



SOUTHWEST WASHINGTON REGIONAL AIRPORT
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**Southwest Washington Regional Airport
Operating Board Meeting
January 19, 2017 @ 3:00 pm**

Meeting Location:

SWRA Airport Operating Board Meeting
Kelso Aviation (FBO) Meeting Room
2215 Parrott Way
Kelso, WA 98626

Call to Order

Chairman David Futcher called to order at 3:02 p.m.

Roll Call and Pledge of Allegiance

David Futcher (Kelso), Arne Mortensen (County), Chet Makinster (Longview), Joseph Phillips (at large), Steve Taylor, Chris Paolini, Brian Butterfield, and Jessica Bronstein.

D. Futcher led us in the pledge of allegiance

Board Rules of Procedure, New Chair and Vice-Chair Appointments (2017)

Board Rules require Chair and Vice-Chair positions rotate - Joseph Phillips was appointed as new Chairman, Arne Mortensen was appointed as new Vice-Chairman. J. Phillips was not in attendance at the beginning of the meeting so Vice-Chairman A. Mortensen led the meeting.

Meeting Minutes – Board Meeting Minutes (action)

D. Futcher motioned to approve the meeting minutes from the November 17, 2016 meeting, C. Makinster 2nd the motion; all voting yes; minutes were approved.

Treasurer's Report –

Brian Butterfield gave year-end report of revenues of \$1.172 mil and expenditures of \$1.124 mil spent for the year of 2016:

Operating - \$160k Revenues

Operating - \$322k Expenses

Government Subsidies - \$304k

Capital Grants - \$708k

Capital Expenditures \$782k

Year-Ending Unrestricted Cash Balance - \$310k (\$150k owed to City of Kelso and \$20k owed to vendors for December 2016 claims)

D. Futcher motioned to accept Treasure's report as written, 2nd by C. Makinster; all voting yes,

report approved.

General Claims

November - \$48,218.12 – higher than usual due to the addition of Airport Manager and payment to City of Kelso for professional services provided by Kelso staff, and WCIA property insurance.

December - \$26,479 – no project cost claims for December. Unusual items were replacing a meter base on EA Hangar per PUD requirement, office equipment purchase for C. Paolini, Business License purchase for underground storage tanks, 4th quarter lease hold taxes.

D. Futcher moves to approve the general claims, C. Makinster 2nd; all voting yes; claims are approved.

Public Comment

Jeff Wilson – Would like to see the board look at potential policies in regards to drones flying in our airspace. These items are becoming more and more popular so more and more drones up to 55lbs will be flying in our airspace. Example – Notification requirements of when they will be flying.

Chris Paolini response - Currently a handful of ‘pilots’ have given C. Paolini a courtesy call but there is no requirement in place. Potential implementation of a City policy. C. Paolini will be conducting an outreach to the public asking for them to help us in notifying when these aircraft will be in the air so that we can issue a NOTAM or other such communication to pilots that these drones will be in the air and when. Concern is enforcement. FAA is working on this but it is a slow process. Since we are a non-commercial airport we do not fall into the category of drone users that must get a letter to the manufacturer to unlock the GPS for a certain timeframe to fly within our airspace. Chris will keep the board posted as he learns more information.

Jerry Sorrell – What is the status of the Stopway project? With the idea of a new Master Plan being completed is it safe to say the Stopway design project is on hold?

C. Paolini & S. Taylor both confirmed the Stopway project is indeed on hold until the completion of the Master Plan. Provided that Master Plan still shows in favor of completing this project. The funds from the county for this project will be reviewed for potential repurposing rather than having them sit for several years.

SWRA Table of Organization

Advisory item to outline how the airport, its board, and its support staff are organized. (pending Port of Longview approval of involvement again)

SWRA Interlocal Agreement

Pending Port of Longview entering into new ILA. There are 6 items they are still having concern with. S. Taylor and C. Paolini have recently met with Norm Krehbiel and Richard (attorney) from the Port to discuss those issues. Five (5) of the six (6) have been resolved. The final item left to resolve is debt allocation and how we plan to handle it in the event one of the entities were to remove themselves from the agreement.

Currently - and for the next 2 years – the airport does not plan to take on any further debt. The plan is to simply move forward with the AGIS, Wildlife Hazard Management Plan, and Environmental Assessment already approved along with the new Airport Master Plan. These items will set the scope with how to move the airport forward once they are complete.

A letter was put together outline these projects and the plan for the next 2 years. It sounds as though this will resolve the 6th concern of the Port. The Port meets next week in which this item in on the agenda as an advisory item, C. Paolini will be attending to answer any questions and hopefully come back next month with the news that the Port is satisfied and will be entering into a new ILA.

SWRA Capital Improvement

Planned future projects are as follows:

2017 -

Airport Geographical Information System (AGIS)	\$110,000
Wildlife Hazard Mitigation Plan (WHMP)	\$150,000
Airport Master Plan	\$190,000 Pending FAA Approval

2018 –

Carryover of \$150,000 for the Environmental Assessment project to be completed in 2019

2019 -

Environmental Assessment	\$300,000
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2020 –

Carryover of \$150,000 to be contributed to 2021 projects proposed as a result of the Master Plan update.

Funds are limited from FAA each year. If money becomes available from other sources ahead of time, its possible construction projects could occur sooner than 2021.

Firm selection for on-call engineering services

An RFQ went out for selection of an engineering firm to perform professional engineering services for any upcoming projects over the next five (5) years. At this time there is nothing planned. However, as soon as we have the updated Master Plan and a project is identified, Reid Middleton will provide engineering consulting services. At that time, a contract will be entered into outlining the specific services required for that project.

Hangar Occupancy Report

Currently at 100% occupancy of all hangars as well as 3 aircraft on the North Ramp along with Life Flight taking the 4th and 5th spaces. Prime Development also has all but one of their hangars rented.

There is a waiting list with 4 pilots on the list and 3 other callers who had been interested.

Cost to build more hangar rows at this time is not cost effective. Looking at opportunities for other possible land leases and allowing other companies to build them on our land and lease the property to them.

Airport Manager Report – Chris Paolini

- Gutter repairs will begin Wednesday next week on the FBO building.
- Hangar door repair contract is in process. Working on possible contract renewal with previous contractor.
- Mr. Cummings has been discussing getting a new hangar built for the albatross. They renegotiated a new hangar price. However, there is still some hesitation from the owner so nothing is guaranteed at this point.
- Brian Fleming is also looking at development on the west side where current hangars are unoccupied due to safety hazards.
- Possible Fly-In for summer of this year.
- Increase of wildlife hazing to 2-3 times a day
- Online NOTAM system is in place
- Meetings have occurred with Denny Wise and Jerry Sorrel in order to get some history on the airport.
- West side gate has been repaired. Both doors are operating properly.
- Barricades have been purchased inexpensively – assist in taxiway closures, construction occurring, etc.
- Working with DEM on getting a multi-agency emergency practice drill set up and participating in that.
- Discussion has occurred with a business who just bought a new Honda jet. They are looking for the potential of adding a hangar as well as office space for their company. This space would also serve as a service center creating jobs in our area.

Airport Board Member Reports (Opportunity for each board member to provide relevant updates, if any)

None

Review of Action Items

Only action items were appointment of new Chair and Vice-Chair, approval of minutes, claims, and treasure's report

Board Chairman - Wrap up and announce next Board Meeting date (February 16, 2017)

Meeting adjourned at 4:14 p.m.