



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

Airport Operating Board Meeting Minutes

October 16, 2025 @ 3:00 pm

Chairman: Call to Order by Steve Rader at 3:06 p.m.

Roll Call and Pledge of Allegiance:

Steve Rader, Brian Wood, Allan Erickson present. Keith Young not present

Approve Meeting Minutes (action)

A. Erickson moved to approve the **September** meeting minutes. All voted yes; motion passes.

Treasurer Report for September:

Operating Revenue:	\$190,000	
Total Expenses:	\$1,225,000	
Operating Expenses:	\$272,000	
Capital Expenses:	\$954,000	
Total Cash:	\$733,273	Unrestricted: \$733,273

September General Claims (action)

A. Erickson moved to approve the **September** General Claims. All voted yes; motion passes.

Citizens Business

Brian Butterfield reported on the request to research the need for the airport board to have a separate insurance policy; per the ILA, a separate policy is required.

Engineering Services Agreement

A. Erickson moved to authorize C. Stommel to enter into a five-year service agreement for engineering, construction management, and inspection services with Century West Engineering in an amount not to exceed \$2,000,000.00. All voted yes; motion passes.

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 – The runway was closed on October 7th for five hours to allow for core drilling samples. The design engineer and electrical design specialist were on site to take notes on the current configuration and design replacement.

A pre-design draft meeting was held at Kelso City Hall on October 14th to discuss potential future permitting requirements.



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Hangar Construction -

Hangar Row E - Project is on hold. A new investor has reached out for conversation and although they seem interested, nothing has been agreed to as of this date.

G-1 – A meeting is scheduled for October 28, 2025 with this owner as well as the owner of G-3 to try and resolve the sewer line issue.

G-2 – Development rights have been restored back to the SW Washington Regional Airport

G-111 – Due to the proximity to the AWOS, building south of the Clary Hangar is not possible. C. Stommel is waiting for the investor to mark out a new location next to the old Tollycraft buildings.

General Updates

WSDOT PTZ Camera

C. Stommel has finalized the make and model required and has received a quote for \$2,500. He will now work with IT and Public Works to complete the installation once the camera is received.

ADSB (Automatic Dependent Surveillance Broadcast) System:

This new FAA Requirement will be installed and funded by WSDOT Aviation. The system is used to help locate aircraft in the event of an incident and will be housed in the FBO.

Airport Field Dumpster

C. Stommel has received multiple requests for a trash dumpster. After contacting several other airports, it was learned that they have them as well. This will be billed through the City of Kelso and cost \$493 every two months.

Airport Board Member Reports

B. Wood – None

K. Young – N/A

S. Rader – None

A. Erickson – Obtained several archived articles pertaining to the airport from The Daily News and brought them in to turn over to C. Stommel.

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

B. Butterfield to get back to the group about insurance for the board officers.

Adjourn Board Meeting

Board chairman: Wrap up at 3:44 p.m. and announce next board meeting date (**November 20, 2025 at 3:00 p.m.**).