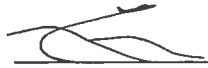


# Pullman-Moscow Regional Airport



3200 Airport Complex North • Pullman, WA 99163  
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July 25, 2018  
Regular Board Meeting

## Board Members

### Present

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

### Excused

### Absent

### Others Present

Tony Bean, Executive Director  
Kelly Brown, Airport Legal Counsel

Alex Aegerter, Airport Operations  
Cory Carpenter, Airport Operations  
Doug Gadwa, Inter-State Aviation  
Cherri Gentry, Airport  
Jason Marsh, Horizon Air  
Kevin Mulcaster, Mead & Hunt  
Brett Siweck, Mead & Hunt  
Bill Spence, Lewiston Tribune  
Lowell Stevens  
Tim Thomson, Moscow resident

Noting that a quorum was present, Board Chair Glenn Johnson called the regular meeting to order at 3 p.m. in the Airport Fire Station ARFF training room. Board Member Stacy Pearson joined the meeting telephonically. Board Member Paul Kimmell, who had notified the Board that he would be late, arrived at 3:02 p.m. Johnson requested introductions and asked Horizon Air station manager Jason Marsh address the group. Marsh notified the group that he had been transferred to Spokane and that Lewiston station manager Connie Waldher would be taking over his position.

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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

1. Johnson asked for a motion to approve the minutes of the special meeting of June 18, 2018. Board Member Dan Ewart requested that the minutes be corrected to show that he had been in attendance. Board Member Jeff Hawbaker moved and Board Member Ron Wachter seconded to approve the minutes as corrected. The motion carried unanimously.
2. After a brief discussion of **payroll and paid claims for June 2018**, the report received unanimous approval, by motion of Ewart and second of Wachter. Airport Operations expenditures for the month of **June** were \$152,399.97 Depreciation expenditures for the same period were \$0.00. PFC expenditures were \$76,605.60. Capital expenditures for the same period were \$878,500.97. The total was \$1,030,900.94.

Referring to the **Expenditure Status Report**, Bean said that the very good news continues to be the *Repairs and Maintenance* line item which has been expended at only 8.84 percent of its budgeted amount. Board Chair Bill Lambert asked for clarification of the *Intergovernmental Professional Services* line item. Bean said that services provided by the city of Pullman administration and finance are charged in two payments. Bean said he would look into why the payments are not equal amounts. Bean pointed out that the *Other Improvements – Lot and Terminal*, which show as negative balances, actually reflect that the projects are complete and paid for. The terminal improvements include the baggage claim building, which he said people are happy with. Although there is signage to direct passengers to baggage claim, Bean said that he and Cherri are working on getting additional signage, including a lighted sign.

Referring to the **Revenue Status Report**, Bean explained that *Auto Parking* revenue was very low for the month due to a week when the parking kiosk was out of order. He said that touch pad and battery failures are the most common causes for the kiosk to stop working. He said that during that time, parking bills were put on vehicles and that there is a lag time for bill payments to come in. When the kiosk is working, credit card revenue counts immediately. In addition, Bean said that it is not a good use of employee time (Alex, Cory, and Cherri) or money to buy the pre-printed parking bill forms. Bean said that the \$20,000-\$25,000 cost is not a good investment to replace or upgrade the parking kiosk at this time. He said that when the new terminal is open, people will pay at the parking gate as they leave.

On the **General Ledger Trial Balance Report** for June, Bean pointed out under Liabilities, the figure reflecting the city of Pullman Line of Credit. He said that dollars are constantly moving in and out of that line.

3. Bean presented the **Passenger, Landing and Freight Analysis**. He noted that the June enplanement figure is up 129 compared with the same month last year. He directed the Board to the FAA 2017 Enplanement Date report. There was a discussion about whether or not players were included in Alaska's non-scheduled enplanement figure. Bean said that he would check into that.
4. Bean introduced the **Director's Report**.

- **Grant Status Update.** Referring to AIP-47, Bean explained that he thought he would have surplus dollars to use elsewhere. However, soft spots on the new runway requiring extra rock for sub-grade stabilization will use that surplus.

#### Action items

- Bean asked Airport Legal Counsel Kelly Brown to address the Board about the **proposed Bylaws of Pullman-Moscow Regional Airport**. Johnson commented that the several language changes had appeared to have been made. There were no further comments. Ewart moved and Wachter seconded to adopt the bylaws. The motion carried unanimously.
- Bean reminded the Board of the GIS mapping pilot program that the airport participated in several years ago. He said that due to the changes during the intervening years, the FAA requires a new airspace analysis for the future runway. Bean recommended that the Board authorize execution of the agreement following FAA acceptance of the **Mead & Hunt Scope 3 Agreement**, Fee and Record of Negotiation, and legal review. Bean noted that because the cost of the analysis will be less than \$100,000, no independent fee estimate is required. Board Member Jon Kimberling moved and Hawbaker seconded to adopt the bylaws. The motion carried unanimously.
- Bean announced that airport staff salaries would be adjusted effective August 1. He said that the adjustments required no Board action and would be effected administratively.

Bean requested Board approval of a **6 percent increase effective August 1 for the exempt position** (Airport Executive Director) based on Board recommendation following performance review. Lambert moved and Wachter seconded. The motion carried unanimously.

- Based on the discussion earlier in the meeting about the cost of generating parking bills when the kiosk is not used, Bean recommended a **\$5.00 billing fee per week in addition to the parking charge for each handwritten envelope**. The other recommended change was removal of the monthly parking charge cap of \$100. Ewart moved and Board Member Paul Kimmell seconded. The motion carried unanimously.

#### Discussion items

- Bean presented the draft 2019 budget. He prefaced the discussion by saying that the budget is driven by passenger traffic which can only be estimated, due to Horizon dropping its Lewiston flights, and PMRA's scheduled month-long closure to complete the new runway. He said that he approached anticipated revenues conservatively. With the completion of the runway, Bean said that there will be a big push to market flying PUW because of greater schedule reliability due to the ILS.

Bean said that one of the buildings acquired from WSU comes with a sewer system, so that it could be adapted for a carwash for the rental car companies operating at the

airport. Bean explained the new revenue from a per car day rental basis Customer Facility Charge (common practice at other airport rental car concessions) would pay for a Rental Car Wash and Ready facility.

Referring to the one-page FY 2019 Operating Budget sheet, Bean said that the difference between operational revenue versus operational expenditures is the cash flow source that helps PMRA to float the loan from the city of Pullman that bridges the gap between grant expenditures and reimbursements when an AIP reaches 90 percent of a grant. The amount lowers the interest payment that would otherwise be incurred on the loan.

Parking, farm lease, and taxi rideshare revenue were discussed, as well as increasing salaries, professional services, runway lights, other utility costs, and sand/chemicals expenditures for winter de-icing.

Bean asked if the Board would like to continue to review the proposed budget for a month and come back with questions or suggestions at the next meeting.

Ewart commented that the budget was far from a guesstimate. He thought that Bean's numbers were educated estimates. Lambert concurred. Johnson said that budget amendments could be brought to the Board in future as necessary.

Lambert moved and Johnson seconded to **adopt the 2019 draft budget** as presented. The motion carried unanimously.

- Bean announced that on July 12, the Airport broadcast a **Request for Qualifications for Airport Architectural and Engineering Consultant services** to be provided within a five-year period. The deadline for receipt of Statements of Qualifications is August 3. Bean said that five firms had expressed an interest.

Johnson asked if recommendations would be made to the Board at the next meeting or if there would be a special meeting to invite respondents to present. Bean said that a selection committee would be formed and that respondents are prohibited from contacting the Board or potential selection committee members to protect the integrity of the process. He said that the selection committee would make a recommendation to the Board for approval or other action as the Board wills.

- Bean directed the Board to the Board packet item about **FAA Supplemental Discretionary Funding for 2018-2020**. He said that there are \$1 billion dollars in appropriations for airport grants, but that the larger eligible airports will likely receive the largest share of that money. PMRA is one of the priority airports in the state of Washington eligible to request supplemental discretionary funding consideration. Bean said that PMRA will apply for funds, including an application for \$20 million for a terminal. Bean said that he is seeking guidance from the FAA about whether or not to submit two separate bids or one for funding.

## General Updates

- The TSA Audit of the Airport Security Program is complete with no major items outstanding.
- The annual Financial Audit is underway and going smoothly. Bean reported that the auditor in charge had previously audited Spokane Airport. He said that staff time to educate the auditor about FAA regulations would not be needed.
- Bean reported that he had gained an understanding about communication with Seattle Center to issue flight clearance on the ground directly from PMRA. He said that it is not broken. It is functioning now with one person managing five radio frequencies at a time. The communication will be better with the realignment.
- Bean announced plans are in the early stages for events to be held at the airport during the 2019 runway closure to promote community awareness of the airport, and the anticipated reliability of schedules with the opening of new runway and ILS. Bean said that a retired marketing executive from U.S. Airways wants to volunteer to work on this public education promotion.

## Calendar

- Bean announced that the next **meeting** of the Airport Board would be August 29. Johnson polled the group in attendance for their availability. There was no comment.
- Bean will be on vacation August 1-8.

## Executive Session

At 4:25 p.m. the Chair Glenn Johnson announced that there would be a two-minute recess followed by a 5-minute Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase. At 4:27 p.m. the Executive Session commenced.

At 4:32 p.m. the Executive Session ended and the meeting resumed in Open Session.

## 5. Adjournment

At 4:32 p.m. Vice Chair Lambert moved to adjourn the meeting. The motion was seconded by Board Member Ewart. The motion passed unanimously and the meeting adjourned at 4:32 p.m.

  
Michol Ann Jensen