



# AVIATION ADVISORY COMMITTEE

## MEETING MINUTES

Vancouver City Hall – Aspen Room  
415 W. 6<sup>th</sup> Street  
PO Box 1995, Vancouver, Washington 98668-1995  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

Peggy Keith: Chair; Jose Lopez: Vice Chair

Michael Kelly, Barend (Barney) Levie, Kristin Reef, Kevin Lux, Brittany Sulitzer, Laura Krueger

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### ***January 10, 2024***

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

#### **ITEM 1: CALL TO ORDER & ROLL CALL**

The January 10, 2024, meeting of the Aviation Advisory Committee (AAC) was called to order at 5:59pm by Chair, Peggy Keith in the Aspen Room at City Hall. This meeting was held in person and made available online via Teams.

**Present:** Peggy Keith, Michael Kelly, Barney Levie, Jose Lopez, Kristin Reef, Brittany Sulitzer, Laura Krueger

**Excused:** Kevin Lux

#### **ITEM 2: APPROVAL OF MEETING MINUTES – OCTOBER 17, 2023**

Motion by Barney Levie, seconded by Kristin Reef, and carried unanimously to approve the meeting minutes as written from the October 17, 2023, meeting.

#### **ITEM 3: APPROVAL OF 2024 AAC REGULAR MEETING SCHEDULE MEMORANDUM**

After group discussion regarding frequency of AAC meetings, Peggy Keith asked for a motion to approve the CY2024 AAC Regular Scheduled Meeting Memorandum dated January 10, 2024. Motion by Kristin Reef, seconded by Barney Levie, and carried unanimously to approve the CY2024 AAC Regular Scheduled Meeting Memorandum as written with quarterly meetings.

In addition, monthly Special Meetings to take place in between regularly scheduled quarterly meetings on the second Wednesday of each month. This will be discussed further during the review of the Bylaws-Draft at the AAC meeting next month with a date to be determined later via email.

#### **ITEM 4: INFORMATIONAL REPORTS**

##### A. Financial Report and Budget:

- See report.
- Guy Lennon provided a broad overview of the 2023 FY budget for Pearson Airport and additional information can be provided upon request.
- AAC members should review the airport budgets.
- Airport audits occur on a 3-year basis. A prior audit showed a discrepancy in airport tenant rental fee amounts.

##### B. Operations Report:

- See report.
- Guy Lennon went over the number of flight operations based on fuel sales. For comparison, an airport of similar operation structure will be provided at future AAC meetings.

##### C. Construction Report 2023-2024:

- See report.
- No airport construction projects in 2023 commenced due to the Federal Aviation Administration (FAA) requesting a pause on grant funded construction projects for one year.
- Design phase for Electrical Light Vault/Runway Lighting System Replacement was completed in 2023. It is ready for FAA review and subsequent grant application for construction phase. The grant application process will include recommendations from the AAC members prior to requesting bids and submitting to Council. An update will be provided at the next AAC meeting.
- There is a grant funded solar panel project to supply power to majority of the airport hangars. This encompasses design and construction phases and possibly take place this year.

#### **ITEM 5: BYLAWS DISCUSSION AND POSSIBLE ACTION**

Motion by Peggy Keith to table the Bylaws discussion/action until the next AAC meeting via a Special Meeting next month, seconded by Jose Lopez, and carried unanimously. A date for the meeting to be determined later via email.

#### **ITEM 6: AIRPORT MANAGERS REPORT**

- The venue for AAC meetings may change to Pearson Airport in the Pilot's Lounge, which would make it easier for participants hearing meeting content and for parking. Peggy Keith asked about Teams being included and Guy indicated that the IT department will be retrofitting the room accordingly.
- Airport Security Issues:
  - Vandalized airplanes in 2022 caused \$40k in damages and in 2023 \$60k in damages.
    - Increased VPD presence.
    - Possibly increase lighting and security camera equipment.

- I-5 Bridge Project:
  - Guy serves on a technical advisory team for the bridge project and works closely with the FAA.
  - Six different bridge designs and an updated technical report is anticipated to be released in February.
- Waterfront Project:
  - There is a process for cranes being set up for new construction and the airport has intervened with height restrictions when airspace has been compromised.
  - East waterfront (at the Who Song & Larry’s location) has an eight-story building project in the design phase for commercial/residential and the airport has been in communication with the developer regarding airspace height.
- Hangar Inspections:
  - An inspection at the end of last year revealed two tenants storing items outside of their rental agreement and this is being addressed.
- Airplane Unleaded Fuel:
  - Airport is looking to help direct the Fixed Based Operator (FBO) to use existing fuel tanks to store unleaded gas. The closest aviation refinery for unleaded aviation fuel is located in Houston.
- National Parks Services (NPS) Land Agreement:
  - City of Vancouver (COV) sold land west of the airport to the National Park Service back in the 1970’s and in 2011 entered into a ground lease agreement.
    - The 40-year agreement expires in 2051. Renegotiation discussions should commence in 2029 due to a 20-year operating requirement to start negotiation processes.
    - COV pays NPS \$52K per year to rent land for the airport. The rate increase is a calculation encompassing the CPI amount from the Boston region.

**ITEM 7: COMMITTEE MEMBERS COMMENTS**

No comments or inquiries from the AAC committee members.

**ITEM 8: CALENDAR – NEXT AAC MEETING DETAILS**

A Special Meeting in February will take place with a date to be determined via email between the AAC members.

- Bylaws discussion and possible action.
- Guest Speaker, Paul Spear
  - AAC Tasks and Responsibilities
  - Subcommittees

**ITEM 9: COMMUNITY COMMUNICATIONS**

Clark County community member, Paul Speer stated his observations and presented recommendations pertaining to information in the Manager’s Report, prior AAC meetings, the AAC’s anticipated roles and functions, and interactions with the airport

and city staff. Paul Speer offered to be a guest speaker at the next AAC meeting.

Clark County community member, Frank Lambert gave airport finance recommendations.

**ADJOURNMENT**

Motion to adjourn by Kristin Reef, seconded Barney Levie, motioned carried. Adjourned at 7:33pm.

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Peggy Keith, Chair



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