



## **Airport Operating Board Meeting Minutes** **February 17, 2022 @ 3:00 pm**

**Chairman: Call to Order by Mike Wallin at 3:00 p.m.**

**Roll Call and Pledge of Allegiance:**

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

**Approve January Meeting Minutes (action)**

**A. Erickson** moved to approve the January meeting minutes, M. Wallin seconded the motion and called for a no objection vote. None objecting, the motion passed.

**Treasurer Report for January:**

Operating Revenue:	\$21,588	
Total Expenses:	\$5,724	
Operating Expenses:	\$5,724	
Capital Expenses:	\$0	
Total Cash:	\$1,066,332	Unrestricted: \$848,241

**January General Claims (action)**

C. Paolini reviewed January's general claims followed by clarification questions by the board which were answered by the airport manager. After discussion, M. Wallin called for a no objection vote, none objecting, the general claims were approved.

**Citizens Business**

**G. West** made a suggestion of putting something on the outer door to let folks know we have a meeting in progress to avoid excess disruptions.

**Board Business**

**Airport Strategic Operating Plan Update Procedure – A Strategic Operating Plan Revision Team** comprised of the EAA Club President, FBO, Century West Engineering, Jerry Sorrell, and other experts as needed has been created to assist in the updating of the Airport Strategic Operating Plan.

Each month C. Paolini will be bringing an unupdated section to the Board for review and approval through the end of the year.

All board members were in agreement with the plan for the committee and the proposed plan of review.

**Board Direction on WSDOT Loan for Fuel Tanks – C. Paolini gave a breakdown on the funding sources and total overall costs for the engineering and construction of the Fuel Tank Replacement Project. Requested direction on how/when to use each portion of that funding as some of it is only eligible for the fuel tank project while other funds are eligible for the Apron Rehabilitation Project.**

**Board agrees to table this decision to the March meeting as to be able to further understand whether or not the County Rural Economic Grant Funds could be put towards other eligible projects on the Airport.**

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

98% occupancy. 47 names on the list. 43 of those are for aviation use.

Discussion occurred regarding the possibility of building new hangars and how the costs of doing that would or would not make financial sense. Discussion of current hangar rates verses increasing rates also occurred.

**Airport Manager's Report**

The airport manager gave an update on monthly flight operations as recorded by FlightAware.com.

Provided the Board with an updaters on the FAA BIL grant status and advised he hoped to have more details next month after a webinar early next month aimed at providing more guidance.

Gave an update to the board regarding the Kelso Hazel St/RR crossing bridge and its impact on the airport. C. Paolini advised he is working with the FAA and the City to come up with a solution which may actually provide long term overall benefits to the airport's north runway protection zone through a potential vacation of a portion of Douglas St. C. Paolini advised the FAA is reviewing material and will update the Board as this progresses and advised the Board an action item will be brought before the Board at a later date.

Advised the Board that the airport is losing a long-term tenant due to the tenant's organization dissolving. Will keep the Board updated on new tenant prospects once building is transferred back to the airport and any necessary repairs are completed.

Gave project update on fuel farm replacement. Fuel tank procurement is currently out to bid.

Advised Board of need for a special meeting in early March to approve fuel tank procurement bids as soon as possible. Board agreed on March 3<sup>rd</sup>. C. Paolini advised he would make necessary preparations and give required notice.

C. Paolini provided Board update on active projects he is working on or preparing to start.

**Airport Board Member Reports**

L. Page for B. Wood – None

M. Wallin – None

A. Mortensen – None

A. Erickson – None

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

**C. Paolini to send out list of projects as well as the two maps involved with the Hazel Street Crossing project.**

**Adjourn Board Meeting**

Board chairman: Wrap up at 4:20 p.m. and announce next board meeting date (**March 17, 2022 at 3:00 p.m.**). **Special Meeting March 3, 2022 at 3:00 p.m.**