

# Pullman-Moscow Regional Airport



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Tony Bean  
Executive Director

October 25, 2017  
Regular Board Meeting

## Board Members

### Present

Glenn Johnson, Chair  
Bill Lambert, Vice Chair  
Jeff Hawbaker  
Dan Ewart  
Paul Kimmell  
Jon Kimberling  
Stacy Pearson

### Excused

Ron Wachter

### Absent

### Others Present

Tony Bean, Executive Director  
Kelly Brown, Airport Legal Counsel

Alex Aegerter, Airport Operations  
Doug Gadwa, Inter-State Aviation  
Scott Jackson, Daily News  
Jeremy Lee, Mead & Hunt  
Jason L. Marsh, Alaska/Horizon Air  
Kevin Mulcaster, Mead & Hunt  
Brett Siwek, Mead & Hunt

Board Chair Glenn Johnson called the regular meeting to order at 3 p.m. in the Airport Fire Station ARFF training room. Johnson announced that Board Member Ron Wachter had advised that he was unable to attend. Johnson requested a motion to excuse. Board Member Dan Ewart moved and Board Member Paul Kimmell seconded to excuse him. The motion carried unanimously. Johnson requested self-introductions from around the Board table first and then around the room.

1. Johnson asked for a motion to approve the minutes of the regular meeting of September 27,

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## **Pullman-Moscow Regional Airport Board**

Glenn Johnson, Chair  
Bill Lambert, Vice-Chair  
Jeff Hawbaker • Ron Wachter • Stacy Pearson • Paul Kimmell • Jon Kimberling • Dan Ewart

2017. Board Vice Chair Bill Lambert moved and Board Member Jeff Hawbaker seconded to approve the minutes. The motion carried unanimously.

2. After brief discussion of **payroll and paid claims for September 2017**, the report received unanimous approval, by motion of Board Member Jon Kimberling and second of Ewart. The operations expenditures for the month of **September** were \$55,134.83. Depreciation expenditures for the same period were \$ .00. PFC expenditures were \$2,769.93. Capital expenditures for the same period were \$655,955.17. The total was \$711,130.00.

Referring first to the **Revenue Status Report**, Bean commented that the Airport is burning through grant monies. He pointed out an error on the *Carrier Landing Fees* and *Private Landing Fees* line items. Monies that should have been credited to Carrier Landing Fees are listed in *Private Landing Fees*. Bean said that the city would make a journal correction next month.

Bean noted that the *Land Leases* line item was well over budget due to building rent collected.

Bean answered a question about the *Farm Lease* rates. He said that right now it is \$117 per acre.

Lambert asked for an explanation for the low percentage of *Passenger Facility Charges* collected thus far. Bean explained that some airlines pay monthly and some quarterly. Alaska's payment for October, November and December will come together as a quarterly payment. Bean pointed out that those months typically have the highest traffic, most enplanements, out of Pullman-Moscow Regional Airport. Lambert said that he was interested in seeing an end-of-year report on PFCs.

Bean said that *Auto Parking* and *Concession Proceeds* from rental cars need to be restructured because there are more rental cars on Airport property than are allowed in the contracts. Charging for the overage could be another source of revenue.

Referring to the **Expenditure Status Report** *Travel* line item, Bean that he anticipates that there should be nothing more charged to that line before the end of the year.

Bean pointed out the low percentage expended from the *Repairs and Maintenance* line. He said that he expects the savings to date to be spent for winter demands. Ewart asked if there would be a significant increase in this line item when the new runway is open. Bean said that it would not be more than a 15 percent increase. Johnson said that taxiway and runway snow clearance must always come first, so he is in favor of an independent contractor being responsible for the parking lots.

Lambert asked Bean to comment on the two-page **Revenue and Expenditures** report. Lambert said that it would be helpful if there were a succinct statement of revenues vs. expenses and net gain. Bean said that he could add that information to the report.

3. Bean presented the **Passenger, Landing and Freight Analysis**. September hit hard with 14 no crew cancellations. Horizon is now pre-cancelling flights. The November schedule, including pre-cancellations, should have enough crew to cover. Jason Marsh of Alaska/Horizon Air said that the schedule would continue to be reduced system-wide until February or March. Bean said that they are trying to keep Pullman PD and Whitcom informed about cancellations so that they do not send an officer to meet the flights.
4. Bean introduced the **Director's Report**.
  - Bean said that his crew is ready for winter deicing. They have had a snow meeting and people are trained.
  - **Grant Status Update** Bean said that the 2016 project AIP-41 would be closed by the end of December. FAA has released all but the last 10 percent of the grant. When we show completion of the unit of work, then FAA will release the last 10 percent to the Airport and close the grant. Bean said that this is the most difficult aspect of closing a grant. Mead & Hunt must delineate the stopping point of one grant and the start of the next without overlaps or gaps.
  - Bean announcement that the purchase and sales agreement with WSU had been signed earlier in the day met with applause. He said that November 15 is the closing date.

#### **Action Items**

- Bean explained that the contractor needed perform extra work in the grading, drainage and general conditions items. A significant amount of muck needed to be evacuated and moved to an area where it will dry out. There were also extra cuts and fills. Bean requested that the board **authorize execution of Change Orders 07 and 08 for the 2016 Airfield Improvements project for up to 25 percent (up to \$3.6 million) of the original contract value for extended quantities pending FAA concurrence**. Johnson moved and Lambert seconded. The motion carried unanimously.
- Both the baggage claim and parking lot projects encountered unforeseen obstacles to completion. Conduits that support the commercial ramp aircraft charging outlets were discovered when excavating for the baggage claim building. The change order in the amount of \$12,275.50 allowed the contractor to move the conduits. There will need to be another relocate of a ramp light. The parking lot has a soft spot that will need additional fabric and rock for reinforcement for a cost of \$12,275.50. Bean asked the Board to ratify both change orders. Ewart moved to **ratify the change order for the parking lot project**. Lambert seconded. The motion carried unanimously. Kimberling moved to **ratify the change order for the baggage claim building and added authorize payment for up to \$10,000 in additional costs**. Ewart seconded. The motion carried unanimously.
- Bean said that since Uber and Lyft are authorized to operate as Transportation Network Carriers in the city of Pullman, he requests **authority to negotiate and**

**enter into per trip basis agreements with both carriers**, with assistance from Airport Legal Counsel Kelly Brown. Parking and billing mechanisms with discussed. Bean said that he has request copies of other airports standard contracts. Kimberling said that it is his understanding that the carriers have robust insurance plans. Board Member Paul Kimmell moved and Board Member Stacy Pearson seconded. The motion carried unanimously.

- In response to the Board's direction that Bean look into having an independent contract do parking lot snow removal, Bean said that he has one solid bid. Lambert said that the sooner Bean acts, the better. The Board suggested offering a one-year contract. Johnson moved and Lambert seconded to **authorize Bean to put out a request for bids with a cap of how much can be spent in a month**. The motion carried unanimously.
- Bean announced that the request for bids are out with a November 3 closing date for a 3-year term to farm the 260 to 270 acres at the airport. He explained that the acreage will ebb and flow depending up the work on the runway realignment project. Johnson wanted to be sure that the request for bids includes conditions, such as no crop loss payments. Bean said that the conditions are included. He requested **authorization to award the agricultural contract to the highest conforming bid**. Ewart moved and Kimmell seconded. The motion carried unanimously.

#### **Discussion Item**

- Bean reported that the September 6 meeting went well with Whitman County Planning Board and the city of Pullman on land use planning and compatibility around the airport. A joint planning meeting will be held November 1 at 7 p.m. in the Whitman County Public Services Building.

#### **General Updates**

- Bean reported that the FAA has reauthorization until March 30, 2018; however, there is no appropriation yet.
- Bean said that there is Senate legislation in the works for increasing PFCs to \$8.50 for the originating airport and \$4.50 for the subsequent legs of the flight.
- Bean announced that better signage for the terminal and parking is in the works.
- Bean said that the recent joint emergency exercise went well among Pullman, WSU, Moscow, Whitman County Coroner, all the hospitals, and Customs and Border Protection.

#### **Calendar**

- Bean announced the next scheduled **regular meeting** of the Airport Board would be on Wednesday, November 29.

#### **Other Business**

- Bean said that the Airport does not contract for **IT services**. He said that the Airport has two standalone computers that are secure because they are not networked. He will be buying tablets for the trucks to record maintenance and to issue Notices to Airmen. The city of Pullman offered to provide the Airport with Information

Systems services for \$10,000 per year. That would include better connectivity, new phones, anti-malware, and hardware and software upgrades. Bean thought the amount was steep.

- The conversation came back to charging rental car concessions for the spaces they use over the number in the concession agreements. It was suggested that parking be \$5 per day and not to cap the charges at \$100 per month. Bean said that it is too expensive to write tickets. Kelly asked if there is an appeal process. Johnson asked if additional spaces could be added to the payment kiosk. Bean said that they could go to NW Parking and easily add numbered spaces, as many as are necessary. Bean said that it is necessary to balance the need for rental spaces with the needs of the traveling public. The Board directed Brown and Bean to craft concession agreements.

5. **Adjournment**

Lambert moved to adjourn and Ewart seconded. The motion passed unanimously and the meeting was adjourned at 4:14 p.m.



Michol Ann Jensen