



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

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## **Airport Operating Board Meeting**

### **September 21, 2017 @ 3:00 pm**

**Chairman:** Call to Order at 3:02 p.m.

**Roll Call and Pledge of Allegiance** – All present

#### **Meeting Minutes – Approve August Meeting Minutes (action)**

C. Makinster moved to approve the minutes as written. D. Averett 2<sup>nd</sup>; All voting yes; motion carries

#### **Treasurer's Report for August –**

Operating Revenue - \$100,569  
Total Expenses: \$269,988  
Operating Expenses - \$228,670  
Capital Expenses: \$41,318  
Total Cash: \$758,761 Unrestricted: \$267,184

#### **August General Claims (action)**

D. Futchler moved to approve the general claims. D. Averett 2<sup>nd</sup>; All voting yes; motion carries.

#### **Public Comment Period** (public comment cards are available)

##### **Scott Walstra:**

Question regarding how meters are set up – 1 kind of meter and divided up or separate meters for each hangar. C. Paolini informed each row of airport owned hangars has its own separate meter as well as some of the airport owned buildings.

##### **Audience Member:**

Appreciative of Airport Manager painting lines for aircraft parking. Makes parking much easier.

##### **Audience Member:**

Question regarding grass landing strip – C. Paolini responded that current aviation standards do not allow the addition of a grass landing strip with our current spacing.

#### **Termination of existing airport attorney professional services contract (action item)**

C. Makinster moved to terminate the existing airport attorney professional services contract effective today. D. Averett 2<sup>nd</sup>; All voting yes; motion carries.

#### **New Airport Attorney Professional Services Contract (action item)**

J. Parker introduced herself and gave background information as to her qualifications and a bit of personal information.



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C. Makinster moved to approve the new airport attorney professional services contract.  
D. Averett 2<sup>nd</sup>; All voting yes; motion carries.

### **January 2018 - 5% Hangar rate increase for Rows A, B, and C (action item)**

C. Paolini went over the reasoning for the increase again (labor, operating, insurance costs rising, etc.) and why we are starting at the rate we are and where we are going from here.

D. Futchler moved to approve the 5% Hangar rate increase for rows A, B, and C. C. Makinster 2<sup>nd</sup>; All voting yes, motion carries.

### **2018 Budget (update)**

C. Paolini – Three out of the four entities have approved the budget as written; Kelso and the County. Longview discussed it on the 12<sup>th</sup> and it will be on the agenda for approval on the 28<sup>th</sup>. Expect no issues at that time.

### **County Rural Grant Projects (update)**

C. Paolini – Windows for the Airport Office are at a bit of a stall due to having trouble getting contractors to respond with bids. However, the fence project, two out of the three gutter projects and the windows are on slated to be starting next month.

### **FAA Projects (update)**

#### **a. Airport GIS and Master Plan Update Project**

Both projects are under way. Out doing inventory. Flyover in October.

#### **i. Planning Advisory Committee (PAC) see separate attachment (action item)**

C. Paolini suggested we use the team already formed – Strategic Planning team – as the Planning Advisory Committee since they are basically doing the same functions as required by a Planning Advisory Committee

C. Makinster moved to approve the Strategic Planning Team be allowed to also serve as the Planning Advisory Committee. D. Averett 2<sup>nd</sup>; all voting yes, motion carries.

#### **b. Wildlife Hazard Assessment and Wildlife Hazard Mitigation Plan**

Met with owner of company last week. Will be coming out each month for twelve months to observe wildlife on the airfield

### **Strategic Plan (update)**

#### **1. New Airport Mission Statement (discussion item)**

a. Please send any suggested changes to C. Paolini

#### **2. New Airport Vision Statement (discussion item)**

a. Please send any suggested changes to C. Paolini



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

All hangars are filled once again along with a waiting list of 6 people.

### **Airport Manager's Report**

\*Damaged fence at south end of the airport has now been repaired.

\*Met with Astoria Airport manager to help create contacts and relationships with area managers.

\*Radio interview helped to shine positive light on the airport.

\*Strategic Plan progress

\*Century West spoke with County GIS folks and we are able to integrate the information.

\*Free software to airports to gather incoming/outgoing aircraft from required transponders.

This will assist us in the potential for getting approval for runway extension in the future.

\*Updating the website – launches next year but will have some very good improvements including tying in each entity and the chamber of commerce.

\*Aviation education – Meeting w/Vicki from Educational Services District in the county Thursday the 28<sup>th</sup>.

### **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 (October 19, 2017)