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Airport Board Meeting  
City Council Chambers  
203 S. Pacific, Kelso WA 98626  
Thursday, November 12, 2009

Those present were as follows:

**Airport Board:**

Gerald Malella, City of Kelso  
Darold Dietz, Port of Longview  
George Raiter, Cowlitz County

**Staff:**

Denny Richards, City Manager  
David Sypher, Public Works Director  
Jessica Williams, Project Coordinator  
Brian Butterfield, Finance Director  
Don Bell Assistant Airport Director  
Denny Wise, Airport Manager

1. Call to Order: Meeting was called to order at 3:02 pm by Chairperson Darold Dietz.
2. Approval of Minutes of October 8, 2009 – Motion made, motion second, motion passed.
3. Acknowledgment of Vouchers- October vouchers will be reviewed with the November vouchers at the December meeting.

**Public Comments –Dwight Irby 6114 Willow Grove Road**, President of Experimental Aircraft Association, concerned about overlay done in October is inadequate and will still cause water to puddle. Seal coat “is just like a paint job” and will not hold up. Also commented on the hangar rates and expressed that he would like to see the rates frozen as per a motion raised at the last board meeting because we are losing tenants.

Dwight made mention of taxing the fuel on the jets that come in and purchase to help offset the revenue we may be losing on the hangar rents. These funds could be used toward the costs of maintaining the runway, etc. Brian expressed concern with the City being able to tax fuel. Denny’s FBO lease agreement contains a “flowage fee” on every gallon pumped that is paid to the City.

**Dave LaFave, Chief of Cowlitz 2 Fire and Rescue** – Is concerned with an RFP being out causing the potential of over-saturation of air ambulance in our area resulting in no air ambulance service at all. Dave LaFave has agreed to meet with David Sypher and discuss his concerns and work together with the City on the process of bringing air ambulance services to our airport.

4. **FBO Written Report** –Economy is still having an impact on general aviation. We have seen a negative number of light aircraft compared to last year and the year before. The

Corporate world is moderate to level, which is important to keep in mind since that is a vision of this regional airport. Likelihood of scheduled airline service is not possible but air-taxi could be a possibility in the future.

5. **Airport Manager Report** – It's the time of year for the geese who pose a big threat to aircraft and there has been no sightings, but a lot of evidence of their return. We will continue our hazing efforts particularly when we know fast aircraft. No big flocks at this moment but we will continue to track them. No deer or coyote so far as we have had in the past.

The paving and slurry seal project that occurred the week of October 5<sup>th</sup> has been completed.

There are two trees that have been identified by the FAA as penetrating the airspace for the instrument approach procedures that need to be removed in order to keep the instrument approach procedures valid for night operations. David Sypher is already taking care of this.

New T-Hangars that are being constructed are at this time just a shell as he will not be installing electrical and other items until he has full occupancy in the first set that are completed. He also has reduced his rates to try to fill up the current hangars.

David reported that Prime Development is required to clean up debris around the new hangars. Once that is taken care of the City will maintain the area with mowing.

Vegetation in the retainage pond may get out of control if not kept up on.

All the debris piles from the tree removals have all been chipped.

Three pappy bulbs replaced this month.

We still have open hangars. Another tenant has given notice to move out of A Row. Two gentlemen have come in to look at hangars but it seems the insurance requirement may be holding them up. There were comments regarding the insurance requirement from the audience but they were inaudible due to not having microphones in that area.

## 6. Public Works Director Report

- a. **Master Plan Update** – David handed out a written report update from Jerry Sorrell
- Chapter 5 comments are back, final adjustments are being made.
  - Governance workshop is tentatively scheduled for January however URS is behind on their schedule so that will change.
  - 3<sup>rd</sup> draft of the financial business plan is to be submitted to the City possibly next week – City is updating their comp. plan. CWCOC is continuing to develop a brochure summarizing the benefits of the airport.
- b. **Air Ambulance RFP** – Sent to Board on Oct. 30, advertised Nov. 4<sup>th</sup>, Sent to 6 companies on Nov. 6<sup>th</sup>.
- c. **Hangar Rates** – Major Study 2 years ago – decided costs would be set as a per square foot rate and that we would try to get it to \$.22 per square foot– Prime Development charges approx. \$.30+ per square foot but have talked about reducing it to \$.27 per square foot. If we go ahead with the increase ours will be up to the \$.22

per square foot which is still \$.05 lower than Prime Development. Our "A" Row hangars are 1485 square foot hangars, Prime Developments Hangars are 1050 square feet. Currently 1 hangar in "A" row is empty.

Brian made note that it's an economic downturn and if we lower our rates now, are we going to have to go through all the process of raising them again? Prime Development may be lowering their rates now but once the economy turns around they can easily raise them again. Brian doesn't believe we will see a lot of loss from tenants moving. Next year's budget is already done so if we don't increase the rates we need to keep that in mind with what has been projected for next year.

David expressed concern with moving too quickly if we lower our rates. The price per square foot is still lower than Prime Development and very reasonable for the space the tenant is renting. "A" Row is scheduled to go from \$274.39 to \$329.45 not including leasehold tax. Prime Development is apparently charging \$285 prior to leasehold.

Denny mentioned the size of the door opening comparison between our hangars and Prime Development. "B" and "C" row is just barely wide enough to fit a normal single engine airplane. "A" Row is more than enough and Prime development is right in between so still very comfortable and appealing to a tenant. With lowering the rates Prime Development may be able to pull tenants from us. If we do what we can to keep our rates the same, we may lose less in the long run by retaining tenants.

The board passed a motion to bring the idea to Council of freezing the rates for the "A" Row for the next 6 months then revisit it again at that time as to whether we would keep the freeze or go ahead with the increase.

**More comments were made from the audience but they were inaudible.**

**d. Overlay/Slurry Seal on the West Side of the FBO** – David reported on the final decision for this project explaining that the overall results were as we had asked for and used the budget allotted as proficiently as possible.

Discussion regarding on the overall storm drainage system ensued. At this time there is inadequate drainage throughout the overall Airport. In the Master Plan it will be suggested how we plan and construct a proper system with a timeline.

**More comments were made from the audience but they were inaudible.**

Darold has asked that we create a map and have it set up in Council chambers so that when we are speaking of specific areas at the airport we can more easily understand where we are talking about.

**e. Debris Piles near Clary's Hangar-** There were two large debris piles down near Clary's hangars which our Parks Department removed and seeded the area to help prevent the debris from growing back.

**f. FAA Tree Removal** – FAA's understanding of where the trees were located were hundreds of feet off from where they actually are so we asked for clarification to make

sure we are all on the same page. In the meantime we are still getting bids to have the trees removed regardless.

It has been agreed that the January board meeting will be at the Airport. At that meeting a schedule will be made as to when we will meet regularly at the airport and when we will meet in Council chambers.

Meeting Adjourned at 4:30 pm.

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Jessica Williams, Recording Secretary

Darold Dietz, Chairman