

## Meeting Minutes

**Date:** Wednesday, May 8, 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, Kevin Lux, Peggy Keith, Kristin Reef, Laura Krueger

**Commissioners/Board Members Absent:**

Jose Lopez, Michael Kelly

**City Staff Present:** Airport Manager, Guy Lennon; Senior Management Analyst/Grants Specialist Brenda Tryon.

**Item 1: Call to Order and Roll Call**

The May 8, 2024 Aviation Advisory Committee (AAC) meeting was called to order at 6:00pm by Chairperson, Peggy Keith. The meeting was held at Pearson Field Airport in the Pilot's Lounge and available online via Microsoft Teams.

**Item 2: Approval of Meeting Minutes – April 10, 2024**

Motion by Barney Levie, seconded by Kevin Lux, and carried unanimously to approve the April 10, 2024, AAC meeting minutes as written.

**Item 3: Election of Officers**

Kevin Lux nominated Peggy Keith for the next AAC Chair term and called for a vote. After a unanimous vote, Peggy was designated as the Chairperson.

Kristin Reef nominated Barney Levie as Vice-Chair and after a unanimous vote, Barney Levie was designated as the Vice-Chairperson for the next term.

## 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](mailto:guy.lennon@cityofvancouver.us)

**To request accommodation or other formats, please contact:**

Guy Lennon | 360-487-8619 | TTY: 711 | [guy.lennon@cityofvancouver.us](mailto:guy.lennon@cityofvancouver.us)

#### **Item 4: Airport Grant Processes**

Guy Lennon introduced the City of Vancouver's (the City) grants specialist, Brenda Tryon. He also provided a handout of grant processes written by the Federal Aviation Administration (FAA) and explained a brief outline of grants procedures including applications, project bids, and funding types within a 5-year program plan. The City meets annually with the FFA Program Manager to discuss desired grants within the 5-year forecast.

Guy Lennon and Brenda Tryon fielded and answered questions from the AAC members.

#### **Item 5: Recommendation to apply for a Washington Department of Transportation (WSDOT) grant – Airport Electrical Project**

Guy explained the proposed WSDOT grant for the Airport Electrical Improvement Project as outlined on the May 8, 2024, Memorandum that was provided to the AAC – refer to the memorandum for details.

Motion by Laura Krueger, seconded by Bernie Levie, and carried unanimously for the AAC to move forward with recommending the City Council enter into a grant agreement with WSDOT and to accept an airport aid grant in the amount of \$43,392 for an Airport Electrical Improvement Project.

#### **Item 6: Bylaws Discussion and Possible Action**

After final review and discussion of the AAC Bylaws there was a motion by Kevin Lux, seconded by Kristin Reef and carried unanimously to approve the Bylaws as written after an amendment to Section 3, letter B. Guy Lennon will make the changes.

#### **Item 7: Sub-Committees Discussion and Possible Action**

Peggy Keith provided handouts to the AAC members with the subcommittee assignments that were selected during the last AAC meeting by each AAC member.

Subcommittees will begin meeting regularly within their chosen categories without exceeding the number of people meeting a quorum and will follow the Open Public Meeting Act. Guy Lennon will confirm the quorum amount with the City's attorney based on the current number of 8 AAC members.

#### **Item 8: Workshop and Possible Action**

Peggy Keith referenced the list of possible workshop speakers that she previously sent out to the AAC members. The AAC members would glean information from airport stakeholders and other various groups. She asked the group to review and discuss the workshop list within their respective subcommittees and come back to the AAC group with recommendations. Once Peggy receives a final list, she will start planning the date, time and location for the workshop.

Barney Levie presented on his positive experience of his recent tour of the Portland Airport (PDX) control tower and discussions with Richard Kennington and the tower crew chief. He recommended the other AAC members participate in the tour - the next available date is May 16<sup>th</sup>.

#### **Item 9: Airport Manager's Report**

- Guy Lennon provided a flier for an upcoming Pilot/Controller forum at PDX.
- Upcoming, new Fixed Base Operator (FBO) lease and the draft will be brought to the AAC to review.
- Possible transient parking fees to be implemented after a review by the AAC.

- A recent internal audit of the airport identified a couple of outdated rental agreements – they will be updated.
- Airport Manager national recruitment is in process for Guy Lennon’s airport manager position.

**Item 10: Committee Member’s Comments**

Peggy Keith advised that citizens are required to fill out a Community Communications form before speaking during the Community Communications section of the agenda for each AAC meeting and they are limited to 3 minutes to provide comments of their chosen interests.

Laura Krueger inquired if anyone knows someone who may be interested in the serving on the AAC. Guy Lennon indicated that the City’s Boards & Commissions group is currently reviewing applications for the open AAC seats.

Peggy Keith agrees with Paul Lawson’s prior concerns about the airport’s entrance on East Reserve Street requiring multiple improvements. She is concerned about crash fire rescues and would like a fire lane added to East Reserve Street. Barney Levie is working with the City’s Fire Department to glean information on a designated gate for fire trucks. Guy Lennon has worked with the Fire Department in the past to get a gate sensor added to the designated gate to automatically open in the event of a fire.

Brittany Sulitzer reiterated prior concerns about the Aero Maintenance FBO and the flight school being closed for 4 weeks during the Pearson Field Electrical Upgrades Project in September. This will result in revenue loss for the flight school and flight instructors and would have a negative impact on the flight students. As per Guy Lennon, a possible alternative schedule to the proposed construction schedule will be discussed with the contractor. Laura suggested the AAC Planning Subcommittee meet to brainstorm ideas and solutions and bring their ideas to the next AAC meeting.

**Item 11: Community Communications**

Paul Lawson:

- Would like to have the public in attendance listed by name in the AAC minutes – Guy Lennon will check with the Boards & Commissions group for the policy for that.
- Asked about the outcome of the City Council’s prior Pearson Airport study regarding the AAC members roles and conduct after the prior AAC was disbanded – per Peggy, as a result, AAC members’ responsibilities are listed in the Vancouver Municipal Code.
  - Guy advised the Community Communications section of the agenda allows the public in the audience the opportunity to provide comments, not dialogue back and forth with the AAC.
- Have a published meeting with the airport patrons and the contractor of the Pearson Field Electrical Project. This will allow the patrons to bring their ideas forward.

Frank Lambert:

- The corrected (amended) minutes are not being published, only the original set is being published. The corrected version of the minutes should be published.
- The proposed 2 week closure for the upcoming airport project is outrageous and recommended a preconstruction meeting be held with pilots and the AAC members in front of the City Council.
- When you walk in the door for the AAC meetings, you should have all of the papers for the meeting by the door.
- The Chair and Vice-Chair titles should be added on the name cards for the audience to view.

Kristi Herrala:

- Has concerns about the flight instructors not being paid a salary during the upcoming airport closure, and how it will negatively impact the flight students and maintenance and flight staff. She would like the construction timeline reviewed closely and hopefully the airport closure time period can be shortened.

**UPCOMING AAC MEETING DATES & MEETING ADJOURNMENT**

The next AAC meeting will be June 12<sup>th</sup> as a Special Meeting. July 10<sup>th</sup> will be a Regular (Quarterly) Meeting.

Motion by Kevin Lux and seconded by Kristin Reef to adjourn the meeting at 7:30 p.m.

---

Peggy Keith, Chair



To request other formats, please  
contact:  
City Manager's Office  
(360) 487-8600 | WA Relay: 711  
[Amanda.Delapena@cityofvancouver.us](mailto:Amanda.Delapena@cityofvancouver.us)