



SOUTHWEST WASHINGTON REGIONAL AIRPORT  
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## **Airport Operating Board Meeting Minutes**

**May 20, 2021 @ 3:00 pm**

**Chairman: Call to Order by Arne Mortensen at 3:02 p.m.**

**Roll Call and Pledge of Allegiance:**

Mike Karnofski in for Kim Lefebvre, Chet Makinster, Arne Mortensen, Doug Averett in for Allan Erikson present.

**Approve April 2021 Meeting Minutes (action)**

C. Makinster made a motion to approved the meeting minutes from the April meeting. D. Averett seconded the motion. All voted yes; motion passed.

**Treasurer Report for April 2021:**

Operating Revenue:	\$65,378	
Total Expenses:	\$87,462	
Operating Expenses:	\$85,538	
Capital Expenses:	\$1,924	
Total Cash:	\$854,128	Unrestricted: \$836,057

**April 2021 General Claims (action)**

M. Karnofski moved to approve the April General Claims. C. Makinster seconded the motion. All voted yes; motion passes.

**Citizens Business:**

Public Comment Period (public comment cards are available)

None

**Board Business:**

Airport Management Contract with City of Kelso – A. Hamilton presented an increase to the Airport Operations Manager salary amount and classification as well as an official title change to Airport Manager for C. Paolini.

C. Makinster move to approve an increase to the C. Paolini's salaray as well as the title change from Airport Operations Manager to Airport Manager. M. Karnofski seconded the motion. All voted yes; motion passes.

**Action/Motion Items:**

Procurement Policies – C. Paolini requests that the Airport Board adopt revised procurement policies mirroring the policies City of Kelso has adopted with the revision making it specific to the Airport.

M. Karnofski moved to approve the Procurement Policies as presented. D. Averett seconded the motion. All voted yes; motion passes.

Three-year Engineering Services Agreement – M. Karnofski moved to authorize the airport manager to enter into a three-year service agreement for engineering, construction management and inspection services with Century West Engineering. C. Makinster seconded the motion. All voted yes; motion passes.

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

100% occupancy. 20 names on the list. 17 of those are for aviation use.

### **Airport Manager's Report**

**Looking to have updates on the welcome monument soon. Century West is able to help with engineering on this project.**

**Final approval for the Master Plan has been received - after 4-years of working on it! This project and the Wildlife Management plan have now both been completed.**

**Potential to purchase a building on the airport property for further hangar use. More details will be coming soon but wanted to put the information out there and let the board begin to digest and discuss this potential opportunity for the airport. All board members are excited to look further into this potential purchase.**

**Increase in flight operation since COVID-19 issues have begun. New FBO will continue to assist in bringing in new business.**

**C. Paolini presented the plan for the fuel tank project and the new apron project. Meetings and discussions about this project have begun with FAA.**

**Does the Board want the usual annual presentation or would they prefer the information via PowerPoint. Kelso would prefer the in-person presentation. Longview would also like the presentation. Cowlitz County will get back to C. Paolini with a definitive answer. Port of Longview will also keep in touch and respond back as it gets closer.**

**C. Paolini gave a brief presentation of the renovations to the FBO in progress. Counter tops, floors, painting, ceilings, and refinishing has all begun.**

### **Airport Board Member Reports**

M. Karnofski – Appreciative of Chris's reports. Will likely be filling in for Ms. Lefebvre over the next few months.

C. Makinster – Excited about what's happening at the airport overall.

A. Mortensen – Happy to see the change in the reputation the airport used to have compared to the one it has now. Much improved. Has many ideas about how to continue improving it.

D. Averett – None

## **Adjourn Board Meeting**

Board chairman: Wrap up at 4:12 p.m. and announce next board meeting date (**June 17, 2021**)