



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

Special Airport Operating Board Meeting Agenda May 23, 2024 @ 3:00 pm

Meeting Location: Airport FBO (Cascade Air): 2215 A Parrott Way, Kelso, WA 98626

1. Opening Items:

- 1.1 Chairman (City of Kelso): Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance

2. Minutes:

- 2.1 Approve April Regular Meeting Minutes (**action**)

3. Treasurer Report and General Claims:

- 3.1 Treasurer's Report for April
- 3.2 April General Claims (**action**)

4. Citizens Business: Public Comment Period

5. Action Item: None

6. Other Items:

- 8.1 Hangar/Building Occupancy Report (update)
- 8.2 Airport Manager's Report
 - 8.2.1 Project Updates
- 8.3 Airport Board Member Reports

7. Executive Session: N/A

8. Adjourn Board Meeting

Board chairman: Wrap up and announce next board meeting date (**June 20, 2024**)



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Airport Operating Board Meeting Minutes

April 18, 2024 @ 3:00 pm

Chairman: Call to Order by B. Wood at 3:00 p.m.

Roll Call and Pledge of Allegiance:

B. Wood, A. Mortensen, A. Erickson present, Keith Young not present.

Approve Meeting Minutes (action)

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

Treasurer Report for March:

Operating Revenue:	\$476,625	
Total Expenses:	\$368,197	
Operating Expenses:	\$68,042	
Capital Expenses:	\$290,155	
Total Cash:	\$591,263	Unrestricted: \$591,263

April General Claims (action)

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

Citizens Business

None

Action Item

Part-Time Maintenance Position – A. Erickson motioned to give support to the City of Kelso to hire a part-time airport Maintenance position. A. Mortensen seconded the motion. All voted yes; motion passes

Task Order No. 9: Century West – A. Erickson moved to approved Task Order No. 9 in the amount of \$31,671.66. A. Mortensen seconded the motion. All voted yes; motion passes.

Hangar/Building Occupancy Report (update)

100% occupancy. 51 names on the list. 36 of those are for aviation use.

Airport Manager's Report

Transition Planning –

New manager has accepted position. Craig Stommel. Begins May 6, 2024. He will work two

days a week in person and 3 virtual for the first 6 weeks or so.

Project Updates –

Fuel tanks will be delivered next month. Approximately May 17th

Apron Project is still moving forward. We are working with FAA to allocate the funding.

Runway Project is not dead. After conversations with Mary Vargas at FAA, we were advised to continue moving forward at this time and should we need to switch gears as we get closer to the end of the grant cycle, we can do so. The required Biological assessment does not expire so it will be applicable for all paving projects moving forward.

Airport Board Member Reports

B. Wood – Happy to be involved in the hiring process for the new manager. Looking forward to see where the airport goes from here.

K. Young – Not present

A. Mortensen – None

A. Erickson – None

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

Finance to return w/definition of what the (\$60k) is.

Adjourn Board Meeting

Board chairman: Wrap up at 3:38 p.m. and announce next board meeting date (May 16, 2024 at 3:00 p.m.).

**Southwest Washington Regional Airport
General Claims for May 2024**

Line	Process Date	Description:	Packet #	Total Amount
1	5/23/2024	PSA - Airport Manager	24-05-15	\$ 1,802.38
2	5/23/2024	Telephone, IT, internet, Postage at city hall	24-05-15	\$ 280.90
3	5/23/2024	Cascade Air - Fuel tank level monitoring	24-05-15	\$ 750.00
4	5/23/2024	Legal services	24-05-15	\$ 481.25
5	5/23/2024	City of Kelso - Property Tax	24-05-15	\$ 27,568.88
6				
7				
8				
9				
10				
11				
12		Credit Card - Total: \$0		
13				
14				
15				
16				
17				
18				
19				
20				
21		CIP & Grant Funded Project Invoices		
22		Fuel System Replacement Project -engineering		
23		Fuel System Replacement Project - Tapani Construction		
24		FAA Runway Pre-Environmental Project		
25		FAA Apron/Taxiway Design Only Project		
26				
27				
28				
29				
30			Airport Fund	\$30,883.41
31			CIP Grant funded Projects	\$0
32			TOTAL:	\$30,883.41

**Southwest Washington Regional Airport
Treasurers Report
For the Month of April, 2024**

	Budgeted	April	Year to Date	Variance
Revenues				
	\$	\$	\$	\$
Operations	215,787	17,294	72,781	(143,006)
Interest	5,500	2,587	11,055	5,555
Miscellaneous	7,000	-	-	(7,000)
Intergovernmental Subsidies	364,000	-	304,000	(60,000)
Grants	3,139,625	65,863	174,533	(2,965,092)
Total Revenues	3,731,912	85,744	562,369	(3,169,543)
Expenses				
Operations	644,594	33,583	101,625	542,969
Capital/Non-operating	3,651,930	-	290,155	3,361,775
	4,296,524	33,583	391,780	3,904,744
Debt Service:				
Principal	73,388	-	-	73,388
Interest	-	-	-	-
	73,388	-	-	73,388
Total Expenses	4,369,912	33,583	391,780	3,978,132
Revenues Over/(Under) Expenses	\$ (638,000)	\$ 52,161	\$ 170,589	\$ (7,147,675)

Cash Balance	3/31/2024	Increases	Decreases	4/30/2024
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Unrestricted	\$	\$	\$	\$
Restricted*	591,263	274,244	38,441	827,066
	-	-	-	-
Total Cash	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>735,026</u>	<u>274,244</u>	<u>38,441</u>	<u>827,066</u>

May 23, 2024 Special Board Meeting

Manager's Report

- Introduction
- Show flight tracker – Monthly
- Taxiway/apron paving waiting on FAA feedback (Meeting 5/20/2024)
- Hazel Bridge update: RPZ letter need drafted and sent to the FAA
- Fuel Tank Project Update: tank delivery 5/30
- Runway replacement : Waiting for Century West to complete environmental assessment and send it to the FAA.

2024 FLIGHT DATA

