



SOUTHWEST WASHINGTON REGIONAL AIRPORT
2215 SUITE B PARROTT WAY KELSO, WA 98626
PHONE: (360) 261-8268

Airport Operating Board Meeting Minutes

November 20, 2025 @ 3:00 pm

Chairman: Call to Order by Brian Wood at 3:06 p.m.

Roll Call and Pledge of Allegiance:

Brian Wood, Keith Young, and Evan Jones present. Steve Rader not present

Approve Meeting Minutes (action)

K. Young moved to approve the **October** meeting minutes. E Jones seconded the motion. All voted yes; motion passes.

Treasurer Report for September:

Operating Revenue:	\$208,000	
Total Expenses:	\$1,282,000	
Operating Expenses:	\$329,000	
Capital Expenses:	\$954,000	
Total Cash:	\$692,000	Unrestricted: \$692,000

Discussion – In re-evaluating the details of the costs of the large projects the airport took a loan out for, it seems we will only need \$982,000 rather than the \$1.2 million we initially looked to borrow. The Interlocal Agreement the entities entered into divides the repayments so that each entity pays \$15,000 per year for 20 years to pay off the loan. Rather than taking the time to revise the ILA allowing for a smaller payment by each entity each year, it's the consensus of the group to leave the ILA and the payments as they are allowing the loan to be paid off sooner.

October General Claims (action)

K. Young moved to approve the **October** General Claims. E. Jones seconded the motion. All voted yes; motion passes.

Citizens Business

N/A.

Hangar/Building Occupancy Report (update)

100% occupancy. 49 names on the list. 35 of those are for aviation use.

Airport Manager's Report

Project Updates -

Runway/Lighting Project – Design is 60% complete.

Hangar Construction -

Hangar Row E – An aviation real estate broker has put the package previously put together by



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the interested parties in developing Row E out to his contacts. Two people have expressed interest in contacting C. Stommel for further details as to what is needed for development. No further information has been received.

G-1 – The meeting held on November 11, 2025, with the owner continued towards moving forward with a plan to install a new sewer line connecting hangars G-1, G-2, and G-3 to the grinder tank. SWRA will split the cost of the revision with the owner of G-1. A Return on Investment will be written into the Land Lease/Construction agreement.

G-2 – Sewer line access will be included in the G-1 revision.

G-3 – The meeting held on November 4, 2025 came away with a loose agreement for SWRA to get a repair quote to compare with another received by the owner of G-3. SWRA will pay 50% of the lowest cost to make the repairs.

G-111 – Building plans have been received but have yet to stake out the corner markers for submission to FAA.

General Updates

WSDOT PTZ Camera

C. Stommel has received the camera and is coordinating with IT and Public Works to get the camera installed and operational.

ADSB (Automatic Dependent Surveillance Broadcast) System:

This new FAA Requirement has been installed and funded by WSDOT Aviation.

Legal Services Contract:

Janean Parker will be leaving the City of Kelso and SWRA as of December 31, 2025. Current City Prosecutor, Stewart Feil, will be taking over all of the City Attorney duties for Kelso as well as taking over attorney duties for SWRA with parameters outlined very similar to the current contract with Mrs. Parker. Cost details are being worked out with City Manager Hamilton.

Airport Board Member Reports

B. Wood – None

K. Young – None

S. Rader – N/A

E. Jones for A. Erickson – None

Adjourn Board Meeting

Board chairman: Wrap up at 3:34 p.m. and announce next board meeting date (**December 18, 2025 at 3:00 p.m.**).