Airport Aviation Committee (AAC)

Meeting Minutes

Date: Wednesday, April 10, 2024
Time: 6 p.m.
Location: Pearson Field Airport - Pilot's Lounge
101 E. Reserve St.
Vancouver, WA

Commissioners/Board Members Present:
Barney Levie, Brittany Sulitzer, Jose Lopez, Kevin Lux, Kristin Reef, Michael Kelly, Peggy Keith. Laura Krueger via Teams.

Commissioners/Board Members Absent:
N/A

Staff Present: Airport Manager, Guy Lennon; Support Specialist, Angie McBurney

Item 1: Call to Order and Roll Call
The April 10, 2024, Aviation Advisory Committee (AAC) meeting was called to order at 6:01 p.m. by Peggy Keith. The meeting was held at Pearson Field Airport in the Pilot's Lounge and made available online via Microsoft Teams. Attendance from Roll Call is reflected in the section above.

Item 2: Approval of Meeting Minutes – March 13, 2024
Motion by Kevin Lux, seconded by Barney Levie, and carried unanimously to approve the March 13, 2024, AAC meeting minutes with an amendment to strike the last sentence in the last paragraph of Item 8 regarding a Community Communication form not being received.

Item 3: Information Items via Guy Lennon
  A. *Financial Report*
      Guy provided two financial report handouts with information through February 2024. He explained that the first page provides a summary of the airport's budget including the total revenue amount of $126,587 and total expenditure amount of $81,641. The following pages include more details with line items. However, the report can be drilled down further with more in depth budget information and

Members

Peggy Keith, Chair

Jose Lopez, Vice Chair

Barney Levie
Brittany Sulitzer
Kevin Lux
Kristin Reef
Laura Krueger
Michael Kelly

Public Works
Guy Lennon

101 E. Reserve St.
P.O. Box 1995
Vancouver, WA 98668
360-487-8619
TTY: 711
guy.lennon@cityofvancouver.us

can be provided upon request. Revenue exceeds expenditures in the current budget, but when capital improvement projects commence, expenses may exceed revenue until the funds are reimbursement from grant money.

Peggy Keith asked to receive the drilled down financial report with budget details on a quarterly basis.

B. *Operations Report*
A handout was provided outlining fuel sales and associated flight operations. Due to not having an airport control tower at Pearson Airfield, fuel sales encompassing a calculation provided by the Federal Aviation Administration (FAA) quantify the number of flight operations annually. Over the past 12 months approximately 58,800 flight operations were completed based on 92,000 gallons of fuel sales.

C. *Construction Report*
- Electrical Vault/Runway Lighting System Replacement
  - Project bids have been received and the low bidder contractor will be announced soon. The next step is to go to the FAA for money for the project. There is $300,000.00 of procured entitlement funds and the City is seeking an additional $600,00.00 in discretionary funds. The budget has not been signed by congress. Therefore, if the discretionary funds are not approved, some of the $450,000 Bilateral Infrastructure Funds may need to be utilized. If so, this could push back the timing of the airport building renovation or the additional airport parking project.
- HVAC for the Flight School / 101 Bldg.
  - Add a new, ductless, split heating/cooling unit in the front lobby and upstairs in the classroom. At a later time, install new AC window units in the office spaces. The City's contract team will be performing the HVAC work.
- Solar Project
  - The City was awarded $237,500 in grant funds last year for a 125KW unit to go on top of the Charlie Hangar. It is currently with the City's capital project team. Guy will check with the team to see if this project qualifies for clean energy credits.

Item 4: Recommendation to accept FAA Grant AIP-20- Airport Electrical Project
Motion by Kevin Lux, seconded by Barney Levie and carried unanimously to go forward with the Proposed Motion as outlined on the April 10, 2024 Memorandum tiled: IV. – Request Aviation Advisory Committee Recommend City Council Enter Into A Grant Agreement with the Federal Aviation Administration To Accept An Airport Improvement Program Grant For The Airport Electrical Improvement Project after the grant is received from the FAA. It was also agreed with knowledge that the airport runway will be closed for approximately 4 weeks with only weekend access during the construction phase.

Item 5: Bylaw Discussion and Possible Action
Following group discussion of the Bylaws draft, it was agreed upon that Guy Lennon will consult with the City's Legal Department regarding letter J. on page 5 to see if additional language can be added to allow members of the AAC to present findings and requests to City Council without the Airport Manager.

In addition, the other changes as discussed and agreed upon by the AAC, will be made to the Bylaws draft and distributed by Guy Lennon at the next AAC meeting.

Item 6: Sub-Committees Discussion and Possible Action Peggy Keith provided a handout titled Proposed AAC Sub-Committees. After group discussion, it was agreed to postpone action until the next AAC meeting. In the meantime, each AAC member chose two subcommittees of their interest as listed below:

Kristin Reef: Community Outreach; Operations; Barney Levie: Community Outreach; Operations; Brittany Sulitzer: Community Outreach; Operations; Jose Lopez: Community Outreach; Operations; Kevin Lux: Planning; Finance; Michael Kelly: Finance; Operations; Laura Krueger: Community Outreach; Planning; Peggy Keith: Finance; Planning.

Item 7: Workshop Discussion and Possible Action
Peggy Keith provided a list of guest speakers for an upcoming workshop for the current AAC members to learn more about the prior AAC functions, airport operations, grants processes, and other types of aviation logistics. It was suggested to be a 3-hour workshop on a weeknight or Saturday with approximately 6-8 speakers - date, time and location to be determined. Peggy asked for city staff to present grant information at the workshop.

Item 8: Airport Manager's Report by Guy Lennon
Background of the AAC and Airport management: In 1947, the Vancouver Aeronautic Board commenced prior to Pearson Airfield having an official airport manager. In 1959, the first AAC was established. In 2018, the AAC was suspended in the absence of an airport manager and to conduct a comprehensive assessment of the AAC's governance, operations and the management of the airport. The AAC was reestablished in October 2023.

If anyone on the AAC is interested in learning in depth information about grant processes, there is a handbook that Guy can provide upon request. Airport Improvement Program (AIP) handbook and FAA Advisory Circulars can be provided as well.

Item 9: Committee Members' Comments
Brittany Sulitzer inquired about the runway closure duration and asked if the runway can be open more days than just the weekends during the Electrical Runway Lighting System Replacement project. Guy will reach out to the Aero Maintenance flight school prior to the project commencing to go over runway closure specifics and will provide an invitation to the preconstruction meeting.

Based on the Bylaws, Peggy Keith would like to have Chair and Vice Chair nominations with voting added to the next AAC meeting agenda. The next AAC meeting is May 8th and the following is June 12th.

Item 10: Community Communications
Paul Lawson, shared concerns about the visual appearance along East Reserve Street just before the entrance of the airport. There have been ongoing issues with parked vehicles along the narrow street.

Frank Lambert, concurred with Paul Lawson's concerns about parked cars along East Reserve Street and also from the adjacent businesses. In addition, he shared concerns about the Financial Report not providing in depth expenses. He suggested it should include a chart of accounts and show all revenue and all expenses. He also stated that he felt the Operations Report does not provide value based on the current fuel format.

ADJOURNMENT
Motion by Kevin Lux, seconded by Michael Kelly, and carried unanimously to adjourn the meeting at 7:45 p.m.

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Peggy Keith, Chair