



AVIATION ADVISORY COMMITTEE

MEETING MINUTES

Vancouver City Hall – Aspen
Conference Room 415 W. 6th Street
PO Box 1995 – Vancouver, Washington 98668-1995

www.cityofvancouver.us

Peggy Keith, Michael Kelly, Barend Levie, Jose Lopez, Kevin Lux, Kristin Reef,
Brittany Sulitzer, Laura Krueger

October 17, 2023

REGULAR MEETING (Aspen Room at City Hall and remote via Microsoft Teams)

ITEM 1: CALL TO ORDER

The October 17, 2023, meeting of the Aviation Advisory Committee (AAC) was called to order at 6:01 pm by Guy Lennon (Airport Manager) in the Aspen Room at City Hall. This meeting was held in person and online.

ITEM 2: ROLL CALL

The following members answered Roll Call:

Present: Peggy Keith, Michael Kelly, Barend Levie, Jose Lopez, Kevin Lux, Kristin Reef, Brittany Sulitzer, Laura Krueger

Acknowledgement of City Staff: Guy Lennon – Pearson Airfield, Angela McBurney– Pearson Airfield, Philip Gigler – Assistant City Attorney

ITEM 3: INTRODUCTIONS

Each Member gave a brief introduction that included their interest in Pearson Field as well as past aviation and other experiences relevant to the AAC.

ITEM 4: DUTIES/ ROLES/LIMITATIONS/PROCEDURES

Philip Gigler – Assistant City Attorney, gave a PowerPoint presentation of the Committee’s duties, roles, limitations, and procedures. Several questions and comments were discussed, and an understanding was assured among each Committee member.

In addition, each AAC member will be set up with a City email account and emailing best practices

was discussed.

AAC members are required to take the Open Public Meeting Act (OPMA) training via the link in Phillip's PowerPoint presentation that will be emailed out to members. Phillip asked that members please email back City staff when they have completed the OPMA training.

ITEM 5: ROBERT'S RULES OF ORDER

Philip Gigler – Assistant City Attorney continued with a PowerPoint presentation on Robert's Rules of Order. It was agreed that those that are not familiar with these procedures will be coached along the way.

ITEM 6: ELECTION OF CHAIR & VICE-CHAIR

After some deliberation Peggy Keith volunteered to be Chairperson for the committee with a unanimous vote. Peggy Keith then nominates Jose Lopez as Vice-Chairperson with a unanimous vote.

ITEM 7: BYLAWS

The Bylaws were introduced, and it was agreed that the committee would take more time to review the material with a recommendation that the regular meetings be changed from the second Tuesday to the second Wednesday of the month in each quarter.

ITEM 8: AIRPORT OVERVIEW

Guy Lennon, Airport manager gave an overview of the airport with a brief history along with a brief overview of the annual budget and capital projects.

ADJOURNMENT

7:33pm

Peggy Keith, Chair



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