



Airport Operating Board Meeting Minutes July 21, 2022 @ 3:00 pm

Chairman: Call to Order by M. Wallin at 3:04 p.m.

Roll Call and Pledge of Allegiance:

A. Mortensen, M. Wallin, A. Erickson, L. Page for B. Wood present.

Approve Meeting Minutes (action)

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

Treasurer Report for June:

Operating Revenue:	\$747,323	
Total Expenses:	\$231,061	
Operating Expenses:	\$154,863	
Capital Expenses:	\$76,198	
Total Cash:	\$1,346,104	Unrestricted: \$827,920

June General Claims (action)

A. Erickson moved to approve the June General Claims. A. Mortensen seconded the motion. All voted yes; motion passes.

Presentation

Strategic Operating Plan Sections 9, 10, 11 - C. Paolini highlighted the changes to these sections of the Strategic Operating Plan. Board approved of changes; no formal action was taken.

Hangar Rate Study - C. Paolini gave presentation with options for potential T-Row Hangar rate increases. After discussion, C. Paolini recommended an increase of CPI + 5% to the Board. C. Paolini will bring a resolution to the board next month.

Citizens Business

None

Board Business:

Procurement Policy Update - A. Mortensen moved to adopt resolution 22-001 adopting the new SWRA Procurement Policies and Procedures Manual titled "Southwest Washington Regional Airport Procurement Policies and Procedures" as presented. L. Page seconded the motion. All voted yes; motion passes.

Action/Motion Items:

Approve Submission of Draft 2023 Airport Operating Budget to Entities - The Board approved the submission of the Draft 2023 Operating Budget to the Entities.

Hangar/Building Occupancy Report (update)

100 occupancy. 42 names on the list. 38 of those are for aviation use.

Airport Manager's Report

C. Paolini showed monthly flight activity from Flight Aware showing activity bounced back after the bad weather.

No major update on Hazel Street bridge project, additional airspace studies have been submitted in order to be able to check all the boxes.

Held meeting with strategic planning team and updated Sections 9, 10, and 11.

Held meeting with FBO and Melissa from Kelso School district to discuss launching high school aviation program. Meeting went very well and it looks positive to move forward with a program launch in the 2023-24 school year. Classes will be held at the FBO and will benefit the FBO and airport in addition to giving the students a great opportunity. This will be mostly grant funded providing access to students without financial barriers. This program will be open to all juniors and seniors in Cowlitz County high schools.

Our Runway 30 PAPI light system was damaged last week by a student pilot. They have insurance; however, our system is old and no longer in production so parts are very difficult to find. C. Paolini is continuing to search for spare parts at other airports.

C. Paolini gave update on FAA funding shortfall this year due to project cost escalation across the country due to inflationary conditions. C. Paolini gave summary of immediate impact to airports, however, SWRA is not impacted this year as there is no project in process. However, C. Paolini will be monitoring for how this may impact SWRA and other airports in 2023.

Airport Board Member Reports

B. Wood – L. Page in for B. Wood. No report

M. Wallin – Had to leave the meeting early - No report

A. Mortensen – No Report

A. Erickson – Port Commissioners meeting next week in Walla Walla. Will see about pursuing the education option at other airports.

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

None

Adjourn Board Meeting

Board chairman: Wrap up at 4:22 p.m. and announce next board meeting date (**August 18, 2022 at 3:00 p.m.**).