



## **SOUTHWEST WASHINGTON REGIONAL AIRPORT**

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### **AGENDA**

#### **AIRPORT ADVISORY BOARD MEETING**

**June 14, 2012, – 3:00 p.m.**

**At: City Hall 203 S. Pacific, Kelso WA. 98626**

1. Call to Order.
2. Approval of Minutes of 05/10/2012.
3. Public comment.
4. Acknowledgment of Vouchers.
5. Airport Managers Report.
  - a. Written Report
6. Presentation of the Emergency Response Plan.
7. Adjournment – Next meeting 07/12/ 2012 at Southwest Washington Regional Airport FBO 2215 Parrott Way 98626. At 3:00 P.M.

### **AGENDA**

#### **AIRPORT OPERATIONS BOARD MEETING**

**June 14, 2012, - 3:15 P.M.**

**AT: City Hall 203 S. Pacific, Kelso WA. 98626**

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Minutes
5. Staffing needs review, from the workshop discussion. ( Public Works Director)
6. Collection of Ordinance comments for July 12 meeting. (Airport Manager)
7. Public comment



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Airport Operations Board Meeting  
Thursday May 10, 2012  
Southwest Washington Regional Airport  
203 S. Pacific Kelso WA 98626

Those present were as follows:

**Airport Board:**

David Futcher, City of Kelso  
Dennis Weber, City of Longview  
George Raiter, Cowlitz County  
Darold Dietz, Port of Longview  
Norm Kreibel, Port of Longview

**Staff:**

Dan Johnson, Airport Operations Manager  
Becky Hill, Department Assistant  
David Sypher, Public Works Director  
George Hext, Project Manager  
Don Bell, Assistant Airport Director

1. **Call to Order:** Meeting was called to order at 3:41 pm by Chairman George Raiter
2. **Pledge of Allegiance**-led by Chairman Raiter
3. **Roll Call**-All members of Operating Board are present.
4. **Minutes**-Minutes from Special Workshop Meeting April 12, 2012 –Motion to accept by Board Member Futcher, Second by Board Member Dietz-Motion Passed to accept minutes.

At this point in the meeting Chairman Raiter would like to make an addition of **4-a**, as a spot for comments on the transition between the county appointed board members and some protocol items. Also would like to address item 6 before item 5. Then continue as written with the agenda.

4a. **Chairman Raiter:** Wants to thank Jerry Sorrell for not only what he has done for the airport, but for the professionalism in a sort of uncomfortable situation, not only was he gracious about this transition, but also agreed to stay with the Advisory Board and continue to help us the way he has and he said yes. The County Commissioners felt that we were at a critical point right now and with committing money resources and establishing operations, they felt they needed to be more directly involved at least through the end of this year.

Also wants to comment on the nomination of the 5<sup>th</sup> member as the County Commissioners did not have a chance to have conversation or make any comment on this matter. We would all vote for Mr. Kreibel, but perhaps the mayor of Woodland would be a good candidate as well because of his background in communications and flying.

Also one other comment from today's Advisory meeting-if there is one on one comments, please take care of it before the meeting. Don't use the public meeting to ask one question when you can ask it

and then inform the board about that information. Would appreciate that and the project list can be obtained and looked at in advance so that we can do the policy items and move forward on that.

**Board Member Futcher:** In the agreement that we have for this board, the person who takes the 5<sup>th</sup> member spot is required to be an employee of one of the entities here that is involved. So, as good of an idea that you had about the person you suggested, would have ham strung us.

**Chairman Raiter:** Even if someone else was nominated, I think that Mr. Kreibel is a superb candidate who has done well in private business as well as well as in this community. The commissioners appointed him to the Public Advisory Board which has been one of success stories.

**6. Appointment of 5<sup>th</sup> Airport Operations Board Member:** Vote called. All voting yes. Mr. Kreibel joined the board.

**5. Public Comments: Board Member Weber:** The process ought to be that the Operations Board should be listening to public comments on the long-term development. The day to day operations is what is appropriate for the Advisory Board since they are dealing with the day to day things. Operations Board doesn't have any money yet, so am thinking in terms of Public Comments to talk about the runway extension project, it is more appropriate for this board because it is long term. **Chairman Raiter** concurs with Board Member Weber. Also felt the budget was also appropriate for the Operations Board. We will transition to those items fairly quickly.

**David Sypher, Public Works Director:** One thing that occurred to him after viewing all the back and forth emails, what would really be helpful for the Airport Manager would be to know who is going to set the agenda. Feels it would be good if we go forward with the chairman setting the agenda and anyone else that has input, contact the chairman to make sure you get items on the agenda you would like to address. That way the Airport Manager contacts the chairman with a draft agenda and he could at that time make changes. If this pleases the board, it would be a good order of business.

**Chairman Raiter:** Would prefer to operate that if someone brings something to the chairman, he get in touch with the Airport Manager, but if someone has something then give it to Dan, then we can meet prior to the meeting than I can concur as chairman that it is a good agenda, but I don't want to be the one that goes to him negatively about an item that may have been overlook.

**Board Member Dietz:** At the port, the final agenda comes from the Chairman, but it is up to staff to send it out for additions.

**Board Member Weber:** Right now we have an Advisory Chairman and an Operations Chairman, who does staff answer to in designing the agenda?

**Chairman Raiter:** Would like to see the Advisory Board agenda shrink. Maybe both chairmen's can meet with Dan at the same time before the meeting to sort those things out.

**Board Member Weber:** During this transition, we are relying heavily on the good graces of the City of Kelso to supply staff. We have a project manager as well. Actually, we don't, as we have not made the decision as to who will be the project manager for the new board. Not sure if we need to go through the formal step of appointing the folks that work with the Advisory Board to continue those roles in advising the Operations Board.

**David Sypher, Public Works Director:** One thing that may be helpful is item #8 (Revised Transition Time Line) on the agenda. It is a revision of what was already distributed to the board at our last meeting. It provides for you a timeline and items that need to be addressed. One of those

is staffing needs and that will be on the June 14<sup>th</sup> agenda as it would stand unless the board amends it.

6a. **Appointment:** Appoint two board members to be on negotiations team for Fixed Base Operator contract which has expired, but the city has extended the contract so the Operations Board could be involved in the negotiations.

NOMINATIONS:           1) Board Member David Futcher  
                                  2) Board Member Dennis Weber

Motion to appoint Board Member Futcher and Board Member Weber to negotiating team by Board Member Kreibel, second by Board Member Dietz, vote called-motion passed.

**Board Member Weber:** asked if it was subject for executive session if we are going to discuss the perimeters of the Fixed Base Operators contract. **Chairman Raiter** stated that contract negotiations discussions should be in executive session because of the potential of tax payer money at risk. Executive session will be held directly at the end of this meeting.

7. **Distribute Proposed Entity Ordinance:** David Sypher, Public Works Director: This is just a formal way to get this to the board. Most important item is written in red. Chairman Raiter wants it on record. "Please have written comments to Dan Johnson by June 14, 2012", which will allow the City Attorney to address comments and have a final draft ready for the July 12<sup>th</sup> meeting.

8. **Revised Transition Time Line:** David Sypher stated this was given to the board. It incorporated the draft copy which we had at the last meeting and we have added a few adjustments/clarifications to it. It is viewed as Airport Operations Transition Timeline as a guide. Anyone if they wish can make changes or give input. This is flexible and just a guideline so we can move forward and can visual see what needs to be done.

Board Member Futcher asked Mr. Sypher about the item that says we may propose to amend the Interlocal agreement, what amendments do you feel may be necessary?

David Sypher, Public Works Director: Stated that whether or not we wanted a staff employee or not or have the flexibility for example, the Woodland Mayor, and it was decided to leave it as the CEOs had drafted the Interlocal agreement.

Board Member asked if we were going to talk about staffing on 6/14 or are we going to talk about things that we need at that meeting.

David Sypher, Public Works Director: Advisory Board Member, Jerry Sorrell had talked with Rob Perish and asked him if he would come and share his ideas and how they (Pullman-Moscow Airport) resolved their problems. Jerry was suggesting an early workshop on 6/14 and then this group will need to decide after the workshop where to go from there, whether they have enough information to make decisions or whether they may need further workshops. Maybe we will have to have additional meetings other than the regular scheduled meetings for items that the Operations Board may want to spend more time on. Also the decision on staffing probably will not be made on 6/14, you might make key decisions for example, you may look at this whole package and feel the person we really need is a Project Manager. Let's get them on board and then they can make recommendations to the board on other items and let them do the foot work.

**Jerry Sorrell:** Mr. Perish was an Airport Manager at Pullman-Moscow, had done that for a number years, had a staff of 3 and a pretty good size budget. I have asked him to come to talk about staffing and the day to day operations as well as the problems that he may have been confronted

with, things he has done or has happened along the way that he could help us avoid those problems, but we also have to keep in mind that at the time he was the manager, he had a lot more flexibility in his role than what we will have for the manager here because the FAA tighten up the Interlocal Agreement that we have. So I need to be sure and advise Rob that when he speaks of some of the things he has done, we need to be aware that that may not be possible when working with FAA money here. Will also be interesting to see how payroll matters, personnel matters and any issues were handled. He would also be interested in anything that the board sees that they would like him to address. Give an email to Jerry Sorrell so he may sum them up and be sure he has them. Jerry is proposing we have a workshop upstairs at City Hall at 10:00 am on June 14<sup>th</sup>, set it early so we do not run up against regular meeting at 3:00.

**Chairman Raiter:** We are all interested in any glitches that they ran into as they made the transition, things that we may or may not anticipate and maybe not necessarily formula items.

**Workshop tentatively scheduled for 9:00 am to 11:30 am on June 14<sup>th</sup>, 2012, upstairs in Room 203.**

Board Member Weber will not be attending the meeting in July. Do our by-laws allow for alternates to attend meetings if you are going to be unable to attend? Mr. Sypher will check on that and respond back with an email to the board.

**David Sypher, Public Works Director:** Regulations Ordinance needs to be adopted. Please note in parentheses (To be adopted by the Board and each Entity), that is why it is important on this 6/14 meeting that the review that is done between May and June, have your respective comments or the attorneys are involved, have a chance to look it over as soon as possible. The regulations in this ordinance are largely set by grant requirements that FAA provides, not a lot of room for adjustment, but we will as part of a final step in this ordinance be submitting to FAA for their review after we have got it how we would like it, wants to make those comments at the July meeting.

On the budget, August 1<sup>st</sup> is the deadline. The intent was that there would be a draft budget presented to the Board by then, and that would be able to be distributed to the necessary entity division, but it would just be a draft that gives you a place to start as a Board, does not say it is the budget you would be adopting, just something to work with.

Denny Wise asked if the tenants could have a copy of the Regulations Ordinance on the operation of the Airport be made available to them for their input as well. He asked Mr. Sypher if this also included the current Kelso Ordinance about different things like where you can drive and on down in detail. Mr. Sypher told him that it is the exact ordinance that was the base used, then it was updated by the City Attorney and this is actually the City Attorney's draft that she is submitting not his draft. Chairman Raiter asked Mr. Wise to check with staff for additional copies.

Board Member Weber asked if staff was going to forward this on to the attorneys or are they(Board) supposed to get it to them? Mr. Sypher advised the Board that staff will forward to the attorneys electronically and to Denny Wise as well.

Board Member Futcher wanted to thank Denny for arranging for him to go up and take aerial photos of various areas that are for sale in the county.

Meeting adjourned at 4:19 PM into Executive Session to discuss negotiations for Fixed Base Operator contract.

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Becky Hill, Recording Secretary

  
Dennis Weber Chairman