



Aviation Advisory Committee Meeting Agenda

April 9, 2025
6:00 PM

MEETING ACCESS INFORMATION

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Meeting ID: 249 502 381 754

Passcode: 3BT3Pk2p

Dial in by phone

+1 347-941-5324 [United States, New York City](#)

[Find a local number](#)

Phone conference ID: 744 838 224#

Location: Pilot Lounge @ Pearson Airport, 101 East Reserve Street.

I. Call to Order and Roll Call

II. Community Communications - Public Comment

No Action. The public is invited to speak. The AAC makes no decisions during this period. Each speaker is requested to fill out a pre-printed testimony card (provided at the meeting entrance) with their name and matter to be discussed and asked to state their full name for the audio recording. Please limit all comments to 3 minutes.

*Action Items/Tasks

I. *Approval of Minutes for March 12th, 2025

II. *Recommendation on Fees

-HONK Report

-Proposal of Transient Overnight Fees - \$10 a night, \$50 a week, \$100 per month. Anything longer will require Airport Manager's permission.

Aviation Advisory Committee

MEMBERS

Shon Lindey, *Chair*
Brittany Sulitzer, *Vice Chair*

Laura Krueger
Kevin Lux
Joe Ong
Austin Merle
Sara Baker
Peggy Keith

Pearson Airfield
101 E Reserve Street
Vancouver, WA
TTY: 771
[www.cityofvancouver.us/
pearson-field-airport/](http://www.cityofvancouver.us/pearson-field-airport/)

-Long Term Tie Downs - \$75 per month – With 60-day notice (double amount of notice as stated in code) [10.05.075 Fees and charges](#)

Communications

I. Scholarship

II. Airport Manager's Updates:

-Finance Report

-Ops Report

-Construction Report

-Other Updates

-AAC OPMA Training

III. Committee Members

-Recommendations on next meeting topics/comments and concerns.

Adjournment

Community Forum Instructions

The public is invited to speak regarding any issue. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. In Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to meredith.fox@cityofvancouver.us by 5pm the day before the meeting.
2. Remotely: Pre-register by phone at 360-487-8619 or email meredith.fox@cityofvancouver.us by 5pm the day before the meeting.
3. In Person: Pre-register by phone at 360-487-8619 or email meredith.fox@cityofvancouver.us by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.



Aviation Advisory Committee

Airport Advisory Committee Meeting Minutes

Date: March 12, 2025 **Time:** 6:00 PM **Location:** Pilot Lounge @ Pearson Airport, 101 East Reserve Street

I. Call to Order and Roll Call

- Meeting called to order by Chairperson Shon Lindley at 6:01 PM.
- Committee Members Present: Chair – Shon Lindley, Vice Chair- Brittany Sulitzer, Sarah Baker, Joe Ong, Laura Krueger, Kevin Lux, Peggy Keith, Austin Merle
- Committee Members Absent: None
- City Staff present: Airport Manager Meredith Fox, Public Works Director Steve Worley, Senior Support Specialist Angie McBurney

II. Community Communications – Public Comment No public comments were made during this meeting.

***Action Items/Tasks**

I. Approval of Minutes for February 12th, 2025

- **The minutes were presented**
- **Peggy noted her attendance at the previous meeting, although muted, phoning in. This was acknowledged by the committee.**
- **Brittany made the motion, Sara seconded, all were in favor for approving the minutes.**

II. Approval of Transient Overnight Fee

- **Discussion on implementing transient overnight parking fees. Key highlights included:**
 - **Current Issues: Limited transient parking availability (6 spots), unauthorized long-term use, and a waitlist of 40 individuals.**

- **Fee Proposal:** Many options suggested \$10 per night fee, \$50 a week, \$100 a month, or 5-day grace period before charges apply. Options for payment include Parking Kitty or an honor system drop box.
- **Enforcement Challenges:** Concerns about compliance and enforcement were raised, and Parking Kitty was suggested as a potential enforcement partner.
- **Precedents:** Comparable fees and protocols at other regional airports were reviewed.
- **Additional brainstorming on implementation and enforcement strategies was suggested. Final decisions were deferred to the next meeting pending further data collection.**

III. Discussion to Increase Monthly Tie-Down Rates

- **The committee discussed raising the monthly tie-down rates in a range from \$49 to \$100:**
 - **Concerns Raised:** Members suggested a compromise of \$75, citing affordability, security concerns, and the need to gather feedback from the community.
 - **Comparisons:** Rates at other airports ranged from \$30 (Troutdale), \$75 (McMinnville), \$70.25 (Grove) to \$109 (Auburn) per month.
 - **Next Steps:** deferred to the next meeting pending further data collection.

IV. Aero Maintenance Scholarship Initiative

- **Aero Maintenance proposed funding a scholarship for flight training and requested AAC involvement.**
- **Key Tasks:** The AAC would handle advertising, application reviews, and recipient selection. Members discussed ensuring diversity and inclusivity in the selection process and involving donors in defining eligibility criteria.
- **Challenges Identified:** Concerns about fund management were raised, particularly regarding the need for a nonprofit structure if multiple donors were involved. The committee agreed to consult the city attorney for guidance and to explore options for managing the funds.
- **A potential timeline was suggested, with advertising starting in the fall and scholarship awards announced the following spring.**

V. Follow-Up on AAC Recommendation Regarding Maximum Building Height Concerns

- **The committee emphasized the importance of collaboration with city staff to address safety and operational concerns related to building heights and FAA compliance.**
- **Members highlighted the need for ongoing dialogue with the city to align future development with airport priorities.**

Communications

I. Airport Manager's Report

- **Construction Update:**
 - **The project faced a 3-week delay due to the discovery of unexploded ordnances (UXOs) on National Park Service land.**
 - **Pending a specialized UXO survey, work is expected to resume on Monday, March 24th, with potential weekend operations to recover lost time.**
 - **Approximately 2,500 feet of conduit and 48 runway lights remain to be installed, with archaeologists and surveyors monitoring all excavation activities.**
- **Windstorm Repairs:**
 - **Damage to the airport fence caused by a recent windstorm and trees falling on the fence has been repaired.**
- **PDX Tower Tour:**
 - **A tour of the Portland Tower was scheduled for Friday, May 2nd at 1:00 PM.**

II. Recommendations for Next Meeting Topics

- **Members were encouraged to submit topics, comments, or concerns for discussion at the next meeting. Suggestions included reaching out to the Vancouver Cultural and Heritage department for collaboration on the Centennial celebration and exploring knowledge-sharing opportunities with organizations that have established scholarship programs.**

Adjournment -The meeting was adjourned at 7:02pm, with all members voting in favor of adjournment.



Parking management software proposal

EXCLUSIVELY FOR

Pearson Field Airport – Vancouver WA

Prepared for: Meredith Fox – Airport Manager
Prepared by: Derek Breniman – Vice President | Enterprise Sales

Why HONK?



Simplify payment

Make paying for parking effortless.



Streamline operations

Use DIY tools for efficient management.



Save costs

Replace hardware with flexible software.



Maximize profit

Sell all products from one convenient platform.



Improve scalability

Enjoy unlimited business growth.

Your Parking Goals

HONK specializes in helping you achieve your parking goals.

YOUR GOAL

Reduce hardware costs by eliminating pay stations.

Improve compliance and reduce revenue loss from unpaid parking.

Offer a seamless parking experience for visitors and residents.

Automate permits and validations to reduce administrative workload.

Ensure smooth, reliable enforcement integrations.



OUR SOLUTION

QR code, text-to-pay, web, and app-based transactions.

Real-time alerts, automated payment reminders.

Parking is frictionless—no apps required, no complex payment kiosks.

Self-serve permit and validation tools.

Enforcement-friendly integrations.

 HONK

Daily Parking Manager



Seamless, flexible on-demand parking — no costly hardware required.



Fast, flexible payments - QR code, text, app, or web.



Let parkers extend time from anywhere.



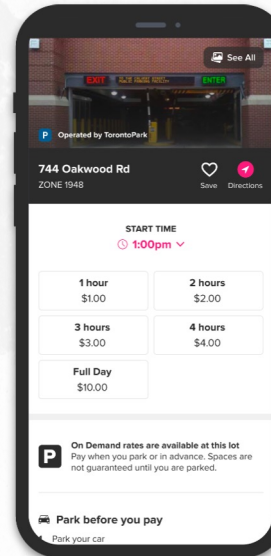
Customize rates based on time of day, day of week, specific lots, spaces, or zones.



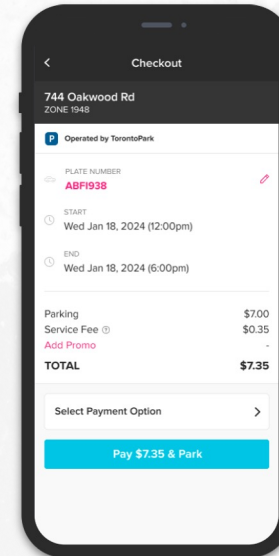
Create 'free parking' windows, 'no parking' periods, and incremental parking durations.



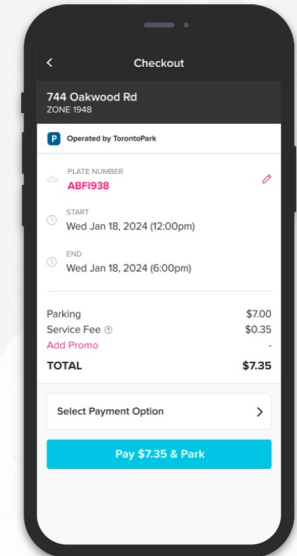
Select parking zone



Select rate and duration



Payment checkout



Purchase confirmation





Offer fast, seamless payment options for your parkers' daily parking needs.



SCAN

Scan, pay, park.
It's that simple.

GUEST CHECKOUT



TEXT

Pay for parking with a quick text.
No apps, no hassle.



APP

Effortless parking for regulars.
Fast, easy, and stress-free.

ACCOUNT-BASED



WEB

Park and pay anytime, anywhere.
Fully online and on-demand.



TRY ME!

**PARKING
PAY HERE**



1

SCAN QR CODE

OR

TEXT "181" TO 75498

2

TAP LINK TO PAY





||| HONK

Analytics & Administration



CONTROL CENTER

Your self-service back office for total control - no IT help required.



Live dashboards & reporting on transactions, occupancy, and revenue in real time.



Seamless financial management to reconcile payments, and manage invoicing and finances.

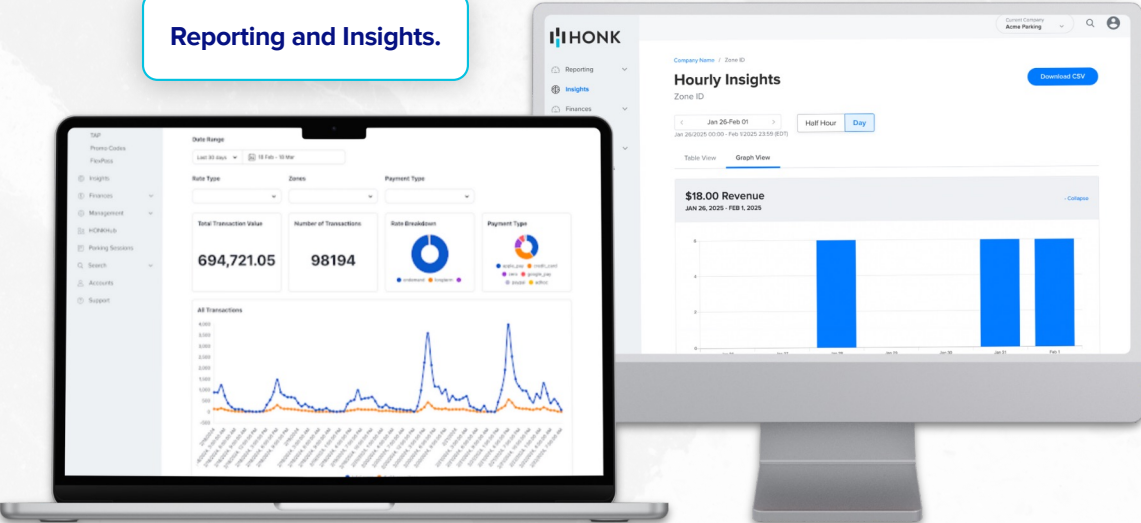


Real-time rate control - set, adjust, and automate pricing.



Actionable insights to predict demand and optimize pricing by zone.

Reporting and Insights.



 HONK

Pricing Index



Pricing

CORE SERVICES

Parking Transaction Fees* (per completed transaction)

5% to a minimum of \$0.45

HONK Parking Management Platform (per location/zone, per month)

\$50.00

Includes:

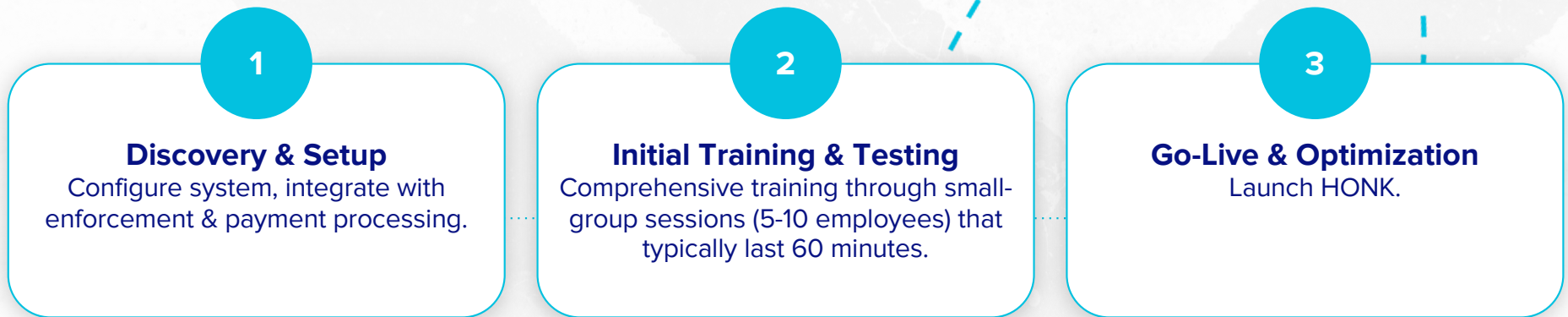
Daily Parking Manager
Control Center

*Credit card processing fees are 2.90% + \$0.30 per completed transaction.



Easy Implementation

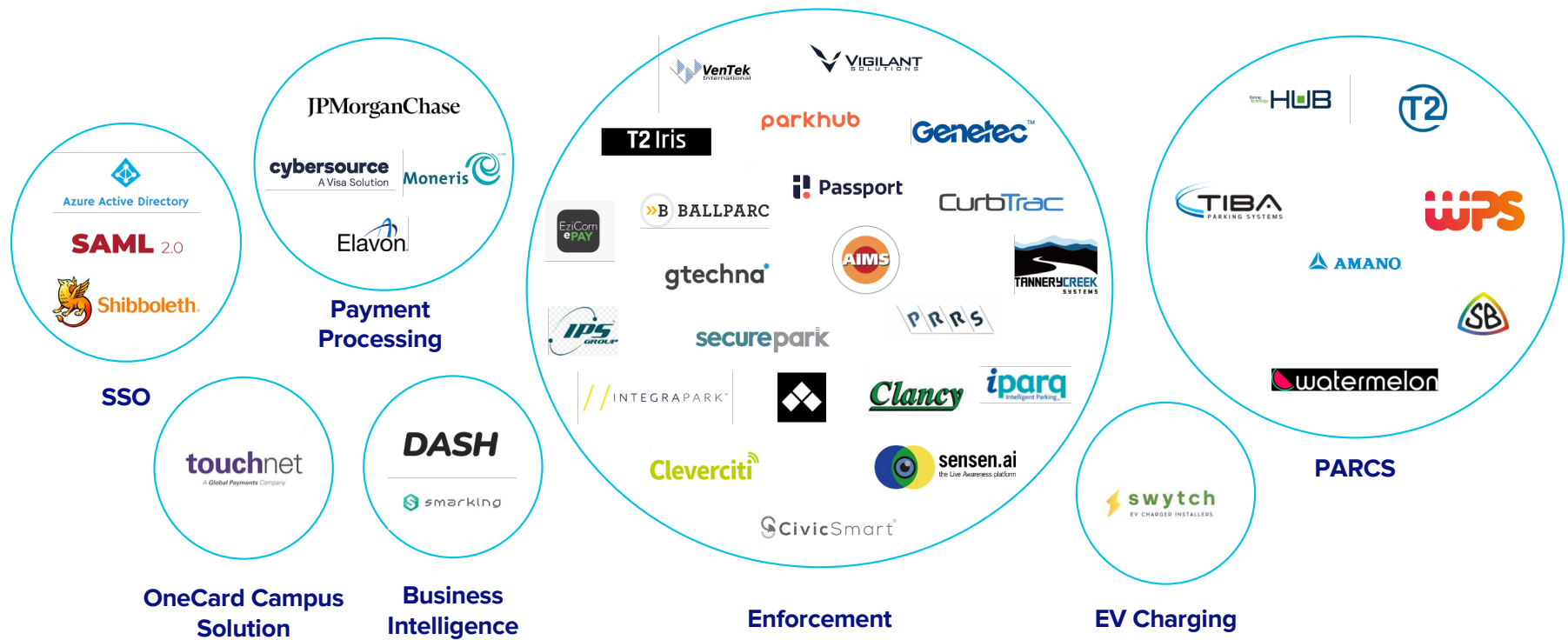
Three easy steps to get you started *in weeks, not months.*



Our Integration Partners



HONK integrates effortlessly with key systems, ensuring seamless, API-driven connectivity.



COV - Composite Budget vs Actuals YTD Drillable

Company City of
 Vancouver
Plan Structure COV Plan
 Structure
Period FY 2025 -
 Feb
Fund 481 Airport
 Fund
Ledger Account Summary
Ledger Account Type Expenditures
 Revenues

Ledger Account	Prior Year					Current Year						
	Budget	Actuals (PTD)	Actuals (Year End)	Balance	% Spent	Budget	Pre-Encumbrance	Encumbrance	Actuals	Actuals + Total Encumbrance	Balance	% Spent
Ledger Account -> Revenue Category	(2,971,800)	(126,587)	(908,918)	(2,062,882)	4%	(1,182,566)	0	0	(129,668)	(129,668)	(1,052,898)	11%
331000:Award/Grant - Federal Direct	(1,767,600)	0	(119,656)	(1,647,944)	0%	(428,265)	0	0	0	0	(428,265)	0%
333000:Award/Grant - Federal Indirect	(350,000)	0	0	(350,000)	0%	0	0	0	0	0	0	0%
334000:Award/Grant - State Direct	(98,200)	0	(6,158)	(92,042)	0%	0	0	0	0	0	0	0%
341400:Gen Gov - Financial Services	0	0	(795)	795	0%	0	0	0	0	0	0	0%
344500:Transp - Sales of Fuel	0	(743)	(7,013)	7,013	0%	0	0	0	(783)	(783)	783	0%
361110:Investment Earnings	0	(8,931)	(65,053)	65,053	0%	0	0	0	(11,740)	(11,740)	11,740	0%
362000:Rents and Leases	(756,000)	(116,912)	(702,530)	(53,470)	15%	(754,301)	0	0	(117,145)	(117,145)	(637,156)	16%
Ledger Account -> Spend Category	3,672,311	81,641	736,382	2,935,929	2%	1,397,704	0	407,904	196,176	604,080	793,623	43%
510000:Salaries & Wages	171,619	24,962	142,559	29,060	15%	231,739	0	0	24,728	24,728	207,011	11%
520000:Employee Benefits	70,269	8,146	45,785	24,484	12%	99,454	0	0	7,811	7,811	91,643	8%
530000:Supplies	10,150	374	8,530	1,620	4%	10,045	0	0	0	0	10,045	0%
540000:Services	3,112,009	18,188	330,593	2,781,416	1%	772,435	0	407,904	135,829	543,733	228,702	70%
550000:Intergovernmental Services and Payments	11,500	0	0	11,500	0%	12,075	0	0	0	0	12,075	0%
590000:Interfund Services	261,764	29,971	174,133	87,631	11%	271,956	0	0	27,809	27,809	244,147	10%
597000:Transfers Out	35,000	0	34,783	217	0%	0	0	0	0	0	0	0%



MEMORANDUM

DATE: April 3, 2025
TO: Meredith Fox, Public Works/Pearson Airport
FROM: Shannon Turk, Public Works/Business Services
RE: **February 2025 Financial Report for Pearson Airport**
CC: Steve Worley, Public Works Director
Chris Malone, Business Services Manager

Financial Overview

The Pearson Airport Fund has generated **\$129,668 in revenue year-to-date**, with the majority (\$117,000) coming from rent and lease payments. This represents **10.9% of the total budgeted revenue** for 2025. No grant revenue has been received yet; however, grant billings for January and February were submitted in March and will be reflected in upcoming reports. Business Services aims to process Airport grant billings monthly, though January's billing was delayed due to year-end workload.

Expense Summary

Through February, expenses total **\$196,176**, which is **14.0% of budgeted expenses**. In addition, **\$407,904 in encumbrances** are recorded, with more than **\$350,000 allocated to two major projects:**

- **Runway lighting construction** – approximately \$175,000
- **Terminal remodel design** – approximately \$175,000

These encumbered funds are reserved for ongoing projects, reducing the available budget even though the work is not yet complete. **Overall, expenses exceeded revenue by \$66,508** through February, which is expected due to the timing of grant reimbursements.

Cash Balance

As of February 29, the Airport Fund maintains a **cash balance exceeding \$1.5 million**.

Budget Considerations

When comparing 2024 and 2025 budgets, note that **federal grant revenue and professional service expenses were double budgeted in 2024**. The 2025 budget now reflects more accurate expected revenue and expenses for these grants.

Financial Summary – February 2025

Revenue vs. Expenses

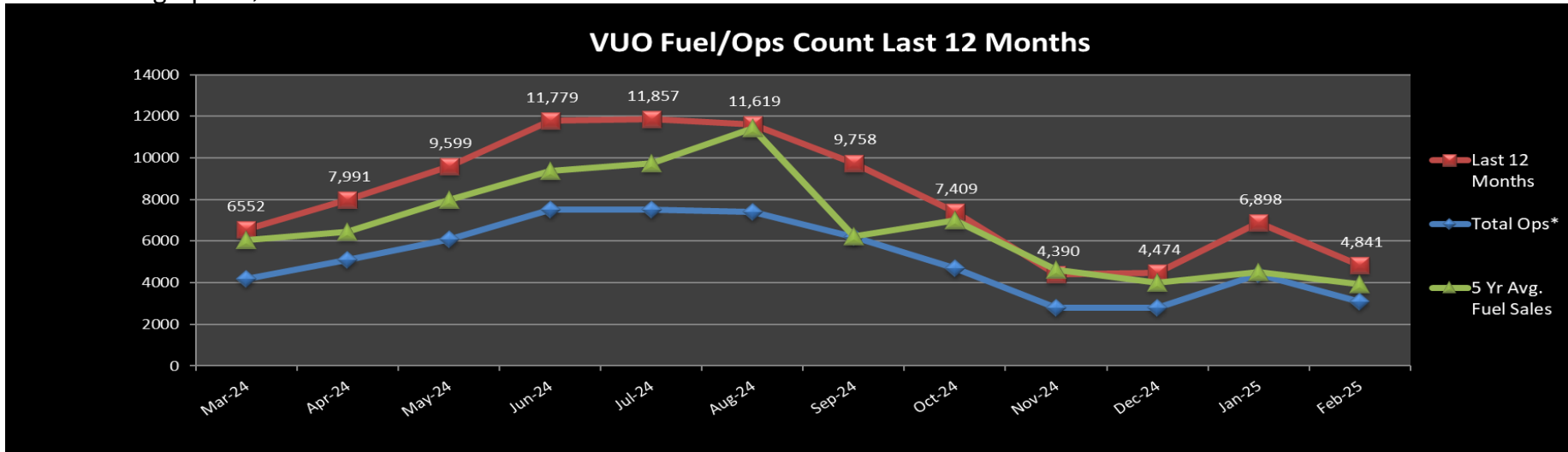
Category	Amount
Total Revenue	\$129,668
Total Expenses	\$196,176
Encumbrances	\$407,904
Net Revenue (Loss)	(\$66,508)
Cash Balance (Feb 29)	\$1.5M+

If you have any questions or require further clarification, please contact me at **(360) 487-7132** or **Shannon.Turk@cityofvancouver.us**.



Operations Report

AAC Meeting April 9, 2025



	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Total
Fuel Sale	6552	7,991	9,599	11,779	11,857	11,619	9,758	7,409	4,390	4,474	6,898	4,841	97,168
5 Yr Avg. Fuel Sales	6060	6,450	7,972	9,374	9,729	11,434	6,244	6,989	4,606	3,991	4,529	3,916	81,293
Total Ops*	4,200	5,100	6,100	7,500	7,500	7,400	6,200	4,700	2,800	2,800	4,400	3,100	61,800
Total Local *	4,116	4,998	5,978	7,350	7,350	7,252	6,076	4,606	2,744	2,744	4,312	3,038	60,564
Total Itinerant*	84	102	122	150	150	148	124	94	56	56	88	62	1,236

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