



SOUTHWEST WASHINGTON REGIONAL AIRPORT
2222 S. PACIFIC AVE KELSO, WA 98626
PHONE: (360) 261-8268

Airport Operating Board Meeting Minutes November 17, 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 3pm.
- 1.2 Roll Call: C. Paolini took roll, all four board members are in attendance, quorum established.
- 1.3 Chairman Wallin led the group in the Pledge of Allegiance

2. Minutes:

- 2.1 A. Erickson moved to approve the October regular meeting minutes; A. Mortensen seconded the motion. No discussion, motion passed unanimously.

3. Treasurer Report and General Claims:

- 3.1 B. Butterfield presented the treasurer's report for October as follows:
 - Total Revenues year-to-date: \$557,061
 - Operating revenues year-to-date: \$149,536
 - Government Subsidies Year-to-date: \$304,000, all subsidies have been received.
 - Total expenses year-to-date: \$393,616
 - Operating expenses year-to-date: \$317,418
 - Total cash: \$1,245,071 of which \$474,155 is restricted (county grant) for fuel tank project.
- 3.2 C. Paolini reviewed the October General Claims and noted non-reoccurring expenses which included the tree removal project and mower repairs. A. Mortensen moved to approve the October general claims and B. Wood seconded the motion. No discussion, motion passed unanimously.

4. Board Business:

- 6.1 C. Paolini presented the Board with a new SWRA Attorney Professional Services interlocal agreement for the 2023-2024 term and reviewed rate changes from the old agreement and an increase in the total annual expense limit. B. Wood moved to approve the airport manager to enter in the two-year ILA agreement with Janean Parker as described, A. Erickson seconded the motion. All voting yes, the motion passed.

5. Other Items:

- 8.1 C. Paolini gave an update on the Hangar/Building Occupancy and advised there were a couple hangars coming available in the next couple months, however, with a long waiting list, C. Paolini was confident the hangars would be re-leased quickly.
- 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 awaiting a photo cell which will take about 6-8 weeks.
- Provided aviation activity graph update.
- Asked Board if they had any objections to the airport attorney reaching out each entity attorney to start drafting the new 5-year operating ILA, no objections.

6. Adjourn Board Meeting

Board chairman adjourned the meeting at 3:27pm and announced the next board meeting date of December 15, 2022.