

Regional Airport Board
Meeting Minutes

3:00 pm

FBO Office – Kelso/Aviation

September 17, 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 September 17, 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), Norm Krehbiel (NK), Paul Roesch (PR), Sharon Zimmerman (SZ), Dan Johnson (DJ), and Karyn Anderson (KA). David Futchter (DF) arrived after roll call.

Approval of minutes from last meeting

The Operating Board approved the August Board meeting minutes. Norm Krehbiel motioned to approve the minutes. Chet Makinster seconded the motion. All were in favor of approving the meeting minutes with no corrections.

Treasurer's Report

Patty Murray (City of Kelso Finance/Alternate) shared with the Board Members the information that she had been provided by Brian Butterfield (City of Kelso Finance Director). She summarized that the revenue (operating) was \$79,882.74, grants and subsidies were \$383,363.66, and that total revenue was \$463, 246.40. She then shared that the operating expenditures were \$237,074.64, capital was \$76,888.40, total expenses were \$313,963.04. She added that excess revenue was \$149,283.36, operating loss was a negative \$157,191.90, cash account as of August 31, 2015 was \$481,532 dollars. She added that it included \$122,494 in unrestricted cash and \$359,038 dollars in restricted. The other note that Patty received from Brian Butterfield was that the City of Kelso Finance had not received the \$25,000 contribution from the Port of Longview or the \$6,250.00.

Paul Roesch (Airport Attorney) asked if these numbers had been included within the Board packet. Karyn replied that there will be a summary of the Treasurer's report provided within the minutes. Paul asked if it was written too or provided orally. Karyn replied orally. Paul asked Patty if the numbers represented January 1 through August 31st. Patty replied yes. Sharon further explained that this information is processed in

the Finance office and would include information through August and that all of the bills that are being processed are through August.

Darold Dietz asked if there were any further questions for Patty. Dennis Weber asked Patty what she meant by a phrase that she used that implied a negative balance. Patty replied that these were the latest numbers from the Finance Director. She went on to explain that the total revenue was \$463,246.40 minus the total expenditures of \$313,963.04, which left you with an excess revenue of \$149,283.36. Than Operating Loss was a negative \$157,191.90. Patty offered to follow up with Brian Butterfield (Finance Director). Sharon offered that it could be how their matches and contributions are identified, that the number reported included revenue versus expenditures, and that doesn't include all of the match information.

Sharon went on to add comment regarding recent challenges and success that the City of Kelso (Patty) and Airport Management has had over the past month in regards to working on a past due account. She added that there was a tenant that hadn't paid their bill over the past few months and after some coordination they were able to get it resolved. Patty added that she received the payment the day prior. Sharon explained to the Board that this was in the amount of \$5,000 dollars.

Paul added that he would like to add to Dennis Weber's question regarding the "Operating Loss" and to better understand how that is calculated. Chet Makinster requested that a regular written report be provided to the Board for the Treasurer's report rather than a verbal report to help in their review. Karyn asked that Patty reply in an email once she's had an opportunity to follow up with the Finance Director. Group discussion. Chet Makinster asked if the Board would be provided an answer. Patty agreed to follow up in an email.

Agenda Items

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

Sharon Zimmerman reviewed the General Claims Spreadsheet with the Board members. She explained that the spreadsheet includes the general claims that had been recorded and the year to date balance. She explained that the general claims that the Airport is processing was a total of \$25,594.86 dollars. Darold asked where that figure was provided. Sharon pointed out the spreadsheet and explained that it was also on page 2 of their packet. Karyn pointed out the two tables provided on page 2 of the agenda for the Board members review.

Group discussion regarding the general claims spreadsheet, year to date column, and budget. Sharon explained that this is being tracked so she is able to have an understanding about certain line items that may need adjustment. Dennis Weber asked about the repairs to the landing field budget line item. Sharon replied that

the repairs have been \$1,167, which is under budget. Dennis Weber pointed out that the City utility line item was over budget. Sharon replied that would be as a result of the stormwater fees that were more than expected. Dennis thanked Sharon.

Darold Dietz asked if there were any further questions. No questions. David Futcher motioned to approve the general claims. Norm Krehbiel (seconded that motion). All were in favor of approving the General Claims as presented without changes.

b. Public Comment

Jeff Wilson

Jeff Wilson (business owner/audience member) introduced himself as residing in Longview, WA. He added that he wanted to respectfully add for record that information provided financially should have a report, date and time. Darold Dietz agreed with his comment and thanked Jeff for his comment.

Dennis Weber

Dennis Weber asked the Chairman for clarification regarding what had been approved so far and if the Treasurer's Report was not approved because it will be on the next agenda. Karyn reviewed for the Board the current action items which included Board approval of the meeting minutes and the general claims, and that Patty will follow up in an email and in written format regarding the Treasurer's Report figures at future Board meetings.

Steve Taylor

Steve Taylor (City of Kelso Manager/audience member) asked how Brian Butterfield typically provides the Treasurer's report. The group replied orally. Sharon added that this was the first Board request for Brian to provide the Treasurer's Report in a report form. Steve Taylor assured the Board that the City of Kelso Finance would follow up in a report form, which they already have this information in reports, with dates, and it is all in their system.

Bill Fashing

Bill Fashing (audience member) added that he believes the information in the Treasurer's report is representative of the revenue and expenditures figures provided. Group discussion. Steve reiterated to the Board that the City of Kelso Finance will provide the information in a report form.

Darold Dietz asked if there was any further public comment.

Warren Longden

Warren Longden (Pilot) said that he had comment to provide along with a letter from Jim Clary. Warren brought additional copies for the meeting, Karyn distributed to the audience, Board members and one copy for record.

Warren provided some background information for the Board regarding the repairing of the Taxiway. He shared that he thought this discussion first took place back in September 2014. Since that timeframe Warren said that he has had several meetings with Sharon (Airport Manager). He commented that he also received a letter from the Airport Manager and had conversations in July about the importance of the Taxiway repairs.

Warren also requested that a bid be obtained by the Airport and that the Airport Manager did follow up, and obtained a copy of his/Jim Clary's bid from Lakeside Industries. Warren went on to explain that if he/Clary is going to finance the Taxiway repairs, which right now Jim Clary is not going to do, that this needs to be done. Warren added that he has spoken to their insurance company and that this is an Airport Taxiway that is supposed to be maintained. He isn't sure if there is someone else to talk too and that nothing has been done to repair the Taxiway in 6-7 months.

Darold Dietz asked Warren if they had a bid. Warren replied that they did have a bid for the repairs to the Taxiway and added that a bid for the Airport would have included prevailing wage, and he would like to see the Airport's bid. Darold Dietz asked Warren, if they were going to do the repairs, why Warren needed another bid from the Airport. Warren replied that if he/Clary was going to do the repairs for the Airport than they wanted to know how much money they were going to be saving the Airport by comparing the two bids. He added that it would cost them money, which would ultimately be doing the City/Airport a favor.

Darold Dietz replied that he didn't understand and asked if Warren was trying to determine how much of a "favor" it was going to be. Warren replied no, they just wanted to know how much it will cost the Airport to get it done. Darold asked Warren to explain if their bid is lower than what difference would that make and that he didn't explain what the problem was. Warren explained that he asked for a bid on the property and that a copy of their bid was obtained from Lakeside.

Warren added that they also wanted a letter stating that the road would no longer be used as a maintenance road. They wanted this letter prior to spending money on repairs to the road that was built as a Taxiway, not a maintenance road. Warren shared that they have repaired this road in the past and only got about 6

months out of it. Darold Dietz asked how he/Clary was compensated in the past. Warren said that Clary received an extension on their lease.

Darold asked Warren who uses this road for Maintenance. Warren replied that the road was used for maintenance by the company that completed the Taxiway and runway repairs. Darold asked how long ago that occurred. Warren replied four years ago. Group discussion. David Futcher added that it is prevailing wage regardless. Sharon replied that she could add some information in response to the public comment. She can follow up drafting a letter to Jim Clary as well as providing the background information to the Board. She added that there are a wide variety of options. David Futcher asked Sharon what option gets this resolved. Chet Makinster agreed and expressed his interest to get this resolved. Group discussion regarding the bid.

Warren said they want more than just a bid, they also want the letter stating that the road will no longer be used as a maintenance road. Darold Dietz replied that Sharon cannot provide a letter like that, it has to come from the Board if they agree. Warren explained that he brought this to their attention he thought in September, which would then be captured in the minutes, and that he maintains this road at his own expense.

Paul Roesch asked if it was realistic to think that no one will use this road for maintenance. Sharon replied and said that there is a contract for that land lease, that there is documentation, and research regarding some of the Airport's history. And when it comes to the Airport facility and who uses it that is absolutely an item for the Board.

David Futcher asked if the Board was to put a policy in place, would the Airport still be able to get what it needs done around the Airport if this is the only access. Darold asked Warren and what if Fire trucks needed to use that road. Group discussion regarding if they could do what is being requested. Darold added that it could also appear exclusive. Warren replied no, the Board would be doing it for the Airport and that it is an Airport road. Warren added that at this point they aren't willing to invest in repairing the road and have been offered nothing in return for the money that they would be spending on repairs.

David Futcher said that he wanted to better understand what Warren is asking for. Warren said they wanted their cost offset somehow. David asked if they wanted it completely offset. Warren replied yes completely if you are referring to the Taxiway.

Norm Krehbiel asked Paul if he was prepared to respond to the prevailing wage discussion, Airport property, if a private party paid for the improvements, and if

the Airport could give something in consideration. Paul Roesch (Attorney Airport) replied it would be dependent upon the cost of the project, a consideration to offset could be done, but that he is not prepared to say at this point if it would be considered a gift or not a gift. Paul added that he would need to look into this further so that he could respond to the Board. Group discussion.

Paul recommended that the Board not pursue any negotiation today at the Board meeting without knowing the additional pieces. Warren explained that they received an extension on the lease the last time when they repaired the road, and that if they were to receive another extension it would be far enough out that he would no longer be here at this Airport.

Chet Makinster said that he would like to see in writing exactly what Warren and Bud Clary is asking for and expecting, and to provide it to the Board in black and white. Paul added that the letter Warren provided today is pretty clear but the Board is needing to understand everything needed if they are to participate in this repair project. Paul sees it as two fold, what the tenant wants and how the repair issue is addressed.

Dennis Weber asked if this was deemed a safety issue could the Board authorize Sharon to get it done or would there be financial consideration that would prevent the Board from doing this. Group discussion regarding the repairs. Darold Dietz added if they had a choice than an overlay could be the way to go. Dennis Weber replied to the Chairman that it isn't the Board's to negotiate repairs to the Airfield but to direct staff to come up with a solution to the problem, that could be done within the allocated revenue stream, and report back to the Board.

Darold Dietz asked Paul if there needed to be a motion. Paul replied no, that the Board is asking for a response at their next meeting. Dennis Weber added if it needs to come back to the Board or if it could be repaired between now and then.

Paul clarified that the Board would need a motion to direct staff if it involved moving forward and spending money. He added that if the Board is looking at just the research to determine a course of action to be brought back to the next meeting, the Board doesn't need a motion. Group discussion regarding the urgency in addressing the repairs. Darold replied that he understands that Warren blows off this road/Taxiway, that Dan also maintains this as part of his job, and that this has been an issue for four years. Chet Makinster suggested that the Chair may want to contact Bud Clary directly to have a meeting.

Paul reiterated to the Board that if they would like staff to bring back a course of action at the next meeting than staff has enough information and direction. Paul added that if the Board wants the repair to be effective before the next meeting,

which would involve expenditure of money, presumably than there would need to be a motion on the table.

Sharon reminded the Board that in the 2016 Proposed Budget, that the Airport Board approved, there is \$20,000 dollars towards pavement repairs. She also shared that she was anticipating some of that funding to be spent on repairs to the access road, if Jim Clary was not going to come back with a proposal of how they were going to address the repairs, and if they wanted it repaired sooner rather than later. David Futcher said that if the money is in the budget for 2016 than the Board could borrow it now, address it now, and have it reimbursed in 2016. Steve Taylor (City of Kelso) added that if Clary wanted to pay for an improvement that it can be done without prevailing wage, but if the Airport is going to do these improvements, without prevailing wage, and Clary wants compensation, than prevailing wage has to be factored in. Steve is familiar with this scenario because of the City's involvement with park projects that receive partial funding donations. Norm Krehbiel added that there are bidding laws to be considered as well. Dennis Weber said that he hoped Sharon would be reporting back with solutions that she will be recommending to the Board. Group discussion.

Loren Sievila

Loren Sievila (Pilot/EAA member) asked to provide comment and offered that he heard there wasn't any ballast road/Taxiway and suggested that perhaps there is room to repair the current road and build a new taxiway at the same time.

- c. SWRA Resolution (15-005): Revising Resolution regarding hangar rows and tie down fees.

This item is in response to the State Auditor's Office (SAO) Audit recommendations to management to ensure fees charged for tie downs are in accordance with the operating agreement and rates established. Sharon explained to the Board that the resolution within their packet included the fees for the tie down areas on the south and north ramp. She added that there is an earlier resolution that the Board has been working from that was not detailed and that this updated Resolution (15-005) includes that detail, west side hangar information, fee information, and that staff has consolidated various information into this one resolution. She assured the Board that the rates were the same. Additionally, Sharon shared that she had asked Paul Roesch (Airport Attorney) to look at the possibility of including an inflation fee and that two versions of Resolution 15-005 have been provided within the Board's packets. One version with an inflation clause that includes an automatic increase and another version without the inflation clause for the Board's consideration.

Paul Roesch added that if the Board chose the Resolution with the inflation piece, that the inflation piece triggers the Consumer Price Index (CPI) out of Portland, not to exceed the formula or the 3.5 %. Chet Makinster asked Paul for clarity. Paul Roesch explained that one form has no adjustment and the other form has the CPI adjustment that would start January 1, 2017 that would follow the CPI formula or the lesser of 3.5%. Norm Krehbiel replied 3%.

David Futcher motioned to approve the Resolution (15-005) with the CPI adjustment. Chet Makinster seconded the motion. All were in favor of approving without changes.

- d. SWRA Project Construction with Reid Middleton: Airport Talley Way Fencing and Security Gate, Airport Sullivan Hangar Demolition and Airport Beacon Tower Replacement.

Sharon reviewed the consultant contracts with the Board covering the three FAA Airport priority projects and explained that the Airport had received grants totaling over \$300,000 dollars. Sharon reminded the Board that the last step regarding these projects entailed the Board approving the Resolutions supporting these projects, providing that the City of Kelso (Airport sponsor) received the final grant offer from FAA, and the City of Kelso's council than ratifying the acceptance of that grant offer. Sharon explained that her bringing this forward today is the first step for the Board to authorize the contracts with the consultant so that they can move forward with the design and permitting phases. Karyn pointed to the final project contracts that were available and ready for signature.

Chet Makinster motioned to authorize the Airport Manager to approve the Reid Middleton Professional Service Agreement contracts for the Talley Way fencing and security gate, Sullivan hangar demolition, and Beacon tower replacement projects. Norm Krehbiel seconded the motion to approve. All were in favor of approving.

Jeff Wilson (audience member) asked to provide public comment for agenda items. Sharon reminded the Board that public comment can be provided during the agenda and action item discussion. Paul Roesch added that the process the Board has set up is that they would entertain public comment during their agenda and recommended as a point of order that the Chair ask if there was any public comment on any of the last two items covered. Darold Dietz asked if there was any public comment on any one of those two items.

Jeff Wilson

Jeff Wilson asked to provide comment regarding the project costs associated with the last agenda item. He suggested that while the dollar amount was discussed

orally and is within the contracts, that it also be included on the summary sheet provided. Sharon asked the Board if they would also like a copy of the entire contracts. Board did not. Sharon read aloud from the contracts the final figures for the Security Fencing project (\$102,766), Beacon Tower project (\$93,592) and the Sullivan Hangar demolition project (\$125,277).

e. Stopway Letter to FAA.

Sharon explained to the Board that Reid Middleton had been working on the Stopway project and has completed about 7 Environmental documents that were submitted to the various regulatory agencies. She added that Airport coordination included FAA who indicated that while they would not require NEPA on their part, they still wanted to review the documents. Additionally, FAA requested information regarding if the Airport intended for this to be a Stopway project or a Runway extension project. She explained that it ultimately came down to timing and if the Airport planned to call it a Stopway project but then immediately move towards a Runway extension project. And if that was the case than FAA would need to do a thorough Environmental Review and that would require the NEPA process.

As a follow up, Sharon set up a meeting with FAA to gain a better understanding and as a result FAA requested an official letter from the Airport Board explaining their intent for the Stopway project. Additionally, because the Runway Extension project is not within the Board's near term CIP, FAA felt this letter would satisfy their request. Sharon added that the signature on the letter would be by the Board (Chairman Darold Dietz).

David Futcher motioned to approve the FAA Stopway letter of intent with Darold's signature. Chet Makinster seconded the motion. Darold asked if there were any additional questions and comments.

Dennis Weber asked Sharon if there was any indication that FAA would like the Airport to do the Runway extension project other than the Stopway project. Dennis added that four years ago, due to funding and usage, they moved away from the Runway extension project. Dennis asked if usage is up, is FAA willing to fund the Runway extension project now. Sharon replied that FAA will not fund the Stopway project and when it comes to the Runway extension project there are certain thresholds and criteria that the Airport would need to meet which the Airport does not meet at this point. Dennis thanked Sharon. Darold asked if there was any public comment. No public comment.

Darold proceeded with the motion on the floor asking for any questions or comments. There were no additional questions. All Board members were in favor of approving the FAA Stopway letter without changes.

f. SWRA Crack Sealing Contract: Request of \$5,000 in Airport funding

Sharon shared with the Board the condition of the Airport pavement and that it is a priority item at the Airport. In the past they have worked to identify priorities, revenues and expenditures, what the sustainable budget might look like, and try to right size different areas. She added that since Dan is under contract with the City of Kelso he can do certain things however when it comes to crack sealing this isn't something that Dan would do for the Airport. She shared with the Board in order to slow down the deterioration of their pavement, crack sealing is needed. Also, in her on-going review of their financials of what is being spent and where there may be additional funding, Sharon believes there is approximately \$5,000 dollars available to fund a small crack sealing project. Additionally, Sharon contacted Farwest Energy Management, Inc., the Airport's crack sealing contractor through September 30, 2016, and confirmed the contractor's availability to complete the project within the next month. Sharon added that she is bringing the concept of pooling some of the unspent funds to complete a small crack sealing project in 2015 for their consideration. She added that the work would be starting at the north end of the Taxiway A and work south toward Taxiway B.

David Futcher motioned to authorize the expenditure up to \$5000 for the crack sealing project and to direct the airport manager to have the work completed in 2015. Chet Makinster seconded that motion and said that he has a question.

Chet asked if the \$5,000 would be better served on the road/Taxiway project discussed earlier in the meeting or on this crack sealing project. Norm Krehbiel asked how much crack sealing should be done and if we are starting at the worst area. Sharon replied that it is about the same overall and if the Airport uses the contractor to complete the crack sealing it would cost approximately \$20,000 dollars for the total Taxiway. She added that the Runway has been done and in the pavement condition report it says that your Taxiway is ok. Norm Krehbiel asked about the report. Sharon replied that there was a pavement condition report completed in 2013. Chet Makinster asked for a copy of the pavement report. Sharon replied that it is available on the WSDOT website but that she could provide him a copy. Darold added that he thought Chet had a valid question. David Futcher replied that they need to do what needs to be done, and if that is crack sealing, the Airport should do crack sealing. David would still like to put the other road/Taxiway project on the front burner but doesn't want to do it at the

expense of this project. Dan Johnson (City of Kelso/SWRA) added that between the Clary taxiway project and the condition of Taxiway A he understands the condition of both because he sees it every day. Dan shared the maintenance issues of both Taxiway A and the Clary Taxiway, grass versus gravel, and the condition of both. Sharon added that the Clary Taxi lane is greater than \$5,000 dollars so to move that forward it would require more funding and that might require funds borrowed from next year's budget.

Darold asked if there was any public comment. No public comment.

Darold proceeded with the motion on the floor asking for any other questions or comments. All Board Members were in favor of approving the authorization of \$5,000 for the crack sealing project and to direct the Airport Manager to have the work completed in 2015.

- g. SWRA Capital Improvement Project (CIP) 2015 Update. (Board packet included a copy of the Airport's current Capital Improvement Project (CIP) spreadsheet, CIP project map and a proposed CIP spreadsheet 2015 update.)

Sharon explained to the Board that every year WSDOT updates the Washington Statewide Capital Improvement Program database that is used to prioritize the grants they are going to fund. WSDOT works with FAA in a coordinated effort to prioritize projects. Every year there is a need to update the CIP by October 31st of that year. Sharon reminded the Board about all of the work that had been done last year to establish the Airport's CIP program and in reviewing where some of the needed adjustments might be. For example the three priority projects that you are moving forward with the design and permitting, and having that project moved up and completed in 2016.

Sharon reviewed the Airport's CIP with the Board. She highlighted the first four projects and said that WSDOT is supporting those first four projects. She explained those were the main changes on their CIP when comparing the two documents provided within their packets. Additionally, Sharon changed a few of the project dates (within the first column) but because these changes were so minor she thought the Board could move forward without doing a CIP workshop.

She offered to hold a CIP workshop to review the CIP again in more detail with the Board members if necessary. However, if the Board feels that what was provided today is sufficient than Sharon could move forward with the 2015 update. Sharon than asked the Board members if they would prefer a workshop or not. Board members replied no workshop. Chet Makinster asked if they needed a motion. Dennis Weber replied that he had a question and asked Sharon about page 3 of the 2015 CIP update. He pointed out the runway project

reference and runway lighting and asked if that was correct. Sharon directed everyone to page 3 on the 2015 CIP update which is titled the runway rehab project and explained that this was overlaying the Airport's runway.

Dennis then asked if the Stopway was expected to happen by a certain date. Sharon directed the group through the CIP, to the first group of projects that are FAA eligible projects, then the local funding projects, and then to the Local A section which is the Stopway project (located on page 5). Dennis thanked Sharon. Sharon added that she kept with the same naming convention and format.

Darold proceeded with the motion on the floor Darold asked if there was any further Board comment or questions. No comment or questions. Darold asked if there was any public comment.

Steve Taylor then said he had a question and asked about the Beacon tower project, Fencing project, and Hangar demolition project as he was reviewing the CIP document. He said that he was calculating approximately \$300,000 dollars in project costs. He then asked if the \$300,000 dollars in design for the Reid Middleton contracts discussed earlier in the meeting was correct. Don Barclay (Reid Middleton) replied yes, that is the cost for design. Sharon added for design and permitting.

Steve Taylor then asked if that was because the projects were on Airport property because typically design and engineering is approximately only 20% of the cost of the project. Don Barclay replied that FAA is involved and that there are processes that have to be followed. Steve agreed, understanding the documentation that went into the grants, line item by line item, it was clear the numbers that went into that effort. However when he looks at the construction estimates it is almost equal to the engineering design which is not something that he typically would see in public construction. Don Barclay replied that he understands what Steve is saying, but that there is a process which is why it costs what it does. Sharon reiterated that the grants that were just authorized was for design and permitting. Group discussion.

Darold asked for any additional questions. No further comments or questions. All were in favor of approving the Boards 2015 Capital Improvement Project update.

- h. Airport Current Business Updates (non-action items): Hangar Occupancy, Airport Facility Update, and Airport Board Update.

Hangar Occupancy Report

Darold Dietz asked Karyn Anderson to provide an update.

Karyn shared with the Board that as of September 17, 2015 they were at 81% occupancy rate (total of 57 hangars leased). She shared that figure has since changed and that Sullivan tenants have been moving over to fill the hangars on the east side of the runway (Row B and C). She then reviewed with the Board the report provided within their packet, titled “hangar occupancy report”. Karyn explained that the report’s first column (Sullivan Hangars) showed a total of 19 hangars of which a total of 11 hangars were currently leased. Karyn shared that is approximately 58% occupancy rate for that row and explained that the figure has been closer to approximately 80% occupancy. She added that this drop in occupancy is a good thing, moving tenants out of the Sullivan hangars and getting them into Rows A, B, and C.

Karyn shared that there has been an increase in the leasing, pointing the Board members to the next few rows on the report, highlighting 100% occupancy for Hangar B and C. She added that there is an additional tenant coming in the next week to lease a hangar in Row A.

Karyn recapped that the summer has been busy, that the Airport has seen its share of tenants and pilots using the Airport, and seasonal tenants moving in and out of the Airport. She also highlighted the Albatross Aircraft that is currently utilizing the Airport, explaining that this is a new tenant to the Airport, who has relocated, uses the Airport for commuting, and resides now in the area.

Airport Facility Updates:

Jeff Wilson

Jeff Wilson asked the Chair if he could ask a question regarding an earlier agenda item – CIP. Jeff asked what the total of the CIP projects minus the projects that are completed, understanding that most are in chronological order. He refers to this number as the dollar amount for what he calls the Airport “wish list” and as it relates, which are completed and which are not. Darold replied that up until now, there was no need to do this because there weren’t any projects being completed at the Airport. Dennis Weber added that there is an Airport Master Plan that outlines a lot of these things, so it isn’t as if the Board hasn’t looked at these items before and that it is all part of a plan. Dennis added that it has been several years from the Master Planning effort, however they do review, there is the annual budgeting exercise to identify expenditures, and hopefully in the future there will be more of these Airport projects.

Maintenance Contract tasks (Board request)

Sharon explained that there was an interest during the last Board meeting regarding the maintenance contract tasks breakout, contract with the City, and privatization of the mowing and herbiciding efforts. She has also included the depredation tasks for the Airport as well. She added that she had provided the Board with a maintenance task list in their packet to help guide the discussion during the negotiation with the City and acknowledged that it is not encompassing all tasks. Sharon added that it lists a majority of the tasks within the current contract. Dennis Weber asked Sharon what her next steps would be in this area. Sharon replied that she will finalize it with Steve Taylor (City of Kelso) and then come back to the Board with a copy of what that draft contract would look like. Dennis Weber and Chet Makinster thanked Sharon.

FBO Contract Received Notice of Request for Renewal

Sharon shared with the Board that the current FBO Manager (Kelso Aviation-Dennis Wise) has indicated that he has plans to renew his contract. Sharon and Paul Roesch plan to work through the negotiation process with the FBO. Chet Makinster asked if there are any items that can be done within the FBO contract that the Airport Board wants taken care of. Paul replied that is in review. Chet said that perhaps the FBO could do some things that he doesn't do now. Darold asked Sharon if she planned to update the Board at the next meeting. Sharon replied yes, if there is anything significant. Norm Krehbiel asked when the contract expires. Paul replied May 31, 2016.

Underground Storage Tank

Sharon provided an update on the UST cathodic protection modifications. That Petroleum Compliance Services (PCS) is currently working on design, part ordering, and anticipates the work not this next week but the week after. They estimate it to be approximately 2 days of activity by the pumps in the underground storage tank area. She is working on getting the dates narrowed down in order to coordinate with the Airport, its users, and the FBO. Denny Wise (FBO Manager) is aware of the activity that is coming and as soon as she has a better idea on dates she will communicate this information to the users. During the activity there will be little inconvenience and pilots should be able to access the tanks safely.

Airport Building & Unoccupied Hangar Inspections

Sharon explained that Airport management has been working with Cowlitz 2 Fire and Rescue regarding scheduling the Airport buildings and unoccupied hangar inspections at the Airport. She added that this is additional data and information

that will build into the development of the maintenance program. Karyn added that she has connected with the Fire Department and that it is scheduled for the following week.

Hangar Roof Repairs

Sharon shared a brief update with the Board that this is another area that needs attention, and that they recently had a contractor come out to provide us with some of those costs associated with the repairs.

Kelso to Martin's Bluff

Sharon shared that work continues on this project at the south end off of the Airport's property, and that there is nothing new to report at this time.

Fuel Tank Relocate

Sharon reminded the Board that they have a tenant that has expressed an interest in the relocating an above ground fuel tank onto the Airport. At the last Board meeting she explained that she informed the tenant they needed to prepare a 7460 form (regarding airspace) and then she can submit that form to the FAA. She has not received the completed FAA 7460 form from the tenant as of this date. So no change in status.

Siting of a new Corporate Hangar

Sharon shared that there has been no new activity in this area. Sharon has provided the interested party with direction to fill out the FAA 7460 form and at this point she has received no details regarding where a hangar might be sited. She added because the proponent has not submitted the FAA 7460 form she cannot provide it to the FAA to obtain their input. So no change in status can be reported.

Clary Access

Sharon said that this item (discussed earlier in the meeting) and additional information will be provided at the next Board meeting.

Automated Weather Observation System (part repair, status update)

Sharon provided an update regarding the AWOS, while it is not the Airport's to maintain, staff has been monitoring and in contact with FAA to find out when it will be repaired. She has learned that there are problems with the computer unit attached to the AWOS and that it apparently experienced a power surge on

August 25, 2015. They will continue to keep us updated as to when that will be repaired and operational.

Emergency Locator Transmitter Training-Civil Air Patrol

Sharon asked Karyn to provide an update. Karyn shared some of the past activity and reminded the Board of the Airport's coordination during the National Night Out event in August of this year. She explained that the Airport participated in the National Night Out event and had invited several of the Airport pilots, as well as Civil Air Patrol. She reminded the Board that the Airport had a booth at the event and that there was a great turn out, estimating over 100 people attended the Airport booth. She added that this was a community partnership with the City of Kelso supporting law enforcement and was a great turn out from the community. She highlighted that Civil Air Patrol who attended with the Airport had gained 5 new members (cadets) by participating with the Airport during the event. Karyn explained that in Civil Air Patrols' efforts to now bring these new cadets on board there is a learning curve and that they are looking into additional training. Currently the Commander is looking at locating an ELT or purchasing one to assist them with emergency training for the new cadets and as a refresher training exercise for some of the existing cadets.

Airport Board Update

Airport ownership transition update. (update opportunity)

Group agreed that there was not a lot new to report. Darold Dietz pointed out that the new Port Commissioner was in the room. Darold added that he has shared with the new Port Commissioner how important the Airport is to the Community and the Region. Darold thanked Doug Averett for attending.

Board Member Reports (tenant feedback)

Sharon explained that this was added to the agenda as a place holder for the Board members to provide a report and if there was tenant feedback on activities that the Board wanted to bring forward.

Chet Makinster said that he had a question regarding "procedure". He explained how the City Council operates, that when there is public comment it is provided and followed up with at a later date. Chet added that the reason why he is bringing this up is because he believes that all of a sudden staff gets blasted by comment. Chet suggested that perhaps the Board does like city councils do, and they take the public comment and get a report back from staff the following month. Darold asked for clarification, asking if Chet meant that they would just listen to comment but not comment back on it. Chet replied yes. Darold replied

that it takes experience and training. David Futcher replied that the challenge there is that the Board only meets once a month and it's challenging to not respond. Darold added that until lately there was time within the Board meetings to respond but as the agendas grows and becomes larger, perhaps the Board takes comment and tries not to answer back. Paul Roesch said that with his observation it seems to not be a problem *so far* and that the chair has the ability to control the comment period. Group discussion.

i. 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 has asked Patty (Financial Services alternate) to follow up in an email regarding the Treasurer's Report and in future meetings to have a printed out report provided at the meeting.
4. The Board has asked staff to report back to the Board regarding the Clary letter and the proposed course of action.
5. The Board approved Resolution 15-005 with CPI adjustments.
6. The Board approved the FAA Stopway Letter.
7. The Board approved the authorization of expenditures of \$5,000 from the existing budget for the crack sealing project.
8. The Board approved the 2015 CIP Update.
9. The Board has requested that Sharon follow up at the next meeting with an update on the Maintenance and FBO contracts.

Other Airport Business:

Sharon wanted to add that next month the Board would have in front of them the Budget for adoption by Resolution which is what was approved in August. Also she will be attending the City of Longview's workshop on October 1, 2015 and have an opportunity to review the 2016 Airport budget and discuss the concepts of how the Board intends to modify and align maintenance projects.

Dennis Weber added that he would like to extend an invitation to the meeting he was attending this evening that will discuss the Oregon Way and Industrial Way intersection improvement project. (5-7pm)

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 4:45 p.m. Next Board meeting is October 15, 2015 at 3:00 p.m.

Sign in Sheet/Attendees: Dan Johnson (City of Kelso/SWRA), Doug Averett (Port of Longview), Steve Taylor (City of Kelso Manager), Dave Campbell (City of Longview Manager), Jeff Wilson (business owner), Bill Fashing (Cowlitz Wahkiakum Council of Governments (CWCOG)), Loren Sievila (EAA/Pilot), Warren Longden (Pilot), and Don Barclay (Reid Middleton Consultant).

Minutes respectfully submitted by: Karyn Anderson