

Regional Airport Board

Meeting Minutes

3:30 pm
March 27, 2014

Call to order

Chairman Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:30pm on March 27, 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), David Futcher (DF), Chet Makinster (CM), Sharon Zimmerman (SZ), and Janeane Parker (JP), Rosemary Siipola (RS), Dan Johnson (DJ), and Karyn Anderson. Dennis Weber (Board member) contacted Sharon Zimmerman and said that he would be present but late. Norm Krehbiel (NK) arrived after roll call.

Approval of minutes from last meeting

The January 2014 meeting minutes were approved as read. All in favor.

Agenda Items

- a. Year to Date expenditures and draft 2014 Budget – Sharon Zimmerman. Board to review, accept YTD expenditure spreadsheet, provide input to the draft working budget and schedule a budget workshop.

Sharon provided the board with an overview of the YTD spreadsheet that had been prepared and the draft working budget that was developed. Sharon described the process that she is going through to understand and summarize the revenues in the working budget and summary of expenditures. Board discussion resulted upon review of the budget summary documents that were provided. The body discussed and agreed that there is a need for an upcoming budget workshop, to better understand any changes or adjustments to the board approved budget, for a sustainable budget with some flexibility in the budget for unforeseen projects that may arise. Chairman Dietz also stated that the board is requesting an up to date budget summary and once that information is understood by all, staff can redirect their energies on other Airport matters.

The Operating Board approved the schedule of a budget workshop on April 24th at 1:15 p.m. to 3:30 p.m.

- b. Proposal of Webeziner for development of SWRA Website – Rosemary Siipola. Approval to move forward.

Rosemary described Airport marketing and the Airport web design proposal. She explained that if the board approved to move forward the Airport would be working with “Webeziner”, a local, well known company. Materials were provided to the board for review which included the project cost (\$300.00 to get work underway and another \$300.00 upon completion of the website), the project scope, services, fees and a list of the clients currently under contract with the Webenizer Co.

The Operating Board motioned and approved the development of the website in the amount of \$600.00.

- c. Pre-Application Conference with the City of Kelso and discussion with Kelso Aviation/FBO for placement of a modular office unit – Rosemary Siipola. Approval to schedule.

Rosemary explained to the board that this agenda item was a follow up to the January board meeting. At the January Operating Board meeting, the board approved the research of other office space locations that had public access, that were up to code and had safer accommodations for Airport staff and the public. The board was provided information describing the availability, costs, and location of four office locations. This included inside the FBO Office and Kelso Train Depot, using the vacant County gas pump and mechanics garage on Parrott Way, and leasing or purchase of a modular office on the NE corner of the FBO parking lot on Parrott Way.

The Chairman asked the Airport to provide some background to the audience members. Rosemary and Sharon described the age of the current office location, lack of heat, how it is not up to code, the expense to bring it up to code, that the building has been identified as a building “to be demolished”, and the mold that is growing within the building due to the lack of heat. Additionally, Sharon added that as a Manager wanting to provide reasonable accommodations for someone to work, as well as having a location that the public can easily locate and access. The Chairman added that Airport staff was trying to keep the office open, 4 hours a day (minimum), with no heat in the middle of January.

The Operating Board discussed and approved the Airport to move forward on scheduling a Pre-Application conference with the City of Kelso and to pull together a proposal for a modular office unit to be located on the NE corner of the FBO parking lot on Parrott Way. Dennis Weber motioned to have the Airport staff move forward, attend the pre-application conference, and pull all numbers together to present to the board. Chet Makinster seconded the motion. The board approved moving forward on the scheduling of a pre-application conference.

- d. Operating Board meetings – Sharon Zimmerman. Approval to move monthly Operating Board meetings to SWRA FBO office on Parrott Way.

Sharon requested that future board meetings be held at the FBO office location.

The Operating Board discussed and concurred with staff recommendation to move the monthly board meetings to the FBO office.

- e. Capital Improvement Program Progress – Sharon Zimmerman. Discussion.

Sharon described the importance of the property acquisition phase of the Westside Development which has to do with the Westside hangar development. This is a 90/10% grant match with FAA, which means the Airport is 5% (state covers the other 5%). The grant is for \$1 million dollars in property acquisition, which recently was reduced to \$850,000. The total number of parcels identified in this property acquisition phase is nine parcels.

Sharon described Airport Improvement (AIP) capital funding and the obligation of these funds in regards to the Airport fencing work.

Sharon described to the board that the stop way project is funded through grant funding that was provided by the County through the rural economic grant program. The stop way project is also intertwined with the wetland project. Through the CIP effort we want to have a better understanding of the project, definition, funding, and future progress and expectations.

- f. Governance Agreement – Sharon Zimmerman. Discussion.

Staff developed notebooks for each Operating Board member. Sharon shared staff inserted within the notebook copies of the “governance document” for each board member.

The Operating board and body discussed current language and requirements within current governance document.

- g. Other business items briefly discussed during the Operating Board meeting included: Budget Assumptions, Tenant and Hangars, Marketing, Training, Community Gardening, Kelso to Martin's Bluff Third Rail Project, and Airport Security.

Sharon, in an effort to manage board member's time and meeting time, highlighted these following areas:

She described to the board the Hangar and Tenant project that Karyn Anderson has been working on with the City of Kelso (Patty Murray) and with the CWCOG (TJ Kiernan). She directed the board members to their board notebooks and meeting packets. Included in the board member packets are maps of the Airport Hangars, lease cost information, location of the Airport Hangars and numbering system, size and square footage, how the information can be used to work with the tenants and provide up-to-date information to the public and marketing potential future tenants.

Sharon discussed the Community Gardening project that the southwest neighborhood of Kelso is interested in and that the identified location is not viable. Airport staff is working with the Community Garden neighborhood members to determine a different site location and put them in connection with other groups that have succeeded in a project like this.

Rosemary then shared with the board a few Marketing agenda items. She described that the board had within their notebooks a copy of the "draft" Airport brochure that Karyn Anderson developed. Rosemary shared with the board that this draft brochure, once final, will be posted on the website and used to assist in the marketing of the Airport.

Additionally, Rosemary added that she has been discussing with the Chamber of Commerce the potential of having a meeting at the Airport. She described that the Chamber of Commerce meeting could be hosted by the Airport in an Airport Hangar. She is going to schedule a marketing meeting with Long Air, JH Kelly and Bud Clary to discuss further, and plans to work closely with Experimental Aircraft Associations (EAA).

Sharon pointed out to the board members the "Tenant Letter" that was in their board packets. She described that the letter was developed in an effort to

communicate with the tenants, share information, and obtain updated information at the SWRA. Board members commented that they appreciated the letter and the information that was provided in the letter. Dennis Weber pointed out the text regarding a “sustainable” airport, sharing that he appreciated that being right up front.

Lastly, Sharon highlighted the Airport security and safety agenda item. She pointed out that the Airport had a policy regarding locked gates, entry in and out of the airport, and usage of the airport. Additionally, Airport signage has been added in various locations and that Dan Johnson was able to accomplish that for the Airport this last month.

I. Public Comment

a) Public Comment received.

Kelly Quick attended and gave public comment regarding his situation, history, billing of a hangar and request of the board to wave part or all of past billings for the lease of a hangar he is no longer using.

The Operating Board and the City Attorney (Janean Parker) reviewed and discussed the information presented by Kelly Quick as well as discussing the current hangar lease notification requirements. The board approved authority to the Airport Manager to do a one time (per tenant) adjustment to any disputed rental amounts.

Mike, an Airport tenant provided comment regarding Airport signage, and that he is unhappy with the sign that is posted at the security gate. The sign needs to be replaced and the tenant feels that a new electronic gate should be installed. Sharon shared that she did look into the cost for a new gate which was around \$30,000.

Terry Harimon an Airport tenant in Hangar C-5, attended the meeting. He had a question regarding the lease cost information in the draft meeting materials that were handed out. Karyn responded that the Hangar lease price does not include tax. Patty Murray (City of Kelso) added that the monthly lease cost amount includes an additional 12.984 % tax rate. After discussion, the additional tax cost will be added to the draft Hangar pricing information.

Warren Longden from Long Air attended the meeting to provide public comment regarding the condition on the public portion of the Airport Taxiway and gave some history regarding the construction that occurred near the Taxiway. Warren stated that the contractor damaged the Taxiway and

because of the condition of the Taxiway there is potential to damage the aircraft that use the Taxiway. Warren said that he wanted to apprise the Airport Manager and Operating Board of the current situation, and that he had spoken to the Insurance Company as well. Warren stated that if the aircraft is damaged and the insurance company has to make major repairs to their planes, the Insurance Company will pursue the Airport.

The Operating Board discussed the information presented, and the Taxiway location and condition. The Airport Manager will follow up with Warren and work with Dan Johnson. Janean Parker (City Attorney) added that she will look to see if there is any course of action.

II. Adjournment

Next meeting date is on the 17th of April.

Chairman Darold Dietz adjourned the meeting at 5:20pm.

Sign in Sheet: Patty Murray (City of Kelso), Jerry Sorrell (EAA 1111), George Ford (Navigate Wireless), Kelly Quick (Self), Don Barclay (Reid Middleton), Terry Harimon (self-Airport Tenant), and Scott Walstra (CEDC).

Minutes respectfully submitted by: Karyn Anderson