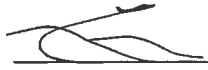


Pullman-Moscow Regional Airport



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Tony Bean
Executive Director

November 29, 2017
Regular Board Meeting

Board Members

Present

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

Excused

Jon Kimberling

Absent

Others Present

Tony Bean, Executive Director
Kelly Brown, Airport Legal Counsel

Doug Gadwa, Inter-State Aviation
Cherri Gentry, Airport
Jeremy Lee, Mead & Hunt
Jason L. Marsh, Alaska/Horizon Air
Kevin Mulcaster, Mead & Hunt
Joseph Richards, Meter
Tim Thomson, Moscow resident

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 Jon Kimberling was unable to attend. Johnson requested a motion to excuse. Board Member Dan Ewart moved and Board Vice Chair Bill Lambert 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 October 25,

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 Member Ron Wachter moved and Board Member Jeff Hawbaker seconded to approve the minutes. The motion carried unanimously.

In consideration of Pullman Chamber of Commerce Tourism Director Carol Cooper's time, Johnson skipped to the **Marketing and Promotion Efforts discussion** item in the Director's Report. Cooper reported that at the request of Tony Bean, she has been working with Jenny Ford, director of the Moscow Chamber of Commerce, to develop promotional material to raise awareness about the Pullman-Moscow Regional Airport. She said that they've developed some mini-videos for social media. With the support of the Chambers, ASWSU, WSU athletics, the U of I, they hope to get out messaging to the every changing market on the Palouse.

2. After brief discussion of **payroll and paid claims for October 2017**, the report received unanimous approval, by motion of Lambert and second of Hawbaker. The operations expenditures for the month of **October** were \$699,431.00. Depreciation expenditures for the same period were \$.00. PFC expenditures were \$18,647.38. Capital expenditures for the same period were \$17,557,792.73. The total was \$18,257,223.73.

Referring first to the two-page **Revenues and Expenditures** report, Bean pointed out the additional information requested by the Board—the Operations Profit/Loss section at the bottom of the second page.

Johnson asked about the status of securing a contractor to do parking lot snow removal. Bean said that the word is out that the Airport is seeking bids. The response deadline is December 3.

In the **Revenue Status Report**, Bean pointed out that a journaling error on the *Carrier Landing Fees* and *Private Landing Fees* line items. Monies that should have been credited to Carrier Landing Fees were listed in *Private Landing Fees*. Bean said that the city's journal correction now shows as a negative number in the *Private Landing Fees* line.

Johnson asked when the football charter flight fees will show on the report. Bean said that the Airport bills at the end of the year for charters. He also said that the Airport keeps a running tab for WSU Athletics parking at the Airport and these revenues will be on the December statements.

Referring to the **Expenditure Status Report**, Bean said that he anticipates that there will be a bump in *Insurance* costs at the end of the year because of when premiums are due.

Bean hopes that the *Repairs and Maintenance* line stays the same, but unanticipated problems add to expenses.

Bean said that the *Intergovernmental Professional Services* line is where the Pullman Administrative Contract payments are posted.

Johnson commented on the good lighting in the new parking area adjacent to the ARFF

building. Bean said that Germer Construction is providing a temporary lighting solution until the permanent lights are installed.

3. Bean presented the **Passenger, Landing and Freight Analysis**. He said that last October was a record-breaking month in terms of enplanement. This year made a good showing in spite of cancellations. It's possible that the end-of-year total enplanements will reach 60,000 again. The November commercial schedule had less disruption and weather permitting, there'll be good numbers.

Jason Marsh of Alaska/Horizon Air said that Alaska has been proactive in reducing the schedule to avoid no crew cancellations and cause less disruption to the flying public. Alaska's added flights to the schedule in January and March. Johnson said that Horizon is very responsive by adding flights if given enough lead time before a bid event, such as the University of Idaho Jazz Festival.

4. Bean introduced the **Director's Report**.

- **Grant Status Update** Bean said that AIP -41 should close this month and that will be the beginning of several successive grant closings.

He said that the Airport is burning through grant funding as quickly as possible. When it comes time for the FAA regional managers to lobby for distribution of available discretionary entitlement monies, Bean wants to show that PMRA needs and can spend money to continue to move the realignment project forward.

Action Item

- Bean announced that a depreciation figure had been calculated based on the number of buildings included in the WSU acquisition. Bean **recommended a motion to amend the budget by increasing the *Depreciation* line item by \$200,000**. Ewart so moved and Board Member Paul Kimmell seconded. The motion carried unanimously.

Discussion Items

- Bean presented a report on the Passenger Facility Charge process. He displayed the Excel spreadsheet illustrating the monthly income from the various airlines, the list of projects eligible for PFC reimbursement, and how the PFC collections against the projects that the Airport has already paid for are tracked. Lambert and others expressed appreciation for the report.
- The Chambers of Commerce help to market and promote the Airport was discussed earlier in the meeting. Bean mentioned the upcoming Mead & Hunt Air Service Development Conference in March next year.

General Updates

- Bean reported that Alaska/Horizon has added flights to cover the holiday and spring breaks. He said that WSU President Schulz and administration made the request. Bean said that when university administrations and big business management such as SEL and others speak, it carries weight and the airlines take the requests for extra

flights into serious consideration.

- Bean said that because negotiations are still ongoing with UBER and Lyft, they should not be working the Airport yet. Bean described the common use of a geo fence that tracks a driver coming onto airport property and automatically applies a pre-determined per trip charge to the driver. Bean said that the AAEE has developed and administers a program for five percent of the per trip charges. He said that part of the ongoing discussion is that the Transportation Network Companies want a number of established spaces at the airport to wait for fares. Because there are few if any spaces available, a driver would theoretically need to circle the airport, incurring a new trip charge with each pass, until the fare appears.
- Bean announced that the three-year Agricultural Lease had been signed with high bidder, Diamond-S Farms at \$108 per acre.
- Following up on a Board query about developing a new terminal, Bean said that he is expecting an FAA response and funding intent in February. The construction timeframe would likely be 2020-2022. Various aspects of the project would incur costs that are either eligible or ineligible for FAA funding. According to the rules, the Environmental Assessment completed in 2015 remains valid five years after the last action. Dan Ewart encouraged Bean to leverage the universities for information about building constructions methodologies when developing the RFP.
- Bean said that there are no premium changes in either the aviation or landside insurance policies.

Calendar

- Bean announced that the December **meeting** of the Airport Board is usually a combination business meeting and social. Johnson described past meetings. Board Member Ron Wachter indicated that he'd love to have the Board come again to the Hilltop. After polling the members, Monday, Dec. 11 at 5:30 p.m. was selected for the December special meeting of the Airport Board followed by a dinner. Spouses are invited. Airport Legal Counsel Kelly Brown indicated that he would be unable to come.

5. Adjournment

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



Michol Ann Jensen