



Airport Board Meeting
City Council Chambers
203 S. Pacific, Kelso WA 98626
Thursday, October 8, 2009

Those present were as follows:

Airport Board:

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

Staff

Becky Hill, Department Assistant
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 3:04 pm by Chairperson Darold Dietz.
2. Approval of Minutes of August 13, 2009 – Motion made, motion second, motion passed.
3. Acknowledgment of Vouchers- Acknowledged vouchers in the amount of \$17,620.84 for August 2009 and \$10,519.77 for September 2009. Motion made, motion second, motion passed.
4. **Public Comments –Dwight Irby 6114 Willow Grove Road**, President of Experimental Aircraft Association and just elected to another 2 year term, at the last meeting it was asked if audience members could get a draft copy of the minutes so we could look at them prior to coming to the meeting to see if we had any comments on them. He thought city staff was going to look into this matter.

Brian Butterfield, Finance Director, told Dwight and the Airport Board that it was not going to be a problem to give them the minutes, however staff decided it would be an administrative nightmare to mail them to various people, so what we will do is make a draft copy available to the Airport Manager, he can post it at the airport and make copies as people want them. Dwight asked if it would be possible as the EAA is a big part of the airport if they could have the Airport Manager email them to him if he was so inclined.

Dwight Irby also commented on the fact that they got part of the paving at the airport done, which he thought was pretty good, but stated that he thought it wasn't really correct, but it is better than nothing. Dwight also wanted to know how Life Flight was coming along and if the city has done anything on this issue?

5. **FBO Written Report** –Economy is still having an impact on general aviation. Maintenance side is still able to keep somewhat busy and have not laid off any more

people. We are actively seeking businesses that may want to locate at the airport such as an upholstery shop and other types as well, also trying to get corporate people to move out of Oregon and locate here as they live here which closer than Oregon.

6. **Airport Manager Report** – As far as wildlife goes, the significant events that happen this time of year is the return of the geese who pose a big threat to aircraft. We will continue our hazing efforts and hopefully with the implementation of the Master Plan and proper funding, we can implement the plan done by USDA and have a more robust plan of action at the airport to keep planes safe and away from the wildlife. David has ask Denny to start noting the occurrences that are observed.

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. Mr. Raiter asked if Denny could provide the board with the current rates and how they have changed over the last two years and what hangars are involved. Mr. Malella asked what the contractor's original rate was and what is it now. The original price was \$350 for a month to month lease and \$335 for a yearly lease. It is now reduced down to \$285 for a yearly lease. Don Bell gave a brief summary of the contractor contract agreement for the hangars. It was suggested that the board obtain a copy of the agreement.

We are still waiting for the company who graciously volunteered to chip up the trees that were taken down. There were no NODAM or noise complaints this month as well.

The paving project occurred the week of October 5th. It is a very challenging situation with the ramp in front of the FBO building in terms of trying to get grade to it to allow water to runoff and to fill up the holes that were creating the mud puddles out there. The contractor first mapped out the whole ramp, they had grades and shots every square foot trying to figure out how best to do the job. What was decided between the city and the contractor because of the limitations on funding that was available to do this project , only about half of the ramp would get done and done right. Denny felt they did a fantastic job and yes there will be some minute puddles out there, but from a safety stand point-we got rid of the safety issue where props could hit the water and ice. The contractor has agreed to do a slurry seal on the rest of the ramp with the remaining funds. This will hopefully rejuvenate the asphalt and take care of the safety concerns of aggregate rocks hitting props. Jessica and city staff worked very hard to get this done before the weather set in.

Don Bell and the County Jail Crews have been hard at work doing brush removal. Kudos and hats off to all of these people as the airport is looking good.

Questions and comments followed about the paving at the airport. Remarks were inaudible as they were made from the middle of the room and system is not able to pick up audio except from a microphone.

Mr. Raiter stated that he would like to see the contract out of interest to see what happen. If the contract was fulfilled according to the contractual specifications, did management take a look at situation and know it was a special situation and recognize that by recognizing that the contractor would not be able to do it therefore we will agree

to the modifications. He would like to see the contract. Denny asked that the minutes reflect the contract issue for paving be made an agenda item for the next meeting.

Mr. Malella asked if we did not do an increase in the hangar rates if it would affect the airport. Brian advised the board that we have a bi-annual budget, so expenditures are already forecast for 2010 and those expenditures are based on revenues that are forecast for 2010, so if you are not going to bring in revenue that you have forecast for 2010, you may have to make some cuts on the expenditure side or ask the participating entities to contribute more. George stated that we have time to look over the rates at the next meeting. Chairman Dietz asked that we take a look at the various hangar rate scenarios at the next meeting and have it put on the agenda for the next meeting.

6. Public Works Director Report

- a. Master Plan Update** – Jessica passed out the latest update from the consultant.
- b. Hangar Construction Update** – See above
- c. Wildlife Management Plan**– Nothing new to report also was discussed previously under manager's report.

Airport Board had questions of Denny Wise: Mr. Botero asked what are we doing about Life Flight and are they ever moving to the airport?

Jessica told the board that an RFP was not out yet and that it is needed to be competitive as we cannot show favoritism to any one group if there are more who may have an interest in coming on board.

Denny advised the board that about 2 months ago this board passed a resolution 2 move forward at all haste and to not do an RFP unless it was required by law and to have staff review and then make a recommendation to City Council. To Denny's recollection an RFP was not necessary because of the AIP Grant process from the Federal Government that this airport participates in, you cannot be exclusive. So if somebody for example puts in Life Flight Operations and another air ambulance type operation states they want to put one in there too, that as long as they meet reasonable basic city ordinances that are established for that type of operation, you have to let them locate at the airport because it is accepting federal funds, so therefore, because you are not doing exclusivity an RFP is not necessary. I talked to David about that and that is why he called FAA to get a reading from them, as David thought he was entering an exclusive deal with Life Flight and therefore that was what was driving the RFP. Jessica advised the board that David is waiting to hear from FAA about something. Brian also thought that the board should wait for David has because the City Council did just pass an ordinance on exclusivity for certain types of business at the airport..

Denny stated that all ordinances dealing with the airport needs to be given to FAA as it may affect how we may or may not receive Federal Funds.

Mr. Raiter asked to go on record requesting Mr. Sypher to have this ready for next meeting :

- a. A prepared ready RFP to produce
- b. Report stating we do not need an RFP and we are ready to sign a client if client is still interested .

He did not see why we could not have this in 30 days as it has been on the table for several months.

Meeting Adjourned at 4:00 pm.

Becky Hill, Recording Secretary

Darold Dietz, Chairman