



Pullman-Moscow Regional Airport Board Meeting

June 12th, 2019

3:30 PM

Pullman Moscow Airport Fire Station Training Room

3200 Airport Complex N.

Pullman, WA 99163

Board members

Glenn Johnson, Chair • Bill Lambert, Vice-Chair

Jon Kimberling • Paul Kimmell • Stacy Pearson • Ron Wachter • Brian Hemingway • Dan Ewart

Agenda

- Approve Minutes of the May 29th 2019 Board Meetings
- 2019 Passenger, Landings, and Freight Report
- Executive Session- Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency and To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs
- Action or Direction on the 2020 Airport Improvements Bid
- Action or Direction on the Structure Demolition Project Bid
- Action or Direction on the Fencing Project Bid
- Adjourn Board Meeting

Attachments

- May 29th, 2019 Minutes
- Passenger Landings and Freight Analysis

Pullman-Moscow Regional Airport



3200 Airport Complex North • Pullman, WA 99163
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May 29, 2019
Regular Board Meeting

Present

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

Excused

Brian Hemingway

Absent

Others Present

Tony Bean, Executive Director
Kelly Brown, Airport Legal Counsel

Alex Aegerter, Airport Operations
Robert Curtis, TSA Inspector Regulatory
Doug Gadwa, Inter-State Aviation
Cherri Gentry, Airport
Anthony Kuipers, Moscow-Pullman Daily News
Kevin Mulcaster, Mead & Hunt
Andy Patrick, Inter-State Aviation
Brett Siweck, Mead & Hunt
Amanda Weigum, TSA Regulatory Supervisor

1. 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 Brian Hemingway had advised that he was unable to attend the meeting and asked for a motion to excuse him. Board Member Ron Wachter moved and Board Vice Chair Bill Lambert seconded to excuse Hemingway. The motion carried unanimously.

Johnson invited self-introductions from among the Board members and then the audience.

2. Johnson announced that it was time to approve the minutes of the last meeting. He noted an error on page 3, the last line above item 6. It should read "The bid opening will be ~~March~~ May 23. Johnson asked for a motion to approve the minutes of the regular meeting of April 24, 2019 as corrected. Board Member Dan Ewart moved and Wachter

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Bill Lambert, Vice-Chair

seconded to approve the minutes as corrected. The motion carried unanimously.

3. After a brief discussion of **payroll and paid claims for April 2019**, the report received unanimous approval, by motion of Board Member Paul Kimmell and second of Board Member Stacy Pearson. Airport Operations expenditures for the month of **April** were \$59,895.11. Depreciation expenditures for the same period were \$0.00. PFC expenditures were \$ 0.00. Capital expenditures for the same period were \$408,796.38. The total was \$468,691.49.

Beginning with the Expenditure Status Report, Bean noted that the *Operations General* total through the end of April was tracking at 33 percent. Only *Insurance* was tracking on the high side because of the billing periods.

On the Revenue Status Report Bean noted that the *Carrier Landing Fees* for the first quarter are starting to show and that *PFC* revenue from the holiday period are starting to come in. *Parking* reflected high use during spring break.

4. Bean presented the **Passenger, Landing and Freight Analysis**. He said that enplanements are still trending up with a 13.18 percent enplanement increase over this same period last year.

Director's Report & Action/Discussion items

5. Referring to grant activity, Bean asked Brett Siweck of Mead & Hunt to provide an overview. Siweck said that there is five inches of asphalt on the entire length of the new runway. So far there is no activity in the RSA, Runway Safety Area. At Johnson's request, Siweck explained core sampling as part of the acceptance testing. He said that the FAA provides spec guidance that allows for a deduction in the payment to the contractor if the section is acceptable at less than 100 percent. Passing a test section allows the asphalt contractor to go into production. Johnson asked if the taxiway needs less asphalt than the runway. Siwek said that the same amount is required. Siwek described other shoulder work, drainage, electrical piping and storm drainage in the Runway Safety Area. He said that the FAA contractor for the ILS will be starting on Monday. On June 11, there will be an 11-pass flight check to establish a temporary glide path. Johnson wanted to make sure that the passes will be arranged around the scheduled Horizon flights. Siwek said they will. In addition, flaggers will be employed to keep the contracted workers out of the way. Upcoming bid openings were mentioned. Johnson asked again about the future terminal in relation to the clock running on the Environmental Assessment (EA). Kevin Mulcaster of Mead & Hunt said that the clock starts to run at the end of action on this project. Johnson wanted confirmation that there would not need to be another EA. Mulcaster said it's possible that FAA would want a brief supplemental report to the Environmental Assessment. Johnson requested the closed dates. Siwek said that it will be September 8 to October 3 opening on the 4.

Out of order, Bean introduced Amanda Weigum and Bob Curtis from TSA. Bean said that the Airport has an annual TSA security inspection. He appreciates the support the Airport gets from their office. Bean said that the construction has caused many security

changes and he appreciates that TSA is available to help. Curtis mentioned that he has identified a few issues during this month-long inspection process. Bean said that TSA is providing guidance on security fencing.

6. Action item: Short-term lease authority to commercial and governmental entities. Bean announced that Divco, Mead & Hunt, and the FAA have each have requested leases for commercial, construction, and maintenance purposes. Bean said that the lease authority will also encompass rental car agencies for maintaining, storing and fueling vehicles. The term will be no longer than one year and renewable with FAA conditions. Lease rate will be set by market rate and will be reviewed by legal counsel. Lambert moved and Johnson seconded the **motion to grant authority to executed short-term leases with commercial and governmental entities**. The motion carried unanimously.
7. Action item: 2017 Airfield Improvements Final Change Order. Referring to the Change Order summary document, Siwek briefly explained the final numbers (additions and subtractions) to the 2017 Airfield Improvements project. The bottom line is that there will be a \$1,304,514.12 credit. Board Member Paul Kimmell moved and Pearson seconded to **authorize the Chair to execute this final change order**. The motion carried unanimously.
8. Action item: 2018 Airfield Improvements Change Order 3. Bean said that the supporting documentation for this change order was not ready to be included in the packet. However, the change order is needed to compensate the contractor for additional work under the 2018 Airfield Improvements project. Siwek listed the proposed additional work which will result in an estimated \$300,000 saving to the 2020 project. Ewart moved and Pearson seconded to **authorize the Chair to execute this change order, contingent upon FAA authorization and pending legal review**. The motion carried unanimously.
9. Discussion item: SCASD grant outreach and update. Bean said that the grant has been opened for applicants. He said that the city of Pullman has agreed to act as the lead sponsoring entity. On June 3, the city of Moscow will consider sponsorship. Bean said that the Airport has started collecting letters of support and monetary pledges from the community, which includes \$25,000 from EMSI. Mead & Hunt is helping with the grant application process. Support pledges will not be called in until a new carrier is secured. Bean said that the Airport is seeking \$300,000 from pledge partners for marketing. Johnson asked if it were time yet to team up for pitches to groups. Bean said that it was and that he would send the sample letter of support, etc. to the Board members in Word. Letters of supports and pledges can come from individuals as well as from businesses and other entities.
10. General Updates
 - Bean announced that congressional aides are scheduled to start visiting the project in June. Senator Murray's staff from Spokane has already scheduled to come down.
 - Bean said that the fuel pump system acquired from WSU will be tested at the end of the month to determine if the tanks are still viable with repairs and

maintenance. The soil test shows no contamination.

11. Calendar and Events

- The next Board meeting is scheduled Wednesday, June 26, 2019. Johnson is unable to attend in person. Lambert will chair the meeting.

12. Executive Session

After a 5-minute recess at 3:50 p.m. Board Chair Glenn Johnson announced that the meeting would go into Executive Session to last 10 minutes and would discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency as per RCW 42.30.110 (1)(i)(iii).

13. The meeting resumed in Open Session at 4 p.m.

14. Adjournment

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

Michol Ann Jensen

Passengers

2019 MONTH	IN	OUT (enplan)	TOTAL	2018 (enplan)	DIFF	%CHANG	YTD %
JAN	5,893	5,342	11,235	4,129	1,213	29.38%	29.38%
FEB	4,540	4,816	9,356	4,759	57	1.20%	14.29%
MARCH	6,886	7,086	13,972	6,569	517	7.87%	11.56%
APRIL	6,897	6,620	13,517	5,849	771	13.18%	12.01%
MAY	6,145	6,917	13,062	5,546	1,371	24.72%	14.63%
JUNE				4,507			
JULY				4,111			
AUG				4,635			
SEPT				5,622			
OCT				6,715			
NOV				6,759			
DEC				6,420			
TOTAL	30,361	30,781	61,142	65,621	3,929	-53.09%	-53.09%

Freight

2019	Ameriflight unless noted	Lbs
Packages	5,060	28,651
	3,139	18,175
	4,506	25,265
	6,585	29,596
	-	-
TOTAL	19,290	101,687

Landing Fees

MONTH	CRJ 700	A319	DH8-400	B737	TOTAL	2019	2018	CANX	TYPE	DIFF	YTD %
JAN			102		6,298,500	\$6,928	\$7,268	18	WX	(\$340)	-4.67%
FEB			83		5,125,250	\$5,638	\$6,385	22	^{9sea, 12wx, 1m}	(\$747)	-11.70%
MAR			117		7,224,750	\$7,947	\$8,219	6	3wx, 1m, 2?	(\$272)	-3.31%
APR			118		7,286,500	\$8,015	\$7,947	2	m	\$68	0.85%
MAY			123		7,595,250	\$8,355	\$7,336	1	m	\$1,019	13.89%
JUN					-	-	\$5,842				
JUL					-	-	\$6,045				
AUG					-	-	\$6,181				
SEP					-	-	\$7,132				
OCT					-	-	\$7,336				
NOV					-	-	\$7,608				
DEC					-	-	\$7,132				
TOTALS	0	0	543	0	33,530,250	\$36,883	\$84,431	49		(\$47,548)	-56.32%

2018

86

90

114

115

114

84

79

80

74

108

101

97

1142