

***Regional Airport Board  
Meeting Minutes***

3:00 pm

FBO Office – Kelso/Aviation

October 23, 2014

**Call to order**

Chair Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:02 pm on October 23, 2014 at the 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 members were present: Darold Dietz (DD), Dennis Weber (DW), Chet Makinster (CM), David Futcher (DF), Norm Krehbiel (NK), Sharon Zimmerman (SZ), Janean Parker (JP), Rosemary Siipola (RS) and Karyn Anderson (KA).

**Approval of minutes from last meeting**

The Operating Board approved the August meeting minutes. Group discussion regarding if additional review time was needed for the August meeting minutes and September CIP workshop minutes. (Attached in packet) All were in favor of approving the minutes and not delaying the motion to approve the minutes. All were in favor to approve with no corrections.

**Agenda Items**

- a. 2014 General Claims – Sharon Zimmerman. (attached in packet)

Rosemary apologized for the general claims font size. She committed to providing a larger type size for the next board meeting. Sharon asked Rosemary to talk about the state permit for the underground storage tanks. It came to the Airport staff's attention that the Airport was two years behind in paying on the state license for the underground storage tanks, believes it to be a series of incorrect mailing information and addresses. Sharon added that she believes it was an old City of Kelso mailing address. Karyn added that she received a phone call from the Department of Ecology, from "Gail", who was trying to help figure out the problem. Karyn said they worked it out and that she was great to work with. Chet Makinster asked if there was a list that was being developed to track items like this and that even if the state doesn't get something out, the Airport is still responsible. Sharon replied, right and agreed.

Rosemary added that the Airport also received a bill for the beacon repair work in the amount of \$2,200. Of that amount, she added that \$893.00 was for the rental equipment used to take down the beacon. Rosemary thanked the City of Longview for their efforts in coordinating the replacement of the beacon atop the tower. Had that not occurred the Airport would have been without the beacon for another week and received a much higher bill closer to the \$3,000-\$3,300 range. Chet Makinster asked if the City of Longview had charged the Airport. Rosemary clarified for Chet that no additional charges were received.

Other than those two billings, the bills received by the Airport for last month were the Airport's normal billings. Sharon added another Thank you to Longview for helping to get the rotating beacon back in place, reducing the down time. Chet Makinster added that there should be a Thank you for all that were involved. Darold Dietz then asked if there were any further questions regarding the general claims. No questions from the Board members, motioned to approve the general claims. All were in favor.

- b. Capital Improvement Projects (CIP) Workshop September 25, 2014: Board to adopt CIP (attached in packets - spreadsheet and project map):

Sharon described that this agenda item was the result of the CIP workshop conducted last month. And that as a result of that workshop, the changes were captured and were being brought back to the Board for approval of the CIP list and so that she could input the information into the WSDOT Aviation database. She went on to explain that the main changes from before were the shuffling of the projects in the way of the sequencing, phasing and how we decided to get some things done.

One of the changes was the rotating beacon tower sequencing. The actual structure itself is the original tower from the 1950's or 1960's. The rotating beacon tower project was identified as a priority as a result of the inspection by FAA about a month ago, and because of the beacon itself malfunctioning. FAA strongly recommended that we move the beacon forward soon rather than later and to use the Airport AIP funding for that project, so that we don't lose that funding, as they do expire. The other change was to the Talley Way perimeter fencing project which was in response to our park-like appearance that we now have along Talley Way.

Dennis Weber asked if Sharon needed a motion to approve. Sharon responded yes. Dennis motioned to approve. Chet Makinster seconded the motion. Darold Dietz replied that there was a motion and a second to approve the CIP project list

and asked if there was any more discussion. No further discussion. All were in favor.

- c. Airport Vehicle Surplus: Board to approve Resolution 14-004 for vehicle surplus. (resolution attached and summary sheet)

Sharon described to the Board that the next agenda item is the Resolution to surplus the Airport's truck (red-Chevy) that was previously used by the Airport for maintenance staff. Since that, the Board has purchased the current Titan truck for maintenance, so the vehicle (red-Chevy) has been sitting for about 1.5 years.

She added that the Airport has had to continue to pay its' insurance, and of course the time to make sure it is operational. Since this truck is something that maintenance staff is not using, she is bringing the item forward to ask permission to surplus the vehicle and have the funds go back to the Airport fund, as she understood that the vehicle was originally purchased with Airport funds.

Chet Makinster motioned to approve Resolution 14-004. David Futcher seconded the motion. Darold Dietz stated that there was a motion and a second to approve the vehicle resolution and asked if there was any further discussion from the Board. No further discussion. All were in favor.

- d. Airport Transfer Ownership and State Auditor's Office (SAO) Accountability Audit: Airport Board to 1) approve extending date of transfer of ownership from Dec. 31, 2014 to September 30, 2015 and 2) approve the Airport Manager request SAO accountability audit to be conducted in March 2015 instead of September 2015. (summary sheet)

Sharon explained that she grouped these two together and was bringing this forward because the Board adopted a Resolution in July to support the Port of Longview being the new Airport owner and that the resolution had a date of December 31, 2014. She understands that this isn't a date that is going to be met, and has talked with Janean Parker, and wants to have Janean chime in on this too. Sharon added that it could be they modify the date on the resolution, if that's the Board's desire.

Janean Parker explained that within the resolution there is an intent statement regarding the date and action involving each of your individual entities. Janean shared that the Board has a couple of options. The options would be to bring forward another resolution with a different date, or bring forward a resolution that didn't have a date, or do nothing. Janean added that the current resolution doesn't imply that by not meeting the date something changes, because the current resolution doesn't direct action of the Board. So, ultimately the Board can

let it lie and/or bring back something that is a little more generic. Janean ended with asking the Board members their thoughts and how they wanted to proceed. David Futcher said that he would like to let it lie if that's a viable option. Chet Makinster said he was of that opinion too. Janean said it certainly is, because the language just says that the Interlocal should be changed by a certain date and that the parties should transfer the assets, and neither of those are going to occur by that date. Dennis Weber shared that the author of this resolution crafted a resolution with "flexible" language.

Sharon than shared with the Board that the other part of this agenda item is that in coordination with the Port and the Cities, she learned that the Airport Board is scheduled to have their first audit next year (September) with the State Auditor's Office. She said her thought was if there was a potential to move it forward that would be beneficial, however she has not had an opportunity to approach Brian (City of Kelso) regarding how much work that would be on the City. Sharon added that she thought if she could move it forward to March that might help inform that process, what the Port and the City needs to go through, so we aren't paying twice for a financial review or whatever it needs to be called (defers to David Futcher on what best to call it).

Sharon also believes this is an opportunity to use that process to help with the transfer process. Darold Dietz replied that from the Port of Longview-side and all of the entities, he thinks that if that process doesn't start until September than that has to be provided in the budget for next year. And, if the Board doesn't know how the audit will end up and what it's going to consist of, than we miss that window and we are into the next year again. Dennis Weber said that the State Audit provides some assurance and that he's sure the Port of Longview would be interested in that before taking the Airport over.

Chet Makinster asked if that would take care of some of the questions the group has had. Darold Dietz replied yes, and that he feels this is why Sharon's trying to move it back from September to March. Chet replied, that it made sense to him to do that and while he doesn't want to speak for the Port of Longview, he believes that they would need that.

Norm Krehbiel added that it was his understanding that the Port of Longview has indicated to Port staff that they would consider acquiring the Airport in September 2015. He said that he isn't saying the acquisition would take place at that point, but that we should make a decision in the direction it's going prior to the Port budget process getting so far down the line that they have to redo everything. Norm thinks the acquisition date would still be a December 31 (calendar year) if it takes place.

Chet Makinster added that he thinks it's a great idea. Norm Krehbiel said he does as well. Sharon shared that it is an idea, and doesn't want to work through commitments today if there is any concern. Darold Dietz added that there is the cost of the audit to consider too. Sharon said that the Auditor indicated that it is an estimated \$6,600 dollars. Darold Dietz added that this would be a large amount for the Airport. Group discussion regarding the need to do it.

Janean asked to raise one point, that the intent was to take care of the audit during the City of Kelso's regular audit timeframe, and that the group hasn't talked to the city yet to know if there is any additional cost to the city in doing it outside of its normal audit timeframe. She added that she isn't sure what the City is going to need, but there might be some costs to the city as part of your financial contract for doing this extra work.

Rosemary shared with the Board that there is a line item in the budget for the Airport to be charged for the City audit and it could be covered in that line item. Chet Makinster asked what the amount was in that line item. Rosemary responded it was approximately \$400 dollars, and it is the Airport's share of the City's audit. Group discussion regarding the shortfall of that dollar amount.

David Futcher added that the process doesn't need to stop, it could be contingent upon successful completion of this, and we could still get to where we need to get. Janean agreed and said that she would actually advise that, and that the more that can be done by the two parties on the front end, because the bureaucratic process takes time, the sooner you can get that process going, and getting these conversations going is good. Janean also said that the Board wouldn't want to start in July and thinks they'll be done in September. David Futcher agreed and said he doesn't even want to sit on it until March, would prefer to keep going.

Darold Dietz asked Sharon and Janean if this needed to be voted on. Sharon replied that she was only looking for their thoughts and direction, and if there was a reason that the Board wanted her to stop she wanted to know now rather than later. Janean agreed that it was sufficient feedback for Sharon and Janean, that an official motion wasn't needed, and that they would not bring back another resolution.

- e. Capital Improvement Project: Airport Rotating Beacon and Airport's Talley Way Fencing Project. (summary sheet)

Sharon shared with the Board that she was hoping to bring a potential grant forward from FAA, but she is not quite to that point yet, but still wanted to update the Board on where she is at with the effort, cost estimates on the Airport Rotating beacon tower and an update on the Talley Way Fencing project. Sharon also

shared that Don Barclay had provided the Airport with a scope of work, she has reviewed it and it is ready to propose over to FAA to find out if this addresses everything that they have, and then we can move forward in securing those funds. Again, she wanted to let the Board know that she is moving forward, and that in November she's hoping to come back to the Board with the grant obligations so they don't lose the funding. She added that she is trying to secure \$150,000 dollars.

Darold Dietz asked Sharon to refresh his memory regarding the beacon project, if it remains in the same location as it currently is in or if it needs be moved. Sharon replied that it would be a new structure in the same location and that it would be confirmed as they move forward. Don Barclay added that he agreed with Sharon, that he looked at the proposed lay out and what he'd done for the Westside development and where it is at today, and that it will need to stay in the footprint they have right now.

Norm Krehbiel asked for clarity, that it was the first two FAA projects, estimating around \$180,000. Sharon replied, yes, so far that was the total. Dan Johnson asked Sharon if the new tower project included replacing the beacon as well. Sharon replied that at this point Don Barclay is anticipating using the same beacon, but they may come back and recommend that it includes a new one. She added that she believes the beacon is approximately 10 years old and that during the last beacon-failure, there was an estimate to replace the beacon of around \$1,500 dollars.

Chet Makinster asked what the funding plan was in regards to the \$6,000 dollar figure (State Auditor's office estimate that the Board discussed earlier). Sharon replied that they would need to go back and review the 2015 budget, which is actually a topic she wanted to discuss because the current 2015 budget indicates a certain type of management structure for the Airport. That management structure included a permanent Airport manager and other services. She thinks it will be good to see if the Board is anticipating an RFP process for next year and to hire someone to be the Airport Manager, or if there are modifications that need to be addressed in the current 2015 budget. She added that she would be coming back to provide information regarding that and to address the \$6,600 dollars. Chet Makinster asked if that would be brought back to the board over the next few months. Sharon agreed.

Sharon said that while this is off topic, she wants to respond and share that Janean pointed out that her contract (legal services) is up at the end of this year too. Sharon added that she has an extension to the end of the year. There is a need to set the Board up for success and that Sharon and Janean want to best understand

what the Board needs and desires are for the next year, and that perhaps they will bring it back in November. Karyn asked for clarity regarding what they plan to bring forward at the next Board meeting. Janean replied, information regarding 2015 management services. Sharon added, and legal services and a revised budget proposal.

Sharon said she wanted to highlight that she had asked Don Barclay to include an automatic gate on the Westside of the Airport. She explained that there are several FBO's on the west side of the Airport, that the access point is used quite frequently, and that there is an interest in having that automated. In the 2011 Masterplan it discussed potentially adding that and moving the access point, and in looking at the potential modifications it is something that should move forward in that location. Additionally, Sharon shared that tenants have expressed their dissatisfaction with the current combination locked gate. Sharon said that it is identified within that project scope and will continue to keep the Board updated if we're able to pursue that with the FAA. It is a safety and security issue.

- f. Personal Services Contract: Refine contract deliverables for common understanding. (summary sheet)

Sharon added that Janean had a lot of historical knowledge in these areas regarding the various contracts, the Interlocal agreement, the airport management services contract, and the finance contract. Before handing this agenda item over to Janean, she wanted to highlight that over time as contracts are implemented, what is actually in place might not have been the original intent. Additionally, she wanted to share with the Board that she recently spoke to the State Auditor's Office (SAO) and was provided information regarding the audit next year.

Sharon learned from the SAO that the Airport is a standalone entity as of March 2012, that we have an accounting method that is a Cash Basis, that the first audit is scheduled in September 2015, that the initial audit is identified as an accountability audit, and that the estimated cost is \$6,600 dollars. This then triggers the Board to go back and look at what potentially needs tweaked and refined. Sharon then pointed out the second portion of the staff report, and describes it as opportunities to address streamlining or closing potential gaps.

Sharon then turned this agenda item over to Janean Parker. Janean shared with the Board that when the Board originally drafted some of this it was done at the front end without the experience behind it. That included drafting of the Interlocal agreement, the various service provider agreements, and the contract for management services. Janean went on to explain that as Sharon has been working through all of those contracts and agreements, through tasks that were set

forth in her contract, Sharon has run into contracts that may need to be amended or clarification regarding what the intent was.

Janean shared that she feels Sharon did a good job in identifying a few of these areas and as we get into more detail there may be more. Janean said that Sharon asked her about the difference between the annual and biennial budgets. One document describes an annual budget process and the contract with Kelso talks about a biennial budget process. Sharon asked Janean for clarification regarding it if it is to be annual or biennial. Janean said that from her historical knowledge and recollection of that issue, the Board originally contemplated a biennial budget but because one of the entities is on an annual budget, one of the last minute changes to the Interlocal agreement captured an annual budget, to accommodate the entity that couldn't commit to a biennial two year entity match.

Additionally, Janean recalled in drafting the contract with the City of Kelso the issue was that they weren't able to do the annual basis and so it was the Board's direction to have the City of Kelso provide the services and do it on a biennial basis, but only commit the remaining entities on an annual basis.

Janean shared that was her best recollection of what the Board was intending, and added that the Board needs to clarify this, and/or if there needs to be changes made to the agreements than we do that, and provide some clear direction to Sharon.

There are other issues in terms of what reports the Board wants to see, what Sharon needs in order to do her work, and what the City of Kelso can provide her with. Janean suggested that perhaps they amend the contract with the City of Kelso slightly to do more of a task based and deliverables based contract. Janean said that she and Sharon have been looking at that, perhaps they also need to work with the City of Kelso to determine how best to lay out what the deliverables are in a way that works best for both.

Janean said that is the direction they are headed, to clarify the contract with Sharon and/or the contract with the City and other service providers in an effort to figure out where things can be done most efficiently and make sure the contracts say that.

Janean also believes currently everyone is doing what they think is needed but there may be some gaps. This is Janean's understanding of what she/Sharon are going to try and go through and work on together. Janean and Sharon will research/look at agreements and see what can be clarified in regards to contracts with Sharon and other service providers.

Sharon added an example for the Board and referenced the finance contract. The first item in the contract addresses a monthly processing of payments. Sharon shared that the City of Kelso does the Airport's billings to tenants for lease payments and then receives the money. She added at that point she would envision that it is the Airport Manager's to then address anything in the way of lease compliance issues such as insurance updates. Sharon added that in her own management services contract it states that Sharon is responsible for all contracts. At this point, the City of Kelso Finance has had it on their list to do also.

Sharon then shared with the Board an example recently where Karyn was successful in working with a tenant to update their insurance information by stopping a tenant at the Airport and Sharon believes it could help with efficiencies by streamlining contracting activities. She added that she is not looking to change how the monthly billing and receiving of money is done.

Janean added that when she originally drafted some of the contract information, there wasn't anyone in these positions and therefore she isn't surprised that there is some overlap and refinement needed now that the Board has a couple years of experience under their belt. Group agreed.

- g. Cowlitz County (CC) Rural Development Grant funds extension granted (attached CC Office Financial Management Summary):

Sharon thanked the County and shared with the Board that the County did extend the date for the CC Rural Development grants the Airport received in doing the Stopway project, and wanted to make sure the Board was aware the extension had been approved.

- h. Emergency Access (Knox Key Switch) and Emergency Aviation Training at Southwest Washington Regional Airport. (attached photos)

Sharon asked Karyn to cover this agenda item, and share the emergency access and training that has been occurring at the Airport.

Karyn shared with the Board the Emergency Service coordination that had been occurring with Life Flight Services and Cowlitz 2 Fire and Rescue (C2FR). Karyn went on to explain that the Airport has held three different training exercises. One was with Life Flight Services and Cowlitz 2 Fire and Rescue. The 911 drill involved Life Flight landing at the North lot (FBO) where the patient was transported by Emergency services (C2FR). She described that Life flight services did a touchdown, reenacted the picking up of a patient, flew around the Airport, and then landed. This provided emergency services personnel the

opportunity to practice response times to the Airport, loading and transfer of a patient to the 911 nurses.

She then described that the second and third training was held on October 1<sup>st</sup> and October 8<sup>th</sup> at the Airport. They conducted an Emergency Services Training hands-on exercise with Airport pilots. We included EAA, Warren Longden, Jerry Sorrell, and George Ford. The training exercise was great, it included Life Flight services and instruction from the Pilots in several areas such as: what to do in the event of an airplane crash, what not to touch, where the fuel lines were located, and what they should expect. The training also involved the pilots allowing hands-on training with planes. Karyn shared that there were some great photos of these training events as well. Karyn added that there is one more Cowlitz 2 Fire Department group that we will be rotating through this training exercise. She added that she would let Scot Walstra know when that training is to take place, since he'd shown an interest.

Karyn then added that because we are a Regional Airport in Cowlitz 2's district there is some required training, however to date it has been power point presentations. This training will help to improve the training activity and coordination for the area. In addition C2FR is required to conduct a pre fire plan with local businesses. This is an area that Cowlitz 2 and the Airport will be working on over the next month as well.

Eventually, Karyn shared that what they'd like to see at the Airport is something similar to what Paine Field conducted, a larger scale drill. This would include a drill, plane crash, multi-company response, designated in one area of the Airfield, and we would determine beforehand what everyone's roles and responsibilities are. For example, who contacts FAA, who contacts NTSB, what's the role (depending on when the 911 call comes in) of the Airport manager, and/or pilots that are on scene, who's the investigative authority, what you would touch in the event of an accident on an aircraft, and what you wouldn't touch or move.

Karyn explained that additionally understanding that getting to the pilot (patient) is the number one priority of the fire services. A lot of that is in understanding what our policies and procedures are so part of that effort will be getting a small technical committee together including the: Airport, Fire, Police, 911, and Department of Emergency Management. Karyn envisions this to be a small group at first, discussing what everyone thinks their roles and responsibilities are to make sure everyone is on the same page, and if there needs to be some updating in certain areas, than that can also occur.

Eventually, she shared that they could then expand that group to include key stakeholders, like our pilots, and area hospitals. Karyn wrapped up by saying that these are the highlights of what we've been doing in regards to Emergency services and some of what we'd like to do in 2015. She added that the Airport could not do all of this without the support of our pilots, that they have been absolutely phenomenal in helping out and being available. She said that two of the pilots were in the room right now, that we've already personally given thank you cards and gift cards to say thank you, and wishes we could do more. She ended by letting the Board know that she will keep them updated as the Airport continues to move forward with this training and coordination.

Darold Dietz said what an extraordinary important step in the event there is a crash at the Airport and knowing how to respond. Group discussion on how important this activity was. Chet Makinster thanked everyone for their efforts. Karyn walked over to the Board members to hand out some of the photos from the training events that have taken place and then described the different photos and training events.

Sharon added that originally the emergency coordination began with the "Knox box" discussion and where the access point should be at the Airport. And now we understand Cowlitz 2 has identified the need to develop and upgrade their emergency response plan. Cowlitz 2 will take lead and is certainly important coordination.

Karyn added that when it was identified that a Knox key switch needed to be installed, she explained how it operated, that the switch is keyed for their fire department allowing the gate to remain open during the 911 event, and closing of the gate afterwards. She added it was great working with C2FR on identifying this safety improvement that the original quote was around \$1,000 dollars, but Cowlitz 2 Fire Department explained how we could get it for approximately \$100 dollars. Karyn also pointed out that Dan Johnson and Warren Longden installed the device at no cost. So something to thank our pilots and maintenance staff for doing as well.

i. Hangar Occupancy Report (attached report)

Sharon asked Karyn to cover the Hangar Occupancy Report agenda item.

Karyn described to the Board that every month she has been pulling together information for the monthly occupancy report to help her track the occupancy percentages. She shared that there has been so much movement, that she went back 5 to 6 months, to look at trends and to see if we had increased hangar rates.

Karyn walked the Board through the report provided in their packets. She described that it was broken down by east side and west side, than occupancy rate and total occupancy percentages. She described each row on the report, the units, total leased, and occupancy rates. She then went on to describe that there had been a lot of work with hangars, movement of pilots, new hangar leases, and relocating of tenants. She described that the Airport had a total of 70 units, 52 of these units had been leased, providing 74% occupancy rate. Karyn went on to add that these figures did not include the Prime Development hangars that have another 20 hangars, which she understands to be 100% occupied. If the group was to look at the total number of hangars at the Airport that would be 90 hangars, of which 72 of these hangars are occupied, which is a total of 80% occupancy rate.

Karyn wrapped up by reminding the Board that the Airport was up 5 units from May and up two units from February. Additionally the Airport has seasonal pilots and recreational pilots that come in the summertime and leave before winter. Dennis Weber asked if the pilot/college were still here. Karyn replied no, that they were here for the one month, that they really appreciated the Airport's assistance with the University of Washington and Mt. St. Helens. They will be back in the area in a few years to pick up their equipment that is on Mt. St. Helens.

- j. SWRA Letter to Airport Tenants regarding winter office hours, safety, and restricted-use guidelines (draft letter attached).

Sharon said that she has observed tenants shutting the gates and being safe at the Airport, however she is still seeing tenants that are also crossing the runway in their personal vehicles. Last week Dan Johnson stopped a gentlemen that was on an ATV. Sharon wants everyone to know that there is a service with Dan and that he can escort them from one side of the field to the other if there is a business purpose for that. There are options to communicate with the tenants. Dan Johnson added that the information is getting around the airport because people are coming and asking Dan for assistance. David Futcher commented that they should just go around. Karyn replied that most do go around. Sharon replied that she believes it to be the business activity and that the Airport is working to inform them. Group discussion regarding the different gates and access points.

- k. Other Airport Business:

Christmas Parade: Rosemary added that the Airport had received an application to participate in the Christmas Parade and that the Airport plans to work with the Civil Air Patrol kids, and EAA pilots. The Airport plans to fill out the information and sit down with EAA folks in November to discuss their interest.

She'd also like to have Civil Air Patrol involved in the Parade, that they have a new commander that is great.

WAMA Visit (October 20, 2014) and 2015 Expo Conference: Rosemary explained that Warren Hendrickson arrived at the Airport on Monday, October 20, 2014. He's with the Washington Airport Manger's Association group. In addition to the tour of the Airport, they met with Geir Eilif-Kalhagen, Chair Darold Dietz and Steve Taylor. He was impressed with the name of the Airport, had done his homework on our Airport, and he's also a pilot. She added that we had discussed the 2015 expo conference and the number of pilots that go through that conference every year. The Port offered to pay for the \$500 dollar entry fee for the Airport to go to the 2015 expo that is 2-3 day event. Rosemary added that she will be looking for items to have at the table. The Port had a lot of success with the Sojo's coffee. Group discussion regarding various ideas of what items could be at the table. Dennis Weber suggested that we check with the Chamber of Commerce to see what they have. She added that it is held around the 3<sup>rd</sup> weekend in February. Additionally he provided the Airport with WAMA applications. Rosemary added that it's approximately \$400 dollars next year for membership with WAMA. She added that it's a good group/organization to be a part of that they might also be able to assist with various funding information, legislative information, and could potentially assist with the diking district information. Sharon added that Warren commented on the regional support of the Airport, and said he was very impressed on the level of support by the region and partners. He also may be invited back for a workshop, to help with ideas, and leveraging grants, and his experience with that. He offered to come back to do a workshop with the Airport Board next year.

1. Action Items: Darold Dietz asked Karyn Anderson to read back the meeting Karyn read the following action items back to the Board members.
  - a. Karyn added that the General Claims information that is provided monthly will be in a new format for the Board, Rosemary to provide a larger font, perhaps a couple of pages.
  - b. Janean and Sharon will be providing the Board with the 2015 Management and Legal Services and revised budget proposal.
  - c. Janean and Sharon to look at the agreements to see what can be clarified in regards to contracts with Sharon, city, and other service providers.

m. Public Comment and Other General Business:

- a. Wildlife reporting from pilots: Jerry Sorrel (pilot/tenant) is going to submit items that are related to Airport safety and have been covered in the discussions that have occurred at today's board meeting. The information that he'll be providing is related to wildlife management. This in an effort to obtain additional information from the Pilot's, and Jerry added that he also has some personal information that he will submit.
- b. Camas Fire/Safety inspections: Scot Walstra added that there hasn't been a final determination, but it appears that the fire (that was recently in the news-Camas), may have been caused by a device that is commonly used in a hangar. Scot added that due to the recent Camas hangar fire, that perhaps having a general safety inspection to prevent the loss that recently occurred would be a good idea. Group discussion regarding various fire experiences. Sharon indicated a safety inspection of the occupied hangars have not yet been conducted. We have had the fire marshal inspect the office space and intend to have the Fire marshal participate in hangar inspections. Sharon agreed and said that is something she's very interested in doing here, and that recently we have done that with the hangars that are empty, but the next step would be to go through an inventory of the hangars that are occupied, and gather additional information regarding maintenance needs. Darold Dietz asked Sharon if under safety (FAA), hangars could be funded for construction. Sharon replied no, not for hangars.

Group discussion regarding hangar construction type. Jerry Sorrel provided historical background regarding current hangar construction at the Airport.

- c. Clary Hangar/Land discussion and next steps: Warren Longden added that he had the bid in for the black top and that he had talked to Clary. Clary would like to set up a meeting with Sharon, to discuss extension of the lease, however he really wants to base it on the fact that JHKelly would be provided land to build on. Warren expressed that he wants to get his done before the Port of Longview takes over, and if they get a bigger plane that they will be gone before that takes place. Sharon asked Warren to pull together a proposal. Warren said that we are trying to get a commitment from the City or the Airport on the 50 year lease, they'd like to invest money into building a bigger hangar 70 x 100. They would also like to move the fuel tank at the Airport, so the Airport could get a flowage fee on all of the fuel that we use on the jets. Darold Dietz asked if the next step

is on our side (Board/Airport). Warren Longden responded yes. Sharon replied to Warren, reminding him that she had indicated she would need a letter of intent, something in writing describing the orientation of the hangar, and things like that. Warren said, yes, and that he is doing some coordination on his end, and is putting together a letter of intent or a proposal and will be bringing it into the Airport. Darold Dietz responded that something will be done this time. Chet Makinster asked if the hangar would need to be built this year. Warren said no that it would be built next year (2015).

Warren added that another driver of this, is that the contract is up with Prime Development at the end of the year, so they need to do something between now and December. Dennis Weber asked that this be added as an Action item added to next month's agenda – Warren Longden, letter of intent and next steps. Darold Dietz asked that it also be an approval item at next month's board meeting to take it to the next step.

Karyn talked with Warren, offered to help and invited him in on Monday/Tuesday of the next week to review. Group discussion regarding the logistics of Clary and JHKelly and current lack of flowage fee. Chet Makinster added that he wants to do whatever it takes to get rolling on this, and that it sounds exciting. Group agreed.

- d. Legislative Briefing: Dennis Weber invited staff to write a paragraph for their legislative briefing, and send it to him regarding any legislative issues that you need advocated regarding the Airport.

**n. Meeting Adjourn and Next Meeting Date**

Meeting adjourned at 4:20 p.m.

Next meeting date is on November 20, 2014.

Sign in Sheet/Attendees: Dan Johnson (SWRA/City of Kelso), Don Barclay (Reid Middleton), Scot Walstra (EDC), and Jerry Sorrell (EAA1111).

Minutes respectfully submitted by: Karyn Anderson