discussion item only, however, C. Paolini acknowledged that the majority opinion was to keep the airport manager at the airport office unless a significant opportunity came up.

County Rural Grants Projects update

C. Paolini gave updates on the progress of the projects funded by the county rural grant. Hangar Row B and C gutters were being installed that day. Perimeter fence installation should be finished by the end of the week. Airport office window project still pending contract agreement. C. Paolini hopes it will be signed by next week.

FAA Projects (update)

- a. Airport GIS and Master Plan Update Project
Both projects are under way. Fly over for GIS data is complete. Data compilation will take some time.
 - i. Planning Advisory Committee (PAC) scheduled for November 1st.
- b. Wildlife Hazard Assessment and Wildlife Hazard Mitigation Plan
Next twelve months will be observations for writing the wildlife hazard mitigation plan at the completion of the observations.

Hangar/Building Occupancy Report (update)

All hangars are filled except one Prime development hangar, along with a waiting list of 9 people.

Airport Manager's Report

- New fence damage along Talley way as mentioned earlier
- SWOT analysis for the strategic plan is complete.
- ADS-B radar project on hold due to health issues with salesman at company.
- Gave update on meeting with school teachers. Poor turn out for planning meeting, however, we are already working on a Plan B to work with each school individually instead of trying to coordinate all the schools together.

Airport Board Member Reports

- c. Opportunity for each board member to provide relevant updates (if any)
No reports from board members.

Review of follow-up items identified in today's meeting-None

Board chairman: Wrap up and announce next Board Meeting date (November 16, 2017)