



AVIATION ADVISORY COMMITTEE

MEETING MINUTES

Vancouver City Hall – Aspen
Conference Room 415 W. 6th Street
PO Box 1995 – Vancouver, Washington 98668-1995

www.cityofvancouver.us

Peggy Keith, Michael Kelly, Barend Levie, Jose Lopez, Kevin Lux, Kristin Reef, Brittany Sulitzer, Laura Krueger

October 17, 2023

REGULAR MEETING (Aspen Room at City Hall and remote via Microsoft Teams)

ITEM 1: CALL TO ORDER

The October 17, 2023, meeting of the Aviation Advisory Committee (AAC) was called to order at 6:01 pm by Guy Lennon (Airport Manager) in the Aspen Room at City Hall. This meeting was held in person and online.

ITEM 2: ROLL CALL

The following members answered Roll Call:

Present: Peggy Keith, Michael Kelly, Barend Levie, Jose Lopez, Kevin Lux, Kristin Reef, Brittany Sulitzer, Laura Krueger

Acknowledgement of City Staff: Guy Lennon – Pearson Airfield, Angela McBurney– Pearson Airfield, Philip Gigler – Assistant City Attorney

ITEM 3: INTRODUCTIONS

Each Member gave a brief introduction that included their interest in Pearson Field as well as past aviation and other experiences relevant to the AAC.

ITEM 4: DUTIES/ ROLES/LIMITATIONS/PROCEDURES

Philip Gigler – Assistant City Attorney, gave a PowerPoint presentation of the Committee's duties, roles, limitations, and procedures. Several questions and comments were discussed, and an understanding was assured among each Committee member.

In addition, each AAC member will be set up with a City email account and emailing best practices

was discussed.

AAC members are required to take the Open Public Meeting Act (OPMA) training via the link in Phillip's PowerPoint presentation that will be emailed out to members. Phillip asked that members please email back City staff when they have completed the OPMA training.

ITEM 5: ROBERT'S RULES OF ORDER

Philip Gigler – Assistant City Attorney continued with a PowerPoint presentation on Robert's Rules of Order. It was agreed that those that are not familiar with these procedures will be coached along the way.

ITEM 6: ELECTION OF CHAIR & VICE-CHAIR

After some deliberation Peggy Keith volunteered to be Chairperson for the committee with a unanimous vote. Peggy Keith then nominates Jose Lopez as Vice-Chairperson with a unanimous vote.

ITEM 7: BYLAWS

The Bylaws were introduced, and it was agreed that the committee would take more time to review the material with a recommendation that the regular meetings be changed from the second Tuesday to the second Wednesday of the month in each quarter.

ITEM 8: AIRPORT OVERVIEW

Guy Lennon, Airport manager gave an overview of the airport with a brief history along with a brief overview of the annual budget and capital projects.

ADJOURNMENT

7:33pm

Peggy Keith, Chair



To request other formats, please
contact:

City Manager's Office

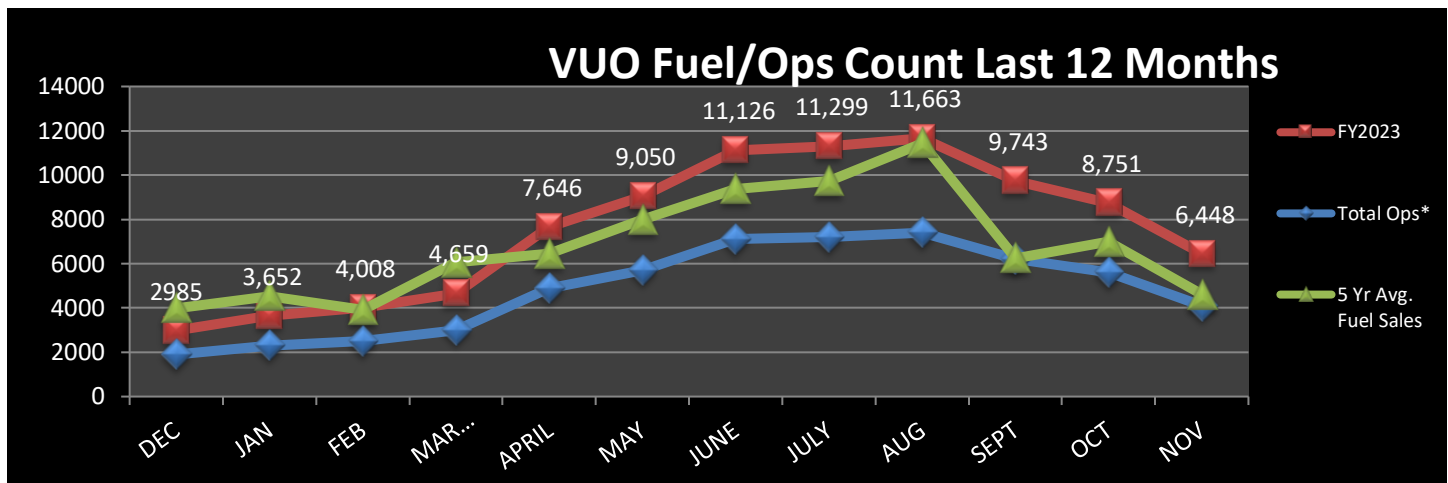
(360) 487-8600 | WA Relay: 711

Amanda.Delapena@cityofvancouver.us



Operations Report

AAC Meeting January 10, 2024



	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	Total
Fuel Sale	2985	3,652	4,008	4,659	7,646	9,050	11,126	11,299	11,663	9,743	8,751	6,448	91,028
5 Yr Avg. Fuel Sales	3991	4,529	3,916	6,060	6,450	7,972	9,374	9,729	11,434	6,244	6,989	4,606	81,293
Total Ops*	1,900	2,300	2,500	3,000	4,900	5,700	7,100	7,200	7,400	6,200	5,600	4,100	57,900
Total Local *	1,862	2,254	2,450	2,940	4,802	5,586	6,958	7,056	7,252	6,076	5,488	4,018	56,742
Total Itinerant*	38	46	50	60	98	114	142	144	148	124	112	82	1,158

*These numbers are an estimate base on a formula of given fuel sales

*Operations numbers are an estimate base on a formula of given fuel sales



MEMORANDUM

DATE: January 10, 2024

TO: Pearson Field Aviation Advisory Committee

FROM: Guy Lennon, Airport Manage/PW

RE: **AGENDA ITEM 4. – CY2024 AVIATION ADVISORY COMMITTEE REGULAR MEETING SCHEDULE**

RECOMMENDATION: Staff recommends the Pearson Field Aviation Advisory Committee (AAC) approve a Calendar Year (CY) 2024 Regular Meeting Schedule as presented.

BACKGROUND/DISCUSSION: Per the Bylaws, the Committee meets Quarterly on the second Wednesday and is scheduled for four regular meetings per calendar year. Per the Bylaws, the Chair can cancel a regular meeting "if there are no action agenda items to be heard...no later than seven (7) days prior to the scheduled meeting date".

Each year it is requested the Committee's regular meeting schedule for the upcoming calendar year be posted. Therefore, staff recommends formal approval of the following regular meeting dates for CY 2024:

April 10
July 10
October 9

PROPOSED MOTION: Move to approve the Calendar Year 2024 Pearson Field Aviation Advisory Committee Regular Meeting Schedule as presented.:

11:13 AM
12/20/2023
Page 1 of 1

Company: City of Vancouver
Plan Structure: COV Plan Structure
Plan Name: COV Current 2021-22 Plan Template
COV Current 2023-24 Plan Template
Plan Status: Available
Do not include Budget Amendment Status: Canceled
Denied
Draft
In Progress
Period: FY 2023 - Nov
Fund: 481 Airport Fund
Ledger Account Type: Expenditures
Revenues

	Prior Year					Current Year						
Ledger Account	Budget	Actuals (PTD)	Actuals (Year End)	Balance	% Spent	Budget	Pre-Encumbrance	Encumbrance	Actuals	Actuals + Total Encumbrance	Balance	% Spent
Ledger Account -> Revenue Category	(1,375,202)	(1,341,651)	(1,089,665)	(285,537)	98%	(1,067,500)	0	0	(770,755)	(770,755)	(296,745)	72%
331000:Award/Grant - Federal Direct	(665,202)	(661,306)	(395,923)	(269,279)	99%	(110,000)	0	0	(88,555)	(88,555)	(21,445)	81%
334000:Award/Grant - State Direct	0	0	0	0	0%	(237,500)	0	0	0	0	(237,500)	0%
341400:Gen Gov - Financial Services	0	(2,723)	(2,838)	2,838	0%	0	0	0	(844)	(844)	844	0%
344500:Transp - Sales of Fuel	0	(5,985)	(5,985)	5,985	0%	0	0	0	(6,042)	(6,042)	6,042	0%
348000:Internal Service Funds Sales and Services	0	(42)	0	0	0%	0	0	0	0	0	0	0%
361110:Investment Earnings	(10,000)	(27,745)	(32,629)	22,629	277%	0	0	0	(33,785)	(33,785)	33,785	0%
361300:Gains (Losses) on Sale of Investments	0	0	46,343	(46,343)	0%	0	0	0	0	0	0	0%
362000:Rents and Leases	(700,000)	(643,850)	(700,727)	727	92%	(720,000)	0	0	(641,530)	(641,530)	(78,470)	89%
389900:Revenue Adjustment for AR Allowance	0	0	2,094	(2,094)	0%	0	0	0	0	0	0	0%
Ledger Account -> Spend Category	1,338,551	623,740	742,137	596,413	47%	1,373,152	0	163,999	684,013	848,012	525,139	62%
510000:Salaries & Wages	191,195	124,362	138,209	52,986	65%	170,922	0	0	142,531	142,531	28,391	83%
520000:Employee Benefits	99,317	38,204	42,239	57,078	38%	67,911	0	0	45,591	45,591	22,320	67%
530000:Supplies	9,950	2,723	3,375	6,575	27%	12,780	0	0	2,518	2,518	10,262	20%
540000:Services	736,254	312,717	389,185	347,069	42%	838,559	0	163,999	293,273	457,273	381,286	55%
550000:Intergovernmental Services and Payments	11,500	0	0	11,500	0%	11,500	0	0	0	0	11,500	0%
563900:Other Capital Improvements Outlay	60,001	1,801	1,801	58,200	3%	0	0	0	0	0	0	0%
590000:Interfund Services	230,334	143,933	167,327	63,007	62%	271,480	0	0	200,099	200,099	71,381	74%



Construction Report

AAC Meeting January 10, 2024

1. Electrical Vault/Runway Lighting System Replacement
 - Design Phase
 - Construction Phase