



SOUTHWEST WASHINGTON REGIONAL AIRPORT  
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## **Airport Operating Board Meeting Minutes June 16, 2022 @ 3:00 pm**

**Chairman: Call to Order by M. Wallin, Chairman at 3:00 p.m.**

**Roll Call and Pledge of Allegiance:**

Allan Erickson, Mike Wallin, Brian Wood, Arne Mortensen present.

**Approve Meeting Minutes (action)**

A. Erickson moved to approve the May meeting minutes. A. Mortensen seconded the motion. All voted yes; motion passes.

**Treasurer Report for May:** C. Paolini presented the treasurer report in B. Butterfield's absence.

Operating Revenue:	\$686,027	
Total Expenses:	\$200,812	
Operating Expenses:	\$124,614	
Capital Expenses:	\$76,198	
Total Cash:	\$1,313,967	Unrestricted: \$796,215

**May General Claims (action)**

A. Mortensen moved to approve the May General Claims. B. Wood seconded the motion. All voted yes; motion passes.

**Presentation**

C. Paolini presented the 2023 draft airport operating budget. Explanation of key budget items and associated project goals were presented. Discussion followed regarding the creation of an asset list for the purpose of budgeting for future repairs. Discussion amongst the Board regarding a possible increase in entity contributions, as a result of inflation, to help the airport meet its goals followed. The last time entity contributions were increased occurred in 2016, discussion about an appropriate new contribution amount followed. C. Paolini will put together a proposal with justification for a new contribution amount with a list of projects that would be funded by the increased funding.

**Citizens Business**

Hudson, FBO owner, shared that they are starting to see a slowdown in overall aircraft traffic but flight training is still busy. Though he expects to see training slow down as fuel is coming close to \$8 per gallon. Hudson expressed concern that the FAA is pushing for the elimination of 100LL without a clear path for the production of the replacement fuel. Hudson also advised he is

seeing cost increases of over 49% on aircraft replacement parts. He is also interested in the status of the fuel tank replacement project.

**Board Business:** N/A

**Action/Motion Items:**

**Hangar Ramp Paving Project** – C. Paolini reviewed the three bids that came in for the project and the low bidder was Lakeside Industries. C. Paolini asked board to approve low bid amount of \$23,302.63 plus authorize up to an additional 10% in the amount of \$2,519.01 for potential change orders for a total not to exceed amount of \$25,821.61. A. Mortensen moved to approve as presented and A. Erickson seconded the motion, minor discussion ensued. All voting yes, the motion passed.

**Engineering TO: Industrial Stormwater Permit & Pollution Prevention Plan** – C. Paolini summarized that a conversation with the Department of Ecology during the City of Kelso’s update of their SWPPP revealed that the Airport is required to operate have its own SWPPP and apply to operate on its own under the WA State Industrial Stormwater Permit. C. Paolini gave an explanation of the cost breakdown. A. Erickson moved to approve as presented, A. Mortensen seconded the motion. Discussion about funding and how it was identified that the airport needed its own SWPPP ensued. All voting yes, the motion passed.

**Fuel Farm & Apron Project & WSDOT Aviation CARB Loan** – C. Paolini explained over the last several years the airport worked to move forward with a fuel system and apron rehabilitation project securing funds from several sources. C. Paolini gave an update regarding a pending funding decision from the FAA regarding entitlement funds eligibility toward the fuel tank project. As previously shared with the Board, we’ve been waiting for a final answer. Our local FAA office sent the request to the FAA headquarters because this would be a case study for other airport requests. The FAA also stated on a phone call this morning, due to other priority projects on the airfield they would not authorize the funds to be used on the fuel tanks. C. Paolini then presented a revised budget showing the fuel tank project cost breakdown without the FAA entitlement funds showing what the airport’s out of pocket expenses would be. Some discussion on the airport’s budget process ensued. C. Paolini advised the board that it is his opinion that, in light of the FAA funding not being secured for the fuel tank project as well as not being selected for CDS funding, we should place the fuel tank project on hold indefinitely. Additionally, we will need to spend \$90-\$100,000 on the existing fuel system to ensure it stays in compliance for the next several years until the fuel tank funding shortfall can be secured. Discussion followed regarding individual line items in the project budget as well as the status of the current fuel tanks and operating costs. C. Paolini also shared that if we were to move forward with the project, we would need the County to approve another extension on the grant as well as an agreement extension from WSDOT on the CARB loan. C. Paolini also reiterated the alternate site project budget was built on pre-design data so there is potential for unknown hidden costs that would surface next year. General consensus on the difficult position the airport is in was shared. B. Wood moved to postpone the fuel tank project and spend funds on a replacement tank monitoring system and cardlock system as requested, A. Mortensen seconded the motion. A. Mortensen, B. Wood, and M. Wallin voted yes, A. Erickson voting no, the motion passed. A. Mortensen, as a separate motion, moved to terminate the WSDOT CARB loan, A. Erickson seconded the motion, all voting yes, motion passed.

### **Hangar/Building Occupancy Report (update)**

98% occupancy. 50 names on the list. 46 of those are for aviation use. C. Paolini gave an update on the electrical install on the hangar vacated by the previous airport business.

### **Airport Manager's Report**

C. Paolini advised some delays, including the hangar rate study, were due to a file server malfunction that caused some data loss which will take some time to correct and get back up to date.

Gave update on monthly aircraft activity via Flight Aware tracking. We are seeing aircraft activity start to slow a little possibly due to economic conditions.

The strategic planning committee meeting was cancelled due to computer issues, but will be back on track next month.

### **Airport Board Member Reports**

B. Wood – Kelso Council approved the ILA with the airport for maintenance services last week. Looking forward to getting a final approval from the FAA on the Hazel St. bridge project so it can move forward. C. Paolini gave a quick update.

M. Wallin – none

A. Mortensen – None

A. Erickson – None

**Review of any follow-up items identified in today's meeting:** N/A

### **Adjourn Board Meeting**

Board chairman: Meeting adjourned at 5:01 p.m. and announce next board meeting date (**July 21, 2022 at 3:00 p.m.**).