

Regional Airport Board

Meeting Minutes

3:00 pm
April 17, 2014

Call to order

Chairman Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:10pm on April 17, 2014 at Kelso Airport Fixed Base Operator (FBO) meeting room.

Pledge of Allegiance and Roll Call

The Board and attendees said the Pledge of Allegiance and then the roll call was read. The following were present: Darold Dietz (DD), Denis Weber (DW), David Futcher (DF), Norm Krehbiel, (NK), Sharon Zimmerman (SZ), and Janeane Parker (JP), Rosemary Siipola (RS), and Karyn Anderson (KA). Board member Chet Makinster (CM) arrived at 3:25pm.

Approval of minutes from last meeting

Board Member David Futcher requested one additional line of text added to the March 2014 Meeting minute summary. Denis Weber motioned and Norm Kreihbel seconded to approve the minutes. The Operating Board approved the March 2014 Meeting Minutes. All in favor.

Agenda Items

- a. 2014 General Claims – Sharon Zimmerman.

Sharon provided the board with an overview of the General Claims Financial spreadsheet that had been prepared. She described that there has been coordination with Brian Butterfield and that after the Budget Workshop the budget information will reflect more detail and percentages that would show how much of the budget has been expended. Rosemary added that the Operation Maintenance Management has been separated out from the capital. The Operating Board reviewed the spreadsheet that was provided. Board member Dennis Weber inquired on the results of Mr. Kelly Quick and the Airport Manager's action regarding past due billings. Sharon updated the board, explained that one month had been waived as a result of working with the Tenant, and that the Tenant is in a new hangar at SWRA.

b. WSDOT Aviation Division Grant Applications – Sharon Zimmerman.

Sharon described that WSDOT Aviation is accepting grant applications for Airport grants. A Summary was provided to the board with detailed information regarding what type of projects are eligible to move forward. Sharon explained to the board that applications were due at the end of April and that she was concerned about the short time frame for submittal to WSDOT Aviation, and that if the grant is over \$50,000 in value it must go through the City of Kelso to become ratified.

She added that there is about \$10,000 in grants that we should have no problem being awarded but there is the issue of pulling paperwork together, working with the City of Kelso's approval process and submitting in time to meet WSDOT's deadline. Sharon requested a special session after the budget workshop in an attempt to coordinate and refine the application. Chairman Dietz suggested that it be added to the end of the budget workshop. Steve Taylor attended the meeting, he added that it would not be difficult to assemble the council for a special council session as long as they could get four members in attendance.

Mr. Dennis Weber asked for clarification from Sharon regarding the level of refinement needed on the application for fear of trying to move a deadline with WSDOT. She responded that she was not sure how flexible WSDOT would be regarding the due date of the application. Mr. David Futcher also asked if the Federal piece had been approved. Sharon replied that she'd spoken with Mary Vargas with FAA and that the west side improvements and pavement projects should line up with WSDOT if it was design only.

Sharon added that she learned that WSDOT is approximately 3-4 months ahead of FAA grant applications and that Mary Vargas (FAA) also shared with Sharon that she is supportive of the design projects moving forward.

Additional discussion regarding the RPZ zone and the number of parcels within the RPZ zone occurred. An aerial map was located at the head of the board meeting in which Sharon pointed out the properties that the Airport owns, project areas, the RPZ zone location and the areas that she discussed with Mary Vargas from FAA. Also, identified areas that new Hangars could be located along with what was identified in the Master plan. Funding could potentially be used to purchase credits for mitigation options. Currently the Airport has \$336,000 and receiving another 95,000 in June. Further discussion and coordination would need to occur regarding funding for stopway/wetland project.

Steve with the City of Kelso reiterated that they could call a special council session if that was needed. Janeane Parker added that a special session meeting could take place after the budget workshop as long as the meeting was published on the workshop meeting agenda.

The Operating Board motioned and seconded to table the application discussion to the following meeting on April 24th, 2014 at Civil Air Patrol. All in favor.

c. Capital Improvement Projects – Sharon Zimmerman.

Sharon described Capital Improvement Projects and provided the board with an update. She explained to the board that she recently met with Mary Vargas with FAA to discuss the Airport Capital Improvement Projects and to get an update on the stop way project letters and modification request feedback. Sharon said that she was successful in obtaining the necessary letters from FAA. These are the Final Determination and Modification of Design Standard Letters that will aide in next steps of a detailed review that will be completed by Reid Middleton (Airport engineering consultant).

Sharon then described her meeting with Jason Ritchie (FAA) who is involved with fence obstruction and mitigation in regards to the BNSF railroad project and fencing SWRA Airport. She received suggestions from Jason such as breakaway fencing options. The question was raised regarding the location of the fencing and if it was on Airport property or not. Sharon stated that was all part of the negotiations that would need to occur with rail. Board member Chet Makinster asked how the money is received, Sharon replied that it would be on a reimbursement schedule.

Sharon pointed out that the Final Determination and Modification of Design Standard FAA letters were in the meeting packets for board review, that she just received the letters the day prior, that Reid Middleton was involved in a level of detail that Sharon was not involved at this point. Also Mary Vargas will be scheduling a meeting with FAA group in regards to the obstruction survey technical committee, she has requested that Sharon draft the letter.

Additional outreach will occur with tenants and users of the airport. Board discussion included Airport modifications that need to occur, demolition that may or may not need to occur regarding Airport hangars and planning these efforts as a priority. Mr. Denis Weber asked what Sharon's thinking was regarding rental of the hangars prior to demolition. She said that a hangar analysis needs to occur, information that includes the tie downs, existing hangars, and a 1 year phasing of hangars from the Sullivan side to the FBO

side of the Airport. Focus is to encourage rental of hangars at the Airport. She added that she would like to schedule another workshop in May to discuss the CIP schedule and that she is attempting to connect with Eric Johnson in

The board agreed to meet on May 22, 2014 from 3-5pm at the Civil Air Patrol.

Mr. Weber asked if Sharon planned to meet with Airport users prior to the workshop or if that was a separate effort. She clarified that coordination would occur during the demolition of hangars and the phasing project. Rosemary added that another opportunity to work with Airport users would be when the Airport met with the Technical committee. Mr. Weber and Sharon asked Mr. Ford when the next Experimental Aircraft Association meeting was occurring. Mr. Ford responded that they meet on the first Thursday of the month. They body agreed that SWRA staff would attend the next Experimental Aircraft Association meeting, on May 1st 2014. An additional question was raised by Mike Houchens (Tenant and audience member) regarding Airport user interface during demolition. Sharon replied that user involvement would be a large part of the process, and include several meetings.

d. Kelso to Martins Bluff – Sharon Zimmerman.

Sharon provided an update to the board regarding the Kelso to Martin's Bluff –Third Rail Project. She referred to an aerial map, pointed out the Sullivan hangars, third rail access, cut/fill line and storm/drainage.

Board discussion regarding property and protection zone. WSDOT, Carter Timmerman is meeting to discuss this project and impacts. Mr. Dennis Weber asked who was working together with WSDOT. Sharon responded that it was WSDOT, Rail, and Consultant for BNSF. FRA and FAA will ultimately be working on this project as well. WSDOT is working with ARRA funding and will need to be completed by 2017.

Mike Houtchens (Tenant and audience member) asked where the Rail impacts would occur near the hangars. Sharon replied that there will need to be access and something that the airport tenants can use and definitely is a question that will need to be reviewed. Additional question was raised regarding the tunnel access near the airport. Sharon replied that she believed it would still be maintained. She replied that because of the phase of the design that they are in, the rail road has enough room for the alignment, and when it comes to the access road their design was still be on their property. Chet Makinster asked for clarification regarding the access road. Sharon pointed to the tunnel and

access road on the aerial map. She added that she is coordinating with Mike Kardas as well and will note the comments and questions received today regarding maintaining of public right of way and access. Janean added that the trick with the railroad is that there is a lot of federal ties to the railroad and that because of these ties she is hesitant to say yes that the easement has been acquired.

e. Airport Maintenance and Safety – Sharon Zimmerman. .

An update was provided to the board regarding security fencing and locking of the gates at the airport. Periodically, it has been observed, tenants use the airport runway or taxiway to travel from one side of the airfield to the other parts of the airfield. She will be developing a letter and exhibit that will help address this as well as addressing airport security. The letter will be developed in an effort to explain Taxiway usage at the airport, procedures, and safety.

Mr. Ford, a member of the audience, added that Airport safety was important. He provided a suggestion to the Airport Manager that she review Airport maintenance staff usage and procedures during her review of overall airport procedures, safety and development of the letter she is drafting for the tenants.

Mr. Chet Makinster stated that vehicles should be kept off the runway and taxiway. Mr. Dennis Weber added that Sharon would review the protocol of crossing the airport runway and taxiway. Sharon agreed.

The board discussed the potential for a “perimeter road” or “touch down point” with Mike Houchens and George Ford, audience members. Chairman Dietz asked about the condition of the area. Sharon added that over the past several weeks they had been reviewing a comment received at the last board meeting from Warren Longden regarding the condition of the taxiway near the Clary hangar. SWRA maintenance staff is working with local contractors to determine an estimate to repair the Taxiway. Group discussion occurred regarding what type of fix is being researched and the potential costs associated to repair the Taxiway.

Sharon added that SWRA PUD lighting grant project is moving forward. Mr. Dennis Weber added that the signing and lighting work is important. He shared that there was a sign that was located in front of the FBO that stated “keep out” and that it wasn’t the best location. Sharon will follow up with maintenance staff to have the sign relocated.

f. Pre-Application for a Modular – Rosemary Siipola.

Rosemary provided the board with an update regarding the pre-application meeting for the modular office and the pre-application material requirements. Costs not available at this time, but once the pre-application conference is completed SWRA will have a better understanding with all costs associated with lease of a modular at that location. She added that the City has waived the Pre-Application fee and feels that when SWRA has an understanding of all costs associated, it should be added to the Operating Board budget discussion for funding.

Mr. Ford asked if he could comment regarding the modular office. Chairman Dietz approved. He described to the board several items that need more attention at the airport than adding a modular unit on the FBO site. He provided a few examples and offered to provide his list to SWRA staff. Group discussion occurred regarding the condition of the current Airport. Janeane recommended that the board continue with the current Agenda topics and at the end of the meeting capture public comment.

g. Web design and Advertising – Rosemary and Karyn.

Rosemary provided an update regarding the work she and Karyn Anderson were accomplishing with the Web Designer – Webeziner. Staff recently met with Webeziner to review the project scope of work, finalize the contract, and further discuss the website design. Additional coordination to occur over the next month, prior to web launch.

Members of the audience offered to provide Rosemary with additional information and connections to links through EAA/George Ford.

h. Comcast Cable Access to Property – Sharon Zimmerman.

Sharon provided an update regarding SWRA Westside Tenants connecting to Comcast Cable Communications request. Per the SWRA Interlocal Cooperation Agreement, section V. Operation and Management, SWRA Board is authorized to execute agreements as necessary to carry out the business of the Airport. It is under this capacity, that Comcast is requesting written authorization for accessing and installing cable on Airport property.

Sharon requested the board to authorize her to complete the consent form for Comcast for the effected properties. Mr. Futchter motioned and Mr. Makinster seconded. The Operating Board approved, all in favor.

- i. Review of Meeting and Action Items – Karyn Anderson
 - a. Action to add one line of text to the March Meeting Minutes.
 - b. A special council session/discussion for WSDOT Grant Applications to be announced in the April 24, 2014 Budget Workshop Agenda and held after the Budget Workshop.
 - c. Commitment to review the Final Determination and Modification of Design Standard Letters, discuss details with Reid Middleton and provide an update to the board.
 - d. Draft a letter requesting a meeting with FAA Group regarding the Obstruction Survey Technical Committee.
 - e. SWRA to conduct an analysis of the hangars, usage, and phasing as part of demo hangar project scope.
 - f. Action and approval to conduct a CIP workshop on May 22, 2014, from 3pm to 5pm.
 - g. Action and approval to attend the next EAA meeting on May 1, 2014 to work with Airport users and gain an understanding regarding their area of interest. SWRA will provide a 10 minute update at the EAA meeting.
 - h. Follow up with BNSF third rail project in order to explain the impact to Airport property, hangars, and access.
 - i. Sharon committed to drafting a letter (with exhibit) that would explain Taxiway usage at the airport, procedures, and safety at the airport. Additionally, provide alternatives within the letter that address the “perimeter road” and “touchdown point” area.
 - j. Action item to move the “keep out” sign located at the FBO Kelso/Aviation office.
 - k. Action item research into the FBO office location versus the modular office location.
 - l. Action item to follow up with EAA regarding their “free” connections that could potentially be tied to the Airport website.
 - m. Action item for Sharon to follow up with FAA policy regarding contract reimbursement. Priority for next board meeting and before 6 months is up.

j. Other Business and Public Comment:

Mr. Dennis Weber added comment regarding finance and FAA policy regarding reimbursement possibilities. This is an action item for Sharon to follow up with FAA policy and review prior to next board meeting.

George Ford with Experimental Aircraft Association attended the meeting to express his desire to improve, maintain and repair various items at the SWRA Airport. He discussed some concerns and basic maintenance for the Airport to explore. Mr. Ford also offered to take Airport staff around the airfield to develop a list of additional maintenance and repair items.

Board discussion occurred regarding maintenance, construction, capital projects, planning and the balancing of resources and long range planning. Chairman Dietz added that communication is important for the Airport to be successful. Mr. Futchter added that developing priorities is important and that each board member should discuss with their councils top priorities are and have these available for the budget workshop.

Discussion occurred regarding long range goals of the airport. Mr. Makinster said it was his/council's assumption that the SWRA's goal is to also build business, economic development, and lengthening the runway to accommodate larger planes. Chairman Dietz added that the daily stuff is also important. Mr. Ford added that Mike Houchens is a mechanic and described his business, suggesting that the Airport advertise that this plane repair service is available.

Sharon described the Young Eagles event that occurred with EAA on Saturday, that she volunteered at the event, it was a 4 hour event, there were several planes there to take approximately 30 kids up in the air, a good community event.

Adjournment

Next meeting date is on May 15, 2014.

Chairman Darold Dietz adjourned the meeting at 5:20pm. Board went into executive session. Sign in Sheet: Steve Taylor (City of Kelso), George Ford (Navigate Wireless), and Mike Houtchens (NW Air Tech).

Minutes respectfully submitted by: Karyn Anderson