



SOUTHWEST WASHINGTON REGIONAL AIRPORT
2222 S. PACIFIC AVE KELSO, WA 98626
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Airport Operating Board Meeting Minutes December 15, 2022 @ 3:00 pm

Meeting Location: Airport FBO (Cascade Air): 2215 A Parrott Way, Kelso, WA 98626

1. Opening Items:

- 1.1 Call to Order: Chairman Wallin called the meeting to order at 3:01pm.
- 1.2 Roll Call: C. Paolini took roll, all four board members are in attendance, Doug Averett Sitting for Allan Erickson, quorum established.
- 1.3 Chairman Wallin led the group in the Pledge of Allegiance

2. Minutes:

- 2.1 B. Wood moved to approve the November regular meeting minutes; D. Averett seconded the motion. No discussion, motion passed unanimously.

3. Treasurer Report and General Claims:

- 3.1 Treasurer absent, C. Paolini advised there might be a discrepancy in the report, Chairman Wallin directed to postpone the treasurer report until next meeting for clarification and year end reporting.
- 3.2 C. Paolini reviewed the November General Claims and noted non-reoccurring expenses. D. Averett moved to approve the November general claims and B. Wood seconded the motion. No discussion, motion passed unanimously.

4. Action/Motion Item:

- 4.1 C. Paolini presented engineering contract to Board for fuel system design and site development. Discussion regarding expenses that may accrue prior to loan adoption by all four entities followed. A. Mortensen moved to authorize the airport manager to enter into the contract with Century West Engineering as presented, B. Wood seconded the motion. All voting yes, the motion passed.

5. Other Items:

- 8.1 C. Paolini gave an update on the Hangar/Building Occupancy advising no changes since last month.
- 8.2 C. Paolini gave his airport manager's report as follows:
 - Provided update on Hazel St Bridge Project, no change in status from last meeting.
 - Update on PAPI light repair. PAPI unit is installed and operating with a NOTAM in place. Still waiting for a photo cell that needed to be manufactured to complete repair and have PAPI fully functional.
 - Advised airport attorney has draft ILA for loan and will be reaching out to the four entity attorneys.

- Advised new airport UNICOM frequency goes active on the 29th and received a lot of positive feedback from tenants.

6. Adjourn Board Meeting

Board chairman adjourned the meeting at 3:34pm and announced the next board meeting date of January 19, 2023.