



## **Airport Operating Board Meeting Minutes**

**May 19, 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)**

**B. Wood** moved to approve the April meeting minutes. A. Erickson seconded the motion. All voted yes; motion passes.

### **Treasurer Report for April:**

Operating Revenue:	\$65,139	
Total Expenses:	\$155,596	
Operating Expenses:	\$79,398	
Capital Expenses:	\$76,198	
Total Cash:	\$1,041,219	Unrestricted: \$823,597

### **April General Claims (action)**

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

### **Presentation**

C. Paolini continued with the presentation of the Strategic Plan Update of the Focus Areas & Goals. Board had been provided copies of the updates - no questions ensued.

### **Citizens Business**

**None**

### **Board Business:**

**A. Erickson moved to approve the professional services agreement addendum no. 4 between the City of Kelso and Southwest Washington Regional Airport Board to reflect labor rate increases; A. Mortensen seconded. All voted yes; motion passes**

### **Action/Motion Items:**

**Hangar Rate Study - ITEM REMOVED and set over to next month's agenda**

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

98% occupancy. 50 names on the list. 46 of those are for aviation use.

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

C. Paolini provided a report on the following items:

- Electrical meter, wiring, and outlets have been installed in the Hangar 54. Currently working with PUD and contractor to get electricity from power line to building.
- Continuing to look for tenant for hangar 50/51. Several interested parties but no agreements yet. C. Paolini will consider adjusting advertised rent if justified by demand.
- Will bring resolution forward next month to set lease rates for hangars and land.
- Shared updates on fuel tank project and compared Plan A vs Plan B. Described efforts to repurpose wash rack as part of Plan B to reduce overall costs. With this changes, plan b project costs are anticipated to be about \$1.6 million. C. Paolini described components that are included in the plan B version of the project as well as differences between Plan A location and Plan B location. Discussion followed.
- Update on marketing costs. There are a lot of options for marketing so we will need to narrow down our goals before we are able to get an accurate cost estimate. However, as an example, for \$15,000 we would get a new website, new logo, and targeted online advertising. With Geo-fencing, we are able to target the best customers more efficiently.
- Met with commercial realtor regarding bldg. 40 and was advised current market conditions are taking 4-6 months to fill a vacancy. Discussion ensued regarding options and pros and cons of moving management office back to bldg. 40.
- C. Paolini gave update on CDS funding status.

### **Airport Board Member Reports**

B. Wood – None

M. Wallin – In DC last week. Approximately 15 requests in congressional session. Good meetings with Senator Cantwell and Congresswoman Huerrea-Buettler's office to discuss our apron and fuel tank projects.

A. Mortensen – None

A. Erickson – Attended WA Ports Association meeting. A lot of conversation with folks around the state about the current goings on at airports around the area. Several airports are building hangars that will be instantly filled upon completion. New airport guidebook. There is a good system in place around the state to track the comings and goings of aircraft within our airport.

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

**None**

### **Adjourn Board Meeting**

Board chairman: Wrap up at 4:01 p.m. and announce next board meeting date (**June 16, 2022 at 3:00 p.m.**).