



SOUTHWEST WASHINGTON REGIONAL AIRPORT
2222 S. PACIFIC AVE KELSO, WA 98626
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Airport Operating Board Meeting Minutes

August 15, 2024 @ 3:00 pm

Chairman: Call to Order by B. Wood at 2:59 p.m.

Roll Call and Pledge of Allegiance:

B. Wood, A. Mortensen, A. Erickson, E. Halvorson for K. Young.

Approve Meeting Minutes (action)

E. Halvorson moved to approve the July meeting minutes. **A. Erickson** seconded the motion. All voted yes; motion passes.

Treasurer Report for July:

Operating Revenue:	\$125,714	
Total Expenses:	\$760,897	
Operating Expenses:	\$180,998	
Capital Expenses:	\$670,899	
Total Cash:	\$844,408	Unrestricted: \$844,408

August General Claims (action)

A. Erickson moved to approve the amended August General Claims. **E. Halvorson** seconded the motion. All voted yes; motion passes.

Citizens Business

None

Review/Approve Draft 2025 Airport Operating Budget (action)

C. Stommel reviewed the draft 2025 budget outlining the changes from the 2024 budget into the 2025; specifically the capital project changes. **E. Halvorson** moved to approved the draft 2025 Airport Operating Budget. **A. Erickson** seconded the motion. All voted yes; motion passes.

Hangar/Building Occupancy Report (update)

100% occupancy. 57 names on the list. 31 of those are for aviation use.

Airport Manager's Report

Project Updates -

Hangar Construction - Pre-approval conference for the "E" row sheduled for August 20, 2024. Steve Anderson is looking to assume the land lease agreement from Jeff Powell to construct an executive hangar on lots G1/G2

Taxiway/Apron Paving Update - Lowest responsible bid to be awarded to Western United Civil Group at the Kelso City Council meeting next Tuesday. Construction is scheduled for May/June 2025

Hazel St. Overpass - Meeting with FAA and city engineers is scheduled for next week regarding the approval of giving back Douglas St. and allowing a corner of the RPZ to be encroached upon.

Fuel Tank Project - Fuel placed in the tanks on August 7th. The fuel farm is fully operational and able to sell fuel. Deconstruction of the old fuel farm starts Monday, August 19, 2024.

Runway Replacement - No updates as of today.

Tractor and mower deck were delivered yesterday.

Airport truck. Tractor and mower deck invoice came in \$54,134.83 lower than budgeted. Currently identifying a replacement truck through the State Bid process outfitted with the light kit, radio, and diesel fuel tank in the bed to replace the current truck that is past its service life. New truck not to exceed line-item budget. Current truck and tractor information has been given to the auctioneer and the projected return is set to be much higher than trade in value.

Airport Board Member Reports

B. Wood – None

E. Halvorson in for K. Young – None

A. Mortensen – None

A. Erickson – None - appreciate the manager's report ahead of time

Review of any follow-up items identified in today's meeting.

None

Adjourn Board Meeting

Board chairman: Wrap up at 3:39 p.m. and announce next board meeting date (September 19, 2024 at 3:00 p.m.).