



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

MEETING MINUTES

November 16, 2017 Airport Operating Board

Chairman: Called to Order at 3:00 p.m. by A. Mortensen

Roll Call and Pledge of Allegiance

A. Mortenson, D. Futcher, C. Makinster, D. Averett all present

Approve October Meeting Minutes (action)

D. Futcher motioned to approve the October meeting minutes; C. Makinster makes a 2nd – all voting yes. Motion carries.

Treasurer's Report for October

Operating Revenue - \$125,162
Total Expenses: \$367,932
Operating Expenses - \$255,257
Capital Expenses: \$112,675
Total Cash: \$689,524 Unrestricted: \$248,000

October General Claims (action)

D. Futcher motioned to approve October general claims. C. Makinster makes a 2nd; all voting yes. Motion carries.

Public Comment Period (public comment cards are available)

Approve amended standard hangar lease contract (action)

C. Paolini clarified language and made adjustments for the loss of the Portland CPI for increases in the standard month to month lease contracts. This amended contract has been reviewed and approved by J. Parker.

C. Makinster motioned to approve the amended standard hangar lease contract. D. Averett makes a 2nd; all voting yes. Motion carries.

Approve new land/hangar lease addendum (action)

C. Paolini made adjustments for the loss of the Portland CPI. Additional language allowing for increases in rates for nonstandard land and hangar leases. The amended contract has been reviewed and approved by J. Parker.

D. Averett motioned to approve the amended new land/hangar lease contract. C. Makinster make a 2nd. D. Futcher had questions regarding language for the increase. What is the incentive for the lease holder to sign the new contract? The CPI is no longer in place so what leverage to we have to use a new a new format of increase?

C. Paolini will review the language in their current contracts in regards to increases and see where the new language can be adjusted to insure we still have a way to increase rates and discuss with J. Parker.

Tabling discussion over to the next meeting.



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Approve Airport Manager to submit change request to the Rural County Grant Agreement (action)

Reallocate some of the funds from the airport office project to a new project of repairing the roof of one of the hangars in order to weather proof the building.

D. Fatcher motioned to allow for a change in Rural County Grant funds. C. Makinster makes a 2nd; all voting yes. Motion carries.

1. County Rural Grant Projects (**update**)
 - a. Hangar Row B and C gutter installation completed
 - b. Perimeter fence installation completed
 - c. Airport office window installation contract – signed

Looking to begin the FBO Bathroom repairs in December/January along with gutters on 'A' row hangars. In spring of 2018 the parking lot and roof repair of the FBO projects are planned to go out to bid.

2. FAA Projects (**update**)
 - a. Airport GIS and Master Plan Update Project
 - i. Data collection and processing continues
 - ii. First PAC Committee Meeting held November 1st.
 - b. Wildlife Hazard Assessment and Wildlife Hazard Mitigation Plan
 - i. Third month of wildlife observations completed

Hangar/Building Occupancy Report (update)

100% occupied along with a waiting list of 9.

Airport Manager's Report

- *New fence damage on Talley Way will be fixed 11/17.
- *Annual JPC Meeting w/FAA & WSDOT to go over 5-year project plan.
 - *Specifically environmental assessments and runway repairs
- *LCC Career Technical Advisory Committee Meeting to reignite efforts to partner the airport with the schools on an educational level
- *Honda Jet Update – FAA discourages any long term leases with members of cannabis industry on FAA property.
- *Albatross land lease is still on the table so will keep updates coming as they are received.
- *C. Paolini is on vacation the week of November 20th and 27th

Airport Board Member Reports

Opportunity for each board member to provide relevant updates

No reports from board members.

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

Follow-up on addendum to land lease contracts.

Board chairman: Wrap up and announce next board meeting date (December 21, 2017)

Adjourn at 3:50 p.m.