

Regional Airport Board Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

August 20, 2015

Call to order

Darold Dietz called to order the regular meeting of the Southwest Washington Regional Airport Operating Board at 3:05 pm on August 20, 2015 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. Chair Darold Dietz reminded the group that there were comment cards available for written Public comment. The following were present: Darold Dietz (DD), Chet Makinster (CM), Dennis Weber (DW), Sharon Zimmerman (SZ), Rosemary Siipola (RS), Dan Johnson (DJ), and Karyn Anderson (KA). Norm Krehbiel (NK) arrived during the Public Comment period (agenda item #6).

Approval of minutes from last meeting

The Operating Board approved the July Board and Budget meeting minutes. Chet Makinster motioned to approve the minutes. Dennis Weber seconded the motion. All were in favor of approving the meeting minutes with no corrections.

Treasurer's Report

Sharon Zimmerman shared with the Board Members that Brian Butterfield (City of Kelso, Finance Director) sends his apologies that he and his alternate Patty Murray (City of Kelso) will not be in attendance as they are away attending training, and will provide a report next month.

Agenda Items

- a. General Claims– (attached in the packet)

Rosemary Siipola reviewed the General Claims Spreadsheet with the Board members. Rosemary shared that the Airport is processing a total of \$25,254 dollars in expenditures, a bill from Reid Middleton for the Stopway project totaling \$3,524.74 and that the grand total in general claims was \$28,778.74. She pointed out that she added in the June totals into the spreadsheet as well, highlighting the quarter totals in the blue column and what was remaining in each of those accounts. She added that there wasn't anything out of the ordinary to report.

Darold Dietz asked if there were any questions for Rosemary. No questions. Chet Makinster motioned to approve the general claims. Dennis Weber seconded that motion. All were in favor of approving the General Claims as presented without changes.

b. Public Comment

Darold Dietz explained that the Public Comment period was moved up on the agenda. He shared that while he was not in attendance at the last Board meeting, that the Public Comment period had been moved up on the agenda to allow someone the opportunity to speak at the beginning of the meeting and then leave the meeting if they needed to. Darold asked to receive public comment and that he would like it kept to a 5 minute limit to be respectful of everyone's time and others schedules that may not have the flexibility to stay after 5:00 p.m.

Additionally, Darold added that it will be up to the President to adjust the public comment time limit dependent upon the number of people requesting to provide public comment. Darold shared that the public comment forms are available for those who can't stay but would like to provide written comment.

Darold than wanted to say a special thank you to an audience member, George Hext. Darold shared that George Hext was the Airport Manager, the Board is familiar with what he has accomplished and that he helped to put the Board into the order they are in. He added that George and his wife donated a lot of time and helped get them started with the Interlocal Agreement.

George Hext (audience member) thanked Darold Dietz for the welcome. He then asked if he could take the opportunity for public comment. Sharon asked George if the public comment was for an agenda item or a non-agenda item. George replied that it was for a non-agenda item.

George requested the Board's indulgence and to allow him more than the 5 minute limit because what he has to say is vital to the future of this Airport. George began by providing the Board with his resume of being a pilot, that he flew in the Air Force, is a former aircraft owner, a member of the Experimental Aircraft Association (EAA), and an Airport Executive. He added that the accreditation to be an Airport Executive is awarded by the American Association of Airport Executives after the completion of a long list of tedious requirements. George said it took him approximately 2 years to obtain it (on a part-time basis) and that this is considered equivalent to a Master's Degree in Airport Management.

George shared his work history with Delta Airlines, the Atlanta Georgia Airport as assistant manager, Director of the Oakland International Airport, Director of Aviation at the Port of Portland, and Construction involvement at the Phoenix Airport. He explained that the Phoenix Airport was a bee hive of activity which gave him a lot of pride and feel for General Aviation. After this, George shared that he went to Saudi Arabia for 5 years as a project manager and was involved in the Planning and Construction oversight of the management and operations program of all three of their International Airports.

George said that his purpose for attending this Board meeting was to convince the Board to change their Budget and reinstate Dan's position within the Budget. George believes that it would be a mistake not to. He added that he has a past relationship with Dan and went on to describe his involvement volunteering with this Airport on an interview panel. He helped to interview Dan, there were a total of 5 candidates interviewed, and out of those 5 candidates he felt Dan was the obvious choice and best qualified.

He shared that Dan had experience at an international Airport, feels that Dan has met expectations, and is the glue that held the Airport together. George asked the Board to reflect back to the condition of the Airport prior to Dan being here, that the grass was very high, and even today with inadequate equipment Dan has done a wonderful job maintaining the Airport. George added that the Tenants are also 100% behind what Dan does for this Airport. He asked the Board to talk to some of the Tenants that are here at the Airport and stressed that you won't get that with a Contractor at the Airport. He shared that it is his experience that contractors will get to you when they can and doesn't recommend the Board rely on a contractor for vital Airport services because of the 128 regulations that are required. George explained that these are often referred to as advisory circulars that you must follow or be disqualified for grants.

George asked the Board who was going to check runway lights before dawn and all of the lighting at the Airfield to ensure it is safe. George asked if there is a contractor that would be willing to do that on a consistent basis. He added that Dan helped the Airport save money and provided an example regarding crack sealing of the runway, how he provided oversight during the contractor's contract, and ensured they were doing the job proficiently. George shared that when he was the Airport Manager and was away, Dan would fill in during his absence and he didn't have any problems or concerns regarding what Dan did while he was away.

George shared that the Airport lighting system is antiquated, that Dan has sand blasted to put the system in place, saved the Airport thousands of dollars and that the Board won't get this with a contractor. Additionally, he said that FAA requires that a contractor operating in this area must have a safety representative present, that Dan has served that purpose, and that a contractor hired to do that would be at approximately \$70.00/hour.

George shared that Dan has worked very hard with inadequate equipment and that he had urged the Board to purchase a sweeper when he was Airport Manager to save Dan numerous hours sweeping grass off the runway. Darold Dietz thanked George for his comments and that they needed to continue the meeting. George wrapped up his comments by saying that the Board needed to revisit the budget and reinstall Dan's position. George Hext thanked everyone for their time. Darold replied, thank you and asked if there was any additional Public Comment. Jerry Sorrel asked to reserve comment for later in the meeting.

Chet Makinster (Board member) said that he wanted to thank the Airport staff for the work in putting on the Chamber after Hours event, that he felt it went over very well, and that it was well received. He went on to thank all of the pilots that pulled out planes and believes that the citizens enjoyed the event.

c. SWRA Finance Contract (Administrative Services Agreement w/ Financial Services).

Sharon explained that there is a term within the Finance Contract (Administrative Services Agreement with City of Kelso Financial Services) and explained that there is a 180-day notice to the City. Also with the potential for transition of the Airport ownership to another body there was a need to modify the contract to provide the Board with a shorter term with a 30 day notice. Sharon explained that she has done this and in doing this exercise noticed this was not the first amendment to this contract. She explained that there was an amendment back in 2013 (1h and 2d) which addressed historical information and costs associated with the Airport. She added that Steve Taylor (City of Kelso) did a great job researching the past record on this contract.

Sharon directed the Board to their packets explaining that they should have the Administrative Services Agreements (the original, and the amended versions). Norm asked Sharon for clarity and if she meant to say Professional Services since the packet says Administrative Services Agreement. Rosemary added that she needs the Board signature on these documents and that management will obtain David Futcher's signature. Sharon asked if the Board had any further questions or clarification. Darold Dietz asked if there were any comments.

Norm Krehbiel said that his only question is that the item says Finance Contract and the contract is titled Administrative Services Agreement. Sharon explained that it is the Administrative Services Agreement for Financial Services. Chet Makinster asked to keep the titles consistent to avoid confusion. Paul Roesch replied that it doesn't matter how it is on the agenda, that it is correct on the legal document and it is appropriate to consider this form of the agreement and to incorporate it all into one document so the Board isn't losing text.

Dennis Weber asked if there was anything new. Paul Roesch said no, and it is verbatim what you have already approved and the draft incorporates the text that you approved back in 2013 and in 2015 if another body assumes ownership of the Airport. Norm asked if it was than appropriate for the Board to move to approve the consolidated Administrative Services Agreement for Financial Services. Paul replied, yes.

Norm Krehbiel motioned to approve. Chet Makinster seconded the motion to approve. Dennis Weber added that the Board has met the deadline. Paul replied, yes in terms of the shorter term for notice. Darold Dietz asked if all were in favor. All were in favor of approving the consolidated administrative services agreement for financial services.

d. SWRA Maintenance Contract.

Sharon shared with the Board members that this is a similar scenario to the Finance Contract, in that this Maintenance Contract is with the City of Kelso to provide you with maintenance services. She explained that the current structure of this agreement is that you are assigned an employee full time at the Airport and that you also have additional services and equipment that is reimbursed by the Airport with a fixed fee of a full-time FTE as well as a flexible cost scenario basis for maintenance needs.

Sharon reminded the Board that during the Budget meeting they were provided options for maintenance services which included the option of contracting out the mowing and herbiciding activities. She explained that the contractor would provide all equipment, supplies, labor and the remainder of the maintenance fee would be completed under your previous efforts which is the City of Kelso providing services for some of the day to day activities. She shared that this included activities such as the runway light checks that are needed every morning and would be covered under that contract. She added that there are complications with some of the seasonal activities and the equipment used for mowing. This option helps to shift that burden over to a private contractor since the Airport's current equipment is in need of replacement.

Sharon added that this contract is similar to the Finance Contract in that the Maintenance Contract also has a term of notice, it is an annual contract and if you wanted to change the terms of the contract you needed to provide a 90 day notice. She added that this is similar to the Finance notice and believes the Board needs to add a 30 day notice. She explained that in the event there is a change in ownership the Board would have to pay for services for a year that they no longer need because they are no longer a Board. Sharon explained that this is also based off of decisions made during their Budget workshop. Chet Makinster asked if Sharon needed a motion for discussion. Paul Roesch replied yes, that is appropriate. Paul also explained that the motion is to authorize staff to issue the notice required under the maintenance contract with the City of Kelso. Chet Makinster motioned to discuss. Norm Krehbiel seconded the motion.

Chet Makinster went on to add that he thought they were only talking about mowing and herbiciding and that Dan would still be here at the Airport to take care of things. Chet added that if that is not the case than he has a problem with it, because that isn't what he was thinking. Chet posed the question, is this true, that Dan will no longer be here at the Airport? Norm interjected and said he had a similar and different perception, in which he thought that Dan would still be doing work at the Airport and the question was whether or not the City of Kelso could make him mostly available to the Airport. Norm added that perhaps it is 32 hours a week. Norm said that he thought that question needed to be investigated with Kelso and the major portion of the duties like mowing and herbiciding would be removed. Chet said that he isn't clear where he is at and would need additional explanation. Darold Dietz added that he thought that Dan would still work at the Airport but on a will-call basis, instead of being here 40 hours a week, all year long and that he would be here 50 – 60 hours during the summer but not work in the Winter when there wasn't much to do. Darold said this is what he recalled, where he thought the Board was headed, and that this would help to cut down on expenses. George Hext (audience member) asked the Chair if he could ask a question. Darold asked that he wait until the Board had further discussed.

Dennis Weber reminded the Board that there was a recommendation to look at providing the services a different way. Dennis added that irrespective of personalities the service has to be provided, that there are FAA requirements, and safety is paramount as well as the service to the customers. Dennis added that his assumption is that if the Board does not move forward with another option the Budget is blown to pieces and it is unclear where additional funding is going to come from. He added that the Board approved a Budget that did not provide for enough in the way of maintenance and service because our manager made a recommendation that there was an alternative way of providing the service, maintaining safety standard, maintaining customer service, all over cost. Dennis

Weber asked Sharon if there was any reason to assume that cannot be done. Sharon replied no. Dennis asked Sharon if there was any reason to assume this excludes any individual at all (in this room) from applying for that contract once the terms have been flushed out. Sharon asked for clarity, if Dennis was referring to a contract for the maintenance mowing and the herbiciding. Dennis replied right. Sharon replied no, that there is no restriction and that there would be a public process.

Dennis added that the contractor is responsible for the equipment. Sharon replied that is correct, that he would be responsible for the maintenance of that equipment, the fuel, and other supplies. Dennis said that he is trusting Sharon to create a contract that has a priority of safety and customer service.

Chet Makinster added that this is what bothers him, that there were different translations, if it was only in reference to herbiciding and mowing, and operations of the Airport. Chet added that he is fine with contracting the maintenance duties of herbiciding and mowing, that professionals can do this, and he doesn't see this as a big deal. Chet added that maybe the Board needs to better understand what the Contract look like to be sure everything is taken care of. He added that there are things that need to be done on a daily basis whether it is Dan or Joe Smith.

Dennis Weber added that the current arrangement provides a 90 day notice, that theoretically they could wait until next month to look at the contract that they come up with, which will help them have a clearer idea, and still meet the deadlines that are necessary. Dennis asked if that was doable. Paul Roesch replied yes, that they could take action at this meeting or a meeting in September or in a special meeting after the September meeting.

Sharon explained that the notice provides the Board a window and that the Board is asking to be provided the results of what the contract negotiations might look like in the September meeting and not in an October or a November meeting. Rosemary asked if the Board was directing negotiations of a contractor outside for mowing and herbiciding, and then asking management to come back and look at the other aspects of the position and how they might be covered by a fee for service or with Public works. Sharon directed the Board to the budget under the maintenance section and reminded the Board that she had 7 items that were listed in this section and that they were capturing the duties, and practices at the Airport that need to be addressed. She explained that this included the mowing and the herbiciding, the runway lights and the electrical, the wildlife management, the depredation permit, and the storage tank monitoring. The majority of this will still be captured under the City of Kelso contract, and the vision is that it is the actual hours that someone is working for you. Sharon added that on a daily basis

the Airport needs someone here at least 2 hours a day doing the runway checks and wildlife mitigation. Sharon said there may be blips and other things that need to be done and then the Airport would be looking to the City of Kelso for those services. As far as who the City of Kelso provides for these additional services that is for the City of Kelso to determine.

Sharon said there are many staff at the City of Kelso, like Dan, that can do the Airport work, for example the electrical. She adds that there is complexity that there is a lot of work and maintenance here at the Airport and that can require more than one person. So the question is how do you juggle all of that and still have those services provided at a less risky scenario.

Sharon shared that she has been working closely with Dan to identify projects at the Airport and that many of these activities require two people or other equipment. She explained to the Board that they do not have that flexibility in their contract to be able to do that with the current contract with the City, have the appropriate people here, and have more equipment to be utilized. Paul added that there are things that are going to have to be provided at the Airport in order to get things done and he doesn't imagine that is up for debate. Additionally will Kelso take action to meet that level and requirement? Paul added that until the Board takes action to put the City on a more formal notice it will be hard to have that discussion as needed and it becomes real at that point with notice, versus without.

Dennis asked if whatever is negotiated comes back to the Board and to the City. Paul replied yes, the City would agree upon something, staff would agree upon something and bring that detail back. Chet Makinster replied that he was more comfortable with that. Paul Roesch said that the context is understanding what the discussion will be and that much will be boiler plate with the FAA. Steve Taylor (City of Kelso/audience member) added that there have been discussion regarding removing the fixed annual cost and moving to a contract for service basis. During these initial conversations, they have discussed removal of mowing and herbiciding and how those services might be provided on a short and long term basis. He also agrees that it is appropriate to continue the discussions so the Board doesn't limit their flexibility at the Airport. Jeff Wilson (business owner/audience member) asked the Chair if he could provide comment. Paul Roesch replied that it would be appropriate during the Board action item, for the public to provide comment.

Jeff Wilson thanked the Chair/Board and said that he wanted to inquire regarding the RFP/RFQ's, assuming that those have been obtained at this point and that he was quite sure this work would trigger an RFP/RFQ regardless if the work was performed by the City of Kelso or Joe's Landscaping services. He asked if the

maintenance duties have been solicited for through an RFP process and if not, will this hold up the budget approval process. Specifically, if the RFP's and RFQ's have gone out and are published and if there is time to accommodate a budget. Dennis Weber replied that there is nothing to negotiate unless we do this step of the termination of notice.

Paul Roesch said that to answer Jeff's questions there have been no RFP's issued at this point and there is time to accomplish that task. Darold Dietz added that they are trying to also keep the Airport afloat, move on with projects that are badly needed, for example crack sealing. He added that if the Airport had a lot of money this would all be a moot point and the Airport would have a sweeper but it doesn't. Darold said this is not easy. Sharon asked if there was any other public comment on this agenda action item. George Hext commented that it is essential that there be an RFP and that all FAA requirements, regulations, and advisory circulars be met 100%.

Darold Dietz reminded the Board that there was a motion before them.

Jerry Sorrel asked the Board if he could provide comment that reflects back to the 2012 timeframe when some of the volunteer efforts helped to develop the Interim Airport Manager position. He added that as of next year (2016) the Airport Board will be in year four with an Interim Airport Manager position. Jerry asked what the Board had done with respect to seeking a permanent Airport Manager position on even a part-time basis. Jerry then commented that some requirements of an Airport Manager are currently not met in his opinion. He adds that under the job description file with the City it includes information beyond the current job description and that often an Airport Manager comes with certain qualifications. He asks if the Board plans to wait, or if there will be some action on the part of the Port of Longview to employ an Airport Manager. Jerry followed up that he isn't asking for an answer today just food for thought.

Darold Dietz offered that he agrees and believes that if the Airport ownership discussions with the Port of Longview were not underway, the Board might be a lot closer to doing that. However, for a year now, it has been a waiting game on the Port of Longview and if the Port had assumed ownership this past year, it would have put this on the Port of Longview for consideration to do what was best for the Airport.

Darold added that unfortunately the Airport operates on a shoe string budget and that every month there is a little bit that might be left over in the budget to accomplish something at the Airport. Darold reminded the group that is why they are here talking about budget today and that it is not an easy thing to discuss.

Darold went on to say that everyone likes Dan, the Board thinks he is doing a great job and a lot of things have been cut back at the Airport.

Darold went on to say that he hopes at the end of the year, if the Port hasn't made a decision or it doesn't look favorable, that he and Sharon were discussing the needs about the Airport Manager. Darold said that if it doesn't get on the budget this year at the Port, Darold said that affects next year's budget. Norm Krehbiel added that they have been hobbled by indecision, this Board has been waiting, and that there has been anticipation over the past year and a half and that there hasn't been any perceivable progress towards the Port taking on the Airport.

Chet Makinster likes the idea that at the end of the year they look at the Airport and that someone will need to run the Airport. Darold said that the Board needs to realize that even if they were to get Aviation staff on Board it may be a step in the right direction but doesn't mean that things will become easy, and it will take the same amount of money to face the same problems, and the Airport will have the same monetary problems that they have right now. Darold said that was why he thought the Port assuming ownership would make it easier on the Airport.

Chet Makinster asked to add a comment. He said that he really appreciates the work that is occurring with the City of Kelso and the Airport to help work this out.

Jerry Sorrell (audience member) shared that if the Board hires someone at a consultant level to manage the Airport a portion of that expense might be AIP eligible. Steve asked Jerry if that was a separate contract service or is that something that current Airport Manager should have been able to fund. Jerry believes that it would only be eligible if the hiring process had followed certain FAA hiring practices and portions of the expense than might be AIP eligible, for example Reid Middleton. George Hext commented that the information being provided by Jerry wasn't correct and that the FAA had issued information last year that states that expenses for Airport Management are not reimbursable.

Darold Dietz reminded the group that there was a motion on the floor (to authorize the Manager to issue the notice required under the maintenance contract with the City of Kelso), and that it doesn't mean anything specific towards Dan, and that it means that the Board is going to further investigate. Darold asked if that sounded correct. Paul clarified that it means that the Board is going to give approval that a notice will be issued to the City to move towards terminating the form of the agreement as it exists and look at revising. Darold asked that it be investigated and brought back to the Board for decision. Paul replied yes.

Darold Dietz asked for a vote. All were in favor.

- e. Vegetation and Mowing Plan (to be rescheduled).

Sharon shared with the Board members that this agenda item would need to be rescheduled.

- f. SWRA Technical Advisory Committee

Sharon shared with the Board that at the last few Board and Budget meetings there was a real interest from our pilots and users to have some forum to help them inform the Board and provide the Board with information as an advisory committee. Sharon thought it was an excellent idea, unfortunately it is beyond ZES scope of work. She is bringing the discussion back to the Board meeting today to ask if the Board members would like her to pull a scope together that would address the development of a Transportation Advisory Group and if they would like her to put that in place for the Board. She added that with the scope there would be an additional fee associated so she wanted to make sure she understood their direction and if they wanted that done or perhaps wait for another day.

Dennis Weber replied that the Advisory Committee would be advisory to the Board. Chet Makinster added that he could put a Committee together. Dennis added that the members of the committee would be volunteers and that most of these types of committees are volunteer based. Rosemary shared with the Board that she has looked at other Airports, for example the Tacoma Narrows, and they have a non-profit (Friends of the Narrows) that act in that behalf for the Airport. She added that pulling together an advisory committee is a lot of work, roles and responsibilities are to be defined, how they will be treated, and this takes time. She said that if the Board is looking for an advisory committee for the SWRA that is one thing, but if it is just a bunch of volunteers coming to the Board to talk about the runway or the grass that is completely different. Rosemary said that if they want to really pull together a committee, like other Airports have done, it is passed a volunteer thing, it becomes a real assignment for the committee, administration, meeting minutes, notices and isn't just a TAC get together.

Darold Dietz believes forming of a TAC is a great idea and that the Board has always wanted Pilot input and users of the Airport input. Rosemary asked as a non-profit? Darold Replied, no, as an advisory committee but with the word technical perhaps it "throws it up a notch". Perhaps it is more advisory than technical.

Chet Makinster said he was looking for a group of pilots or associated people that advise the Board on certain things that they have a question about. He added that he isn't looking for a "rolls Royce", that he just wants the information. He went

on to add that it is hard to justify not funding certain items when we have people in management.

Paul Roesch shared that the Board could take the idea, which would be the first step, and then perhaps only two Board members meet with a few people (whomever), with the understanding that there are no costs associated with it and then see where that goes. Then the Board can look at developing a more formal group out of those initial steps. Paul added that the Board doesn't know where it will go, this idea may fall flat on its face or come to life in some form. So rather than the Board taking five steps, it take one step to see the results.

Dennis Weber asked for clarity from Sharon, to ensure that he didn't misunderstand. Dennis asked if Sharon was suggesting that if she doesn't get more money than she would never talk to a volunteer group. Sharon replied, absolutely not, she is not suggesting that. Dennis asked if Sharon would make the time and be available. Sharon replied that she thinks it is important to have various conversations and that there are lots of users at the Airport. Dennis offered that perhaps the phrase "technical" advisory committee (TAC) means different things to different people and that is a much more involved term. Rosemary agreed and said that a real TAC is involved. Dennis said that the Board isn't an expert and therefore they need the advice of the users, in a formal response would be helpful.

Rosemary asked what Dennis meant by a formal response and what he envisioned. Sharon replied that at the last Board meeting what triggered this discussion was Dennis' great example of the Salmon Recovery Board, his involvement and how they rely on that technical committee. Sharon also shared that she knows that she is not a pilot and has not managed an Airport before, however she recognizes that she is a Civil Engineer, has a lot of credentials and that when she doesn't know something she does a lot of research and outreach. Sharon said that her job description to the Board is that she is a technical advisor that she relies on information that she gets from folks, and at the same time, if people want to reach out to the Board directly she recognizes that happens too. Sharon said that if there was a desire to have a more formal process that we could do that and it takes time and more energy that her and team is currently set up to do. She explained that management has put in a lot more hours than what we get compensated for already and at the same time it is hard for management to say no. She explained that there are a lot of activities that have been researched and that management has had to put together for the Airport, with the Fire department, wild life management, maintenance, and from a risk management perspective is important. She thinks an advisory committee is important but understands that what she is hearing today is that the Board does not want her to move forward on

forming a Technical Advisory Committee but that the Board is still interested in talking with the pilots. She added that it would be great if they all attended the Board meetings.

Dennis said perhaps it is called a “Citizens” Advisory Committee and that is all volunteer based. Chet agreed, pointed to the audience members that were present today, and said that he sees a lot of knowledge in the room. Darold Dietz agreed, and said that these people show up to share their views. Rosemary reminded the Board that one of the reasons that Airport Management brought the Airport Board meetings back to the Airport was to allow the Airport tenants a better opportunity to participate here on the grounds.

Darold agreed with Sharon’s point that management is on part time, they donate time, and if she was asked to form a technical committee that takes a lot of their time. He added that than the question is what that takes Airport Management away from. Chet thought that it would be a group that would advise the Board and it doesn’t need to be anything fancy. Norm said he agreed with Paul, that perhaps one or two Board members meet with volunteers.

Paul said that they could have an informal discussion outside of their Board meeting and have more information made available that doesn’t present itself during a Board meeting. He said the Board may have a 2 hour advisory group meeting or a couple meetings. Rosemary said that they still have to consider who is going to be there, how it will be recorded, how the information is going to be disseminated and that all takes time. The amount of time that Karyn and Sharon puts towards the Board meetings and meeting minutes. Paul said that the advisory meeting could be whoever shows up, a couple of Board members, a pilot and they discuss what’s working, does this make sense, do we like it or do we not like it.

Group discussion regarding the advisory meeting minutes. Paul said that perhaps there isn’t any action of minutes taken. Darold Dietz said that he thinks the same thing could be accomplished by someone going to the regularly scheduled Experimental Aircraft Association (EAA) meetings that pilots from the industry attend every month. Rosemary shared that the EAA meetings are scheduled every month and they could get on their agenda if that’s what the Board wants.

Sharon repeated that what she heard is that the Board does not want to form a technical advisory committee and that the Board is going to look at what next steps might look like for information gathering on an informal basis. Sharon said to let her know if she can be of assistance. Darold said that this could also be brought up at one of the EAA meetings as a question. Dennis said that he would like to suggest that this is on next month’s agenda as “advisory group” to remind us to continue the discussion.

Dan asked about the comment made at the last meeting by someone regarding a committee that comes to an Airport and advises based on their experience. Group discussion. Management explained that it was referencing WAMA and Rosemary offered that Warren Hendrickson (WAMA) could be brought down here to the area if the Board would like, and perhaps he could evaluate and provide recommendations. Scot added that these questions could be asked of them but he isn't sure that the group would want to provide aviation expertise to this executive group. Group discussion. Jerry added that a couple of the pilots would like a couple of the Board members time to share their thoughts about the future of the Airport. Paul asked if it is clear why only two Board members. Sharon replied so there isn't a quorum. Jerry said that it is clear.

Jeff Wilson added that he thinks the CAC and the TAC would be critical in the strategic plan, long range and short term plans for the Airport but he encourages the Board towards a more informal process as they have other priorities at this time, such as Airport ownership.

- g. Airport Current Business Updates (non-action items): Hangar Occupancy, Airport Facility Update, Airport ownership transition update, and Kelso to Martins Bluff improvement project.

Hangar Occupancy Report

Darold Dietz asked Karyn Anderson to provide an update.

Karyn shared with the Board that as of August 11, 2015 they were at 83% occupancy rate (total of 58 hangars leased). She shared that figure has since changed and is going to continue to change throughout the remainder of the month of August. She shared that by September 1, 2015 the Airport will be at 100% occupancy rate in Row's B and C, and perhaps only 4 available in Row A. Sharon stopped Karyn and asked her to repeat that Row B will be at 100% and Row C would be at 100%, and then in Row A possibly only 4 hangars left to lease. Sharon added that this is a huge milestone and said great job to Karyn. Darold Dietz and other Board members also acknowledged the management accomplishments. Sharon added that two of the tenants that moved into Row C were from the Sullivan Hangars so management saw this as a positive movement from Sullivan Hangars over to the other Hangars in preparation of the upcoming activity, and that the word is getting out there to tenants.

Karyn went on to explain to the Board that the Airport has been busy, tenants are moving, that there are new tenants moving into the area buying homes, the community has folks that are relocating because of jobs, and the Airport has had an interest in our A-Row.

Dennis asked what was working to increase occupancy and was it the lower lease rate. Karyn replied that she thought it was because of several things: the Airport has a website, management having a presence here at the Airport, working with Tenants, going to the EAA meetings, working closely with the EAA flying club, organizing these Community events like the Chamber of Commerce after hours event, going to the National Night Out event and having an Airport Booth, working closely with the local Fire Department and Police Department, and participating at the Puyallup Aviation Expo event. Karyn added that she has asked for feedback from some of the tenants regarding how they heard about the Airport and that the last two tenants replied that it was from the Airport's website. Dennis Weber asked if they should raise rates. Group discussion. Karyn asked to add one last thing regarding the activity that's occurring at the Airport regarding the Hangars. She shared that Dan has been with her in the leasing of the hangars by maintaining the doors and cleaning out the hangars.

Hangar Inspections

Sharon than asked Karyn if she could report out on the fire inspections that she has been coordinating.

Karyn replied that she had been working with Cowlitz 2 Fire & Rescue to arrange hangar inspections here at the Airport. Cowlitz 2 Fire & Rescue has offered to provide us with their input and recommendations, not to enforce citations, but rather to work with us and our tenants to be sure we are being safe here at the Airport.

Karyn added that if a tenant wants to be present during the inspection they are welcome to and if they don't want to be present, we can inspect the hangars without the tenant. Dennis Weber asked if they were going to spend time inspecting the Sullivan Hangars. Karyn replied that she thinks there first priority will be on the east side of the Airport and then on the west side closer to the office. Chet said that he thought this was a great deal. Karyn replied that she thought so too, thought it was great that they agreed to, offered to, and that they are a great group to work with.

Airport Facility Updates:

Underground Storage Tank

Sharon provided an update to the Board regarding the underground storage tank cathodic protection modification and the forms that are required, approval process and FAA regulations regarding various things that have also changed.

Fuel Tank Relocate

Sharon shared that there has been additional interest in relocating of a fuel tank onto the Airport, she has coordinated with the individual that expressed an interest, explained that they needed to prepare a 7460 form (regarding airspace) and then she can submit that form to the FAA to solicit comments. She added that there is an approval process that will involve the Fire Department and that the big trigger for FAA is the 7460 form. FAA's regulations can change and as of the latest this is what they want to see. Proponent has not submitted a FAA 7460 form.

Siting of a new Corporate Hangar

Sharon shared that there has been interest in the siting of a corporate hangar near Clary hangar. This interest has been intermittent. Sharon has provided the interested party with direction asking them to fill out the FAA 7460 form so that there is a general idea regarding what the FAA response will be regarding the AWOS and to have a better idea of what they would like to do. She added that until you have it in writing it is difficult to know exactly what that target will look like. Proponent has not submitted a FAA 7460 form.

Clary Access

Sharon provided an update to the Board regarding the condition of the pavement near the Clary hangar. She explained that the pavement was not in the best condition and during her last meeting with Jim Clary he expressed an interest in working on improving the pavement himself and discussing a potential strategy with Sharon regarding their land lease. One year ago, Sharon added that she and Jim met with Lakeside Industries to obtain a cost estimate. Per Warren Longden's (Jim Clary Representative) request, Sharon obtained an up to date cost estimate. Sharon has completed and provided the up to date cost estimate to Warren and it is in their hands at this time.

Disparity Study

Sharon explained the Disparity Study and Disadvantaged Business Enterprise (DBE) with the Board, how several years ago there was a law suit, and that the

outcome resulted in the documentation regarding what is occurring, avoiding discrimination, and if it is occurring how to address it.

She added that it is unclear what will be required but the State of Washington is looking at conducting a statewide study in which the results of that study will be available for this Regional Board's use.

Sharon added that she was required to submit a letter to FAA indicating that she had received notice of the disparity study need and as things move forward they will continue to interact with WSDOT and FAA when it is appropriate. She attached a copy of the letter for the Board's review and added that she had to meet a deadline of July 31, 2015 because of the law suit that was filed over 10 years ago. She acknowledges that it was one of those short notice items that you can get from FAA but that management did meet that deadline provided.

U.S. Department of Transportation: Notice of Grant Award

Sharon explained that management had recently received the notice of Grant Award for U.S. Department of Transportation in the amount of \$294,000 dollars, which is the Board's AIP funding. Karyn added that there is a copy of the notice within the Board members packets.

Sharon added that WSDOT Aviation had recently contacted management regarding the granting of the Airport award of \$16, 375 dollars. She explained that this means that with the local match received from the Port of Longview (\$25,000) we have the funding necessary for those three priority projects' design work, and that management received the final offer documents that need to go through the City of Kelso's process for sponsor signature approval. Sharon added that this is great news. She added that the Board directed management to work on obtaining this funding, saving their existing AIP funding of \$150,000 that was going to go away at the end of September, and working towards getting a sustainable budget. She added that management and the Board has done a lot of hard work. She reminded the Board that they had to revise the Capital Improvement Program, fill out applications, project information sheets, and numerous things that management kept bringing to the Board for authorization and signatures. She explained that management has been working hard on this end but couldn't have done it without the work of the Airport Board and their approval. Rosemary said that she wanted to add for the record that this means the FAA and WSDOT paid for 95% of the cost of the Capital Improvement Projects and that the Airport Board is only responsible for 5%.

The Board members (Chet and Darold) thanked management for all of the work, and agreed that his is huge. Sharon added that she has contacted two federal offices to see if there was a potential to do some type of ground breaking event that will help to acknowledge this major milestone for the Board. Rosemary also said that she would send out a press release, she is going to ask Dena Horton and David Hodges if as they are traveling up and down the I-5 corridor they could stop here at SWRA for this type of event. Group discussion regarding the milestone.

Airport ownership transition update. (update opportunity)

Group agreed that there was not a lot new to report and that they had touched on the topic earlier in the meeting.

Kelso to Martin's Bluff Improvement Project. (update opportunity)

Sharon provided an update on the Kelso to Martin's Bluff improvement project. She shared that at the last meeting she had concerns that the contractor was on airport property and she has been able to confirm that was the case. They have since removed all material off of Airport property and are no longer encroaching or using Airport property. Sharon explained that she was open to a temporary construction easement but BNSF felt the contractor had sufficient room and did not need to have one in place.

Additionally, she added that she is continuing to attempt to coordinate a need for the fence, the stormwater, the before construction conveyance system and what it all means to the Airport's stormwater system. She isn't sure if it is significant enough to damage the Airport property so she is still monitoring this but feels it might take a while to get further resolution.

Wastewater Treatment

Sharon shared that she was contacted yesterday about the wastewater treatment plant near the golf course and that there is a main line that comes through the Airport. She understands that they need to divert the sewage system, install a temporary above ground pipe system for one week or so, in order to get in and maintain and clean the existing line as well as "tv" the line.

Sharon showed the Board members the proposed alignment, that she had discussed the Airport Object free zones, airspace restrictions, and FAA requirements. The line may be located within the Airport property but might be changed slightly to accommodate all Air traffic and any concerns regarding air space and requirements. Sharon contacted FAA, the 7460 form is required, and due to the construction's short timeline Mary Vargas (FAA) thinks they will be

able to get it done within a week of FAA receiving the packet. Mary has committed to “walking” the form around to the various FAA offices for approval.

Sharon had discussions with Paul Roesch (Airport Attorney) regarding temporary construction easement because this is a parcel and not a public right of way however, because the pipe is there we assume that an easement exists somewhere. She concluded that they do not want the runway shut down and agrees with the alternate route idea. She also wanted to make sure the Board was aware of this activity and that she intends to work out a final agreement to permit them use.

Sharon asked Paul if she needed Board action on this. Paul Roesch replied no, that this at a minimum would involve some implied easement access, unsure what paperwork would be necessary, but that this information is advisory to the Board so that they are aware that something is going to happen. Steve Taylor (City of Kelso) added that this was not the City’s line.

Sharon replied correct and that they hope to be out doing this work the first week in September before your next Board meeting, that she has been working with them to ensure that the Board isn’t exposed to any liability and that the pilots are able to use the Airport. Group discussion regarding location of the line and size. Steve Taylor added that he received an email from Cowlitz County looking for the as-builds and he believes the County ended up having those documents.

h. Review of Action Items, Other Airport Business, Next Meeting Date (s) and Time

Review of Action Items

Karyn Anderson was asked to read back the meeting action items to the Board members. Karyn read the following back to the Board members:

1. The Board has approved the meeting minutes that were provided in their packets (Board and Budget minutes).
2. The Board has approved the general claims.
3. The Board approved to consolidate the administrative services agreement for Financial Services.
4. The Board approved to authorize the Airport Manager to issue the notice required for the maintenance contract with the City of Kelso.
5. The Board did ask that no action be taken in regards to the Airport manager forming a technical advisory group however, did ask that “advisory group” is added as an item on next month’s meeting agenda. (Sharon asked for clarity

from the Board regarding this item.) Dennis said that he would just like it added to continue the discussion, and not as an action item for the manager. Karyn suggested that it be placed under old business (no action required) on the next meeting agenda.

Other Airport Business:

Sharon shared with the Board that management has been working with Department of Natural Resources in the use of the Airport's north ramp in July and August for a Helibase operations for the wildland firefighting efforts. Karyn added that they were at the Airport in July and August. Sharon shared that the sky crane was here at the Airport. Darold commented on the sky crane, the big tank that is located beneath the sky crane, and other aircrafts that utilize the Airport. Rosemary shared that it holds 2,400 gallons and takes one minute to fill it.

Office Hours (e.g. for the Holidays, etc.)

The Airport office hours are Tuesday, Wednesday, and Thursday (8a.m. to 1:00p.m.) or by Appointment.

Meeting Adjourn and Next Meeting Date

Darold Dietz adjourned the Meeting. Meeting adjourned at approximately 4:30 p.m. Next Board meeting is September 17, 2015.

Sign in Sheet/Attendees: Dan Johnson (City of Kelso/SWRA), Scot Walstra (EDC), George Hext (Pilot/audience member), Steve Taylor (City of Kelso), Jeff Wilson (business owner), Jerry Sorrell (Pilot/Tenant) and Don Barclay (Reid Middleton Consultant).

Minutes respectfully submitted by: Karyn Anderson