

Southwest Washington Regional Airport Board
Meeting Minutes

3pm

Kelso City Council Chambers

January 30, 2014

I. Call to order

Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3pm on January 30, 2014 at Kelso City Council Chambers.

II. Roll call

The roll call was read. The following persons were present: Darold Dietz (DD), David Futcher (DF), and Chet Makinster (CM). Norm Krehbiel (NK) arrived a few minutes late. Denis Weber was absent. Pledge of Allegiance was also completed.

III. Approval of minutes from last meeting

The December 2013 meeting minutes were approved as read.

IV. Agenda Items

- a) Agenda #5 – Janean Parker. Consultant Contract with Zimmerman Engineering Services to manage the Southwest Washington Regional Airport.

The Operating Board directed Janean Parker and Sharon Zimmerman to work up an agreement for Zimmerman Engineering Services (ZES), to manage the Southwest Washington Regional Airport (SWRA). The contract is similar to the previous manager’s contract with changes in additional scope of work and rates. The contract is for a six-month term. This is a follow-up assignment resulting from the Board’s decision to hire ZES during the December 2013 meeting.

- b) Agenda #6 – Sharon Zimmerman. Approval to move Capital Improvement Projects (CIP) out one year.

Sharon explained to the board the ongoing issues which are resulting in the CIP implementation experiencing a delay in program. Sharon and Rosemary met with FAA staff, along with SWRA concurrence, suggested that the projects be moved out one year. The motion to move the projects out one year and making these changes in the WSDOT Database were approved by a voice

vote – David Futcher and Norm Krehbiel made the motion and seconded for the action. Note: The letter was forwarded to the FAA on January 31, 2014. This met the deadline. Don Barkley, Reid Middleton, offered to make the changes in the WSDOT Database, which was also accomplished before the deadline. Making these changes by the deadline allows the AIP funds to remain current, resulting in no loss of the funds.

- c) Agenda #7- Sharon Zimmerman/Janean Parker. Approval of additional funding for PUD Runway and Conservation Lighting Project.

The SWRA received a \$1,400 grant to replace the existing airport runway lights with LED lights. An additional \$600 became available and the grant amount increased to \$2,000. The final letter was reviewed by Janean Parker, with changes to the agreement stating that SWRA, not the City of Kelso was the recipient of the grant. The interim manager was designated to sign the letter. After review of a request from the PUD for the airport to put up signing to promote the project, Janean determined that this did not result in a gift and the Board directed staff to work with the PUD on design and placement of the sign once the project is underway.

- d) Agenda #8 – Janean Parker. Report on 2014 Contribution Levels Letter.

The SWRA Operating Board agreed to increase its 2014 local contributions from \$60,000 to \$65,000 in November 2013. Janean realized that the vote was not taken to record the action during the meeting. She sent out a letter explaining the process and to seek assurance that the Board members taken the request back to their agencies. Since the letter, Janean has heard from two of the four board member agencies, Port of Longview and Cowlitz County. She is assured that both cities have also budgeted the funds. Janean’s letter completes the paper trail and closes the loop on the request for additional funding process. Norm Krehbiel suggested this effort would need to be completed by August 1st so the member agencies could build their budgets with the amount for the airport agreed upon actions taken by the board.

- e) Agenda #9 – Rosemary Siipola. Approval for marketing items.

Rosemary presented to the SWRA Operating Board requests to join the Kelso-Longview Chamber of Commerce and the Cowlitz EDC. Both Organizations cover civic government and economic development activities. Joining these two organization gives the SWRA the autonomy, visibility and opportunity to promote the airport. The cost to join these two organizations is covered in the marketing budget and totals \$762. The Board approved unanimously.

- f) Agenda #10 – Sharon Zimmerman. Request for Independent Financial Support Services.

Sharon requested that the board consider hiring an Independent CPA to establish January 1, 2013 financial position, develop monthly financial statements, and finalize internal control measures. The budget amount requested was \$10,000. The Board held extensive discussions, questions, concerns, etc., regarding the request. Sharon emphasized that developing a budget, or revising the existing budget was difficult without a solid starting dollar amount for January 1, 2013.

The Board, while acknowledging the difficulties, encouraged Sharon to work directly with the City of Kelso Finance Department to get to the starting balance. The Board also expressed a desire to have more control and knowledge regarding the budget and finances, including Year to Date monthly reports and other financial documentation for the meetings. Sharon agreed to continue to refine questions, seek answers and pull something together for the Board to review.

V. Other Business

- a) FAA meeting Report. Sharon noted that letters to SWRA regarding the Stratham Hangar Proposal and Stop way were in development and would be delivered soon.
- b) Report on Current Office Space situation and Modular Replacement Schedule. Sharon explained to the Board that the current airport management facility was inadequate, outdated and did not meet current, basic amenities in particular the lack of heat. The proposal is to rent a modular office unit, to be placed on the North East corner of the FBO parking lot, outside the gate. Rosemary presented a proposal from Pacific Modular in Chehalis. The three year lease for the building would average \$500 per month. This amount could go up depending on installation utilities and their associated costs. Rosemary handed out a spreadsheet regarding the costs associated with putting up, taking down the unit, plus the rent. The spreadsheet did not include any costs associated with permitting or utilities. The Board agreed to the inadequacy of the existing building, but encouraged staff to try and find space locally. Rosemary agreed to work with the City of Kelso and Cowlitz County to look at other space and report back to the Board.
- c) Report on SWRA Website. Rosemary reported on the need to develop a SWRA website. The Board asked that she come back with a proposal.

VI. Public Comment

- a) Agenda #12 – Public Comment received.

Scott Walstra (Cowlitz Economic Development Council) addressed the board, thanking them for their time and energy. He suggested that the Port of Longview, as a member of the Washington Public Port Association, join the Aviation Committee. The Committee is a good resource on airport-related issues. He stated that 72 airports in the state are owned and operated by Ports. He also emphasized that airports are critical to economic development activity. Scott and Sharon also reported on legislative activity regarding aerospace job development and recruitment. Airport and EDC staff met recently with businesses interested in aviation/helicopter equipment development at the airport.

VII. Adjournment

Darold Dietz adjourned the meeting at 4:50pm.

Sign in Sheet: Don Barclay with Reid Middleton and Scott Walstra with Cowlitz EDC.

Minutes respectfully submitted by: Rosemary Siipola and Karyn Anderson