



SOUTHWEST WASHINGTON REGIONAL AIRPORT
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Airport Operating Board Meeting Minutes **July 20, 2017**

Kelso Aviation (FBO) Meeting Room, 2215 Parrott Way, Kelso, WA 98626

Chairman: Call to Order at 3:07 p.m.

Roll Call and Pledge of Allegiance – D. Futcher, A. Mortenson, D. Averett; C. Makinster arrived @ 3:52 p.m.

Meeting Minutes – Approve June Meeting Minutes (**action**) –
D. Futcher motioned to approve the minutes from the June meeting. D. Averett seconded. All voting yes; motion carries.

Treasurer's Report for June – Brian Butterfield (Sharry Hilton in place of B. Butterfield today)

Copies not available at the meeting;

Operating Revenue: \$78,570

Total Expenses: \$165,649

Operating Expenses: \$124,331

Capital Expenses: \$41,318

Total Cash: \$836,266 Unrestricted: \$345,612

June General Claims (**action**) – **Total \$56,349.92**

D. Futcher motioned to approve June claims, D. Averett seconded the motion. All voting yes; motion carries.

Public Comment Period (public comment cards are available) –

No Comments

Draft 2018 Airport Operating Budget (**action**) –

Reviewed draft budget for approval and recommendation to the entities. D. Futcher motioned to approve the draft budget with brief amendments for actual costs of FAA Grant funds for presentation to the entities. D. Averett seconded. All voting yes; motion carries.

Hangar/Building Occupancy Report (**update**)

Still at 100% occupancy

Waiting list is at 9

County Rural Grant Projects (**update**)

Starting on the Airport Office window Project first.

FAA Projects (**update**)

FAA has reviewed and approved the cost summaries for both projects

FAA has accepted the fee estimate for the Master Plan

FAA has accepted the fee estimate for the Wildlife Plan as well

Strategic Plan (**update**)

1st meeting was on the 12th. Received positive feedback from the members of the committee. As milestones are met they will be shared with the board.

Airport Manager Report

- Ecology fuel farm inspection. Inspector very happy with the records we have now – zero findings.
- Discussion with Jeff Wilson regarding rehabilitation of the old beacon. It's in process but progress is slow.
- Grants to be finalized on Aug. 2nd after Council approval on Aug. 1st. Request to have special meeting since that is NNO.
- Had to file new DBE 3yr plan. Accepted by FAA.
- Fence damage repair at Talley Way. Slow to get fixed due to schedules but still on the list
- 2 – 6-month presentations to the City of Longview and the Port of Longview to update those entities on the progress of the airport to date.
- Crack sealing on the apron, taxiway and runway will start Tuesday the 25th
- PUD removed and relocated a pole and light to Parrott Way allowing for more light on the street.
- There were 3 business jets last week other than the 2 based here. Shows activity.
- Since we don't have a tower we are looking at cameras to track aircraft allowing to see who is actually using the airport.
- Albatross hangar project is moving forward. A pre-application meeting will be scheduled with the City soon.
- Vicki – Stem program – Moving Aviation Education program forward. Meeting w/teachers in September.
- Attended 2-day budget and finance training – very informative
- Tennant meetings were held on the 10th and the 15th. Not as high a turnout as we would like but the discussion was good. Likely to switch to a quarterly meeting from now on.

S. Taylor – current attorney, P. Roasch, is looking to cycle out. Suggested J. Parker be offered to come back in as attorney should she be available and wish to do so. Discussion ensued; there is familiarity and background, therefore a good choice to bring her back in.

Airport Board Member Reports

- a. D. Averett – Chris did a very good job on his 6-month review during his presentation to the Port. Continue the great work.
- b. A. Mortenson – FYI – Clair Hague is resigning as of January 1st. Cowlitz County News (uncensored) will be at the Fair.
- c. D. Futcher – No report
- d. C. Makinster – No report

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

- Send revised budget with FAA \$\$ updates
- Try to get a special meeting set up prior to Aug 1st to approve grant info
- Follow-up w/J. Parker to discuss coming on board as airport attorney again

Board chairman: Wrap up and announce next Board Meeting date (August 17, 2017)

Meeting was adjourned at 4:08 p.m.