



SOUTHWEST WASHINGTON REGIONAL AIRPORT
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Airport Operating Board Meeting

August 17, 2017

Chairman Called to Order at 3:03 p.m. – A. Mortensen, D. Averett, D. Futcher, C. Makinster present

Meeting Minutes – Approve July Meeting Minutes (**action**) –

D. Averett motioned for approval of the July meeting minutes, All voted yes, motion carries

Treasurer's Report for July – Sharry Hilton

Operating Revenue - \$14,793
Total Expenses: \$221,992
Operating Expenses - \$56,343
Capital Expenses: \$41,318
Total Cash: \$792,048 Unrestricted: \$450,788

July General Claims (action)

D. Futcher motioned for approval of the July general claims; D. Averett seconded the motion; All voting yes, motion carries

Public Comment Period (public comment cards are available)

No comments

Airport Attorney Transition Update (advisory item)

C. Paolini discussed the transition of bringing J. Parker back on as the attorney for the airport now that Paul Roesch is stepping down in preparation for retirement. C. Paolini discussed the benefits of bringing Janean Parker back on-board due to her extensive prior experience with SWRA writing the ILA as well as her strong understanding of FAA regulations and grant assurances for the sponsor (City of Kelso)

No complaints were brought forward from the board; all were in favor of the change.

C. Paolini advised he would follow up with J. Parker and P. Roesch to begin transition.

2018 Row A, B, and C Hangar rate increase (discussion item)

C. Paolini went over the increase to occur in Jan. 2018 of 5% and how it will be implemented. Gave an example of how the increase will affect revenue in comparison to the cost of repairing just one hangar door (\$3,500-\$4,500)

Question brought forward regarding costs to repair hangar doors – why so expensive? C. Paolini explained the process it takes to repair them, prevailing wages, as well as the lack of available local contractors to complete those repairs.

No further discussion.

Hangar/Building Occupancy Report (update)

Currently two open hangars – contacting the names on the wait list to get them filled.

County Rural Grant Projects (update)

Final quotes are due tomorrow for the replacement of the windows in the airport office. Still working on getting fence quotes –increase from 5' to 6' - will be completed soon. Also working on getting quotes for the gutters on hangars A, B, and C.

FAA Projects (update)

- Airport GIS and Master Plan Update Project (Kurt Addicott from Century West)
 - Overview of the focus, purpose, and need for the Master Plan. Facility wide opportunities and potentials for the airport. Included the schedule as it stands and let the board know it will be updated as they go along. 18 month process with work being done in three phases. Will be creating a planning committee for advisory purposes only.
 - AGIS survey is getting started next week.
- Wildlife Hazard Assessment and Wildlife Hazard Mitigation Plan (Airport Manager)
 - 18 Month project. First 12 months is the assessment beginning in September. Observing the airport and the wildlife on the airport when and where they are coming from.
 - Last 6 months will be a creation of the plan based on the hazards noted during the assessment process.

Strategic Plan (update)

Planning committee has met twice. Next month will be presenting the mission statement and value statement. Will be driving force behind the committee. Very productive committee and meetings.

Important to include future development possibilities.

Airport Manager Report

- Filming crew from British PBS Documentary was recently on the field giving airfield a little publicity.
- Airport budget is awaiting approval from each entity. If given heads up, C. Paolini will attend meetings to answer questions if necessary.
- Crack Sealing underway by Farwest. A lot of issues on the runway but focused on the main landing area of the airstrip. Need WSDOT Aviation to complete pavement analysis and try to push overlay prior to 2021/2022 original schedule.
- Met w/Pearson Airport Manager to compare notes of issues/resolutions.
- Albatross Hangar – Deep soil sample test results included high water; taking that info back to see if design will allow for holding the weight of this type of building.
- Bryan Fleming looking to repaint hangar.
- Thank you to All for the support!!

Airport Board Member Reports

- Opportunity for each board member to provide relevant updates (if any)
 - All around “thank you” back to C. Paolini for all his hard work.
 - D. Fatcher – Kelso Council has approved the airport budget.

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

Software to A. Mortensen regarding GIS information

Working w/Mr. Walstra regarding the possibility of use of a 3-D printer via the school vocational program.

Wrap up and announce next Board Meeting date (September 21, 2017)

Meeting adjourned at 4:20 p.m.