



Aviation Advisory Committee Meeting Agenda

August 13, 2025
6:00 PM

MEETING ACCESS INFORMATION

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Meeting ID: 224 704 193 526 0

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Phone conference ID: 126 572 588#

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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 June 11th, 2025 - (1 attachment)**
- II. **Terminal Renovation Layout - 60% - (1 attachment)**

Communications:

- I. **Finance Report - (3 attachments)**
- II. **Ops Report - (1 attachment)**

Aviation Advisory Committee

MEMBERS

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

Laura Krueger
Kevin Lux
Joe Ong
Brig Williams
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/)

III. Airport Manager's Updates

Other Updates:

- I. **Committee Members** - Comments & Concerns/Recommendations for next meeting topics

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: June 11th, 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 6:00 PM.
- Committee Members Present: Chair – Shon Lindley, Peggy Keith, Kevin Lux, Sara Baker, Laura Krueger, Brig Williams
- Committee Members Absent: Vice Chair- Brittany Sulitzer, Joe Ong
- City Staff present: Airport Manager Meredith Fox, Financial Advisor Shannon Turk

II. Community Communications – Public Comment

No public comments were written or made during this meeting in person.

*Action Items/Tasks:

III. Approval of Minutes for May 14th, 2025

- **Motion:** Peggy Keith moved to approve the minutes as presented, Laura Krueger seconded.
- Vote: Unanimous approval.

IV. Airport Manager's Updates

- *Terminal Renovation Layout* · Presented 30% design plans showing five offices, a flight planning room, pilot quiet room, two ADA restrooms, expanded kitchenette, continuous hallway, and new vestibule entry. -Committee expressed concern over removal of shower facilities. Suggestion of reducing offices from five to four to enlarge the pilot lounge/quiet room. -Clarified FAA grant eligibility covers 95% of non-office public spaces only; terminal office build-out, shower and non-public areas are ineligible. -Manager to refine layout and present 60% design at next meeting.
- *Pearson Field Centennial Celebration* · Scheduled Sunday, September 21, 2025, from 10 AM–3 PM. -Confirmed participation: EAA, WPA, 99s, Army National Guard, Cascadia Tech, Women in Aviation, and others. -Compass rose painting update:

National Park Service limits design to a basic yellow outline; alternate site under evaluation on city property; volunteer stenciling planned ahead of event.

Infrastructure and Operations

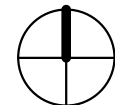
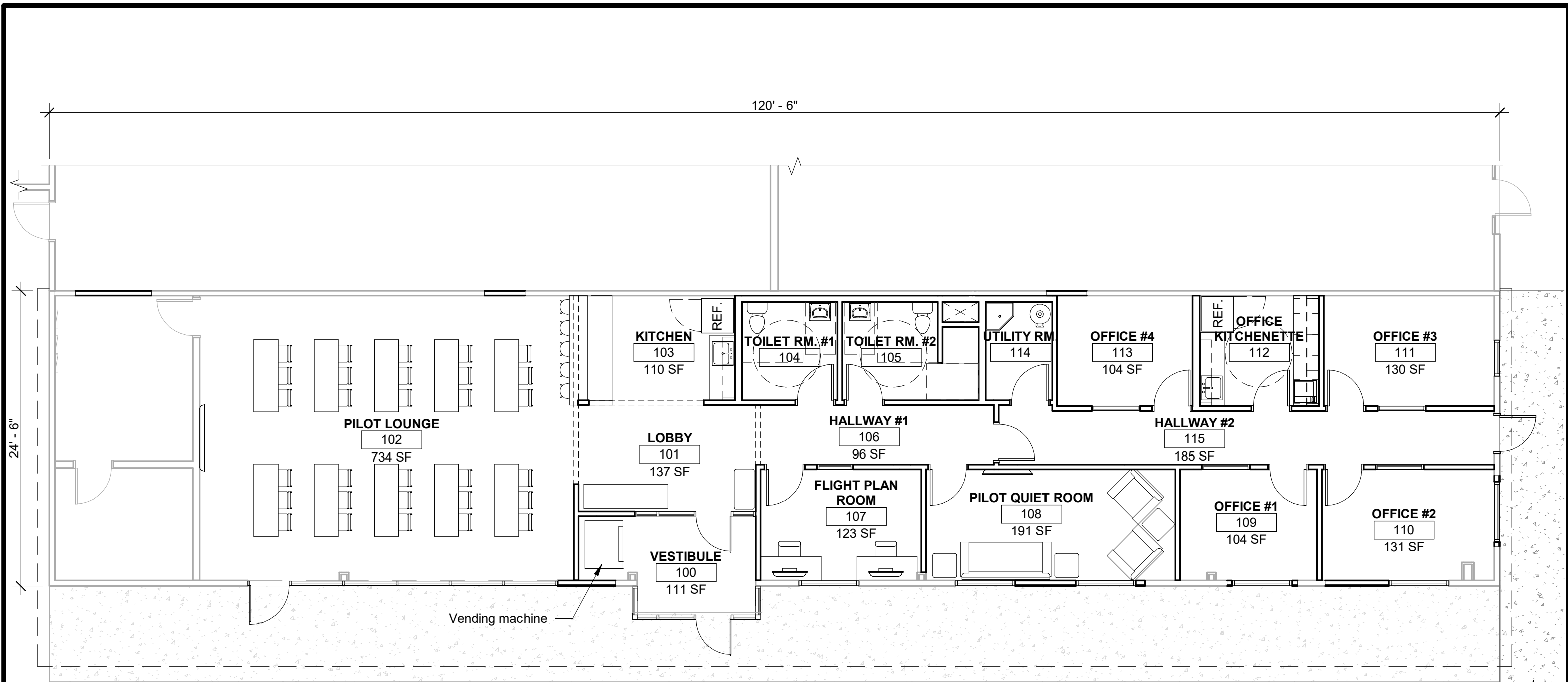
- Runway/taxiway restriping: hangar and tie-down areas completed; runway and taxiway scheduled for July 22–23 with brief closures (FBO notified). • City water pump station upgrade ongoing, expected completion by end of July; one closure on West gate pending schedule.
- Transient night tie-down payments to move from Honk to Parking Kitty app (no cash); city provides software at no cost; airport retains revenues; signage in production.
- Security Enhancements • Installed 12 unauthorized-entry signs (violators prosecuted) 12 more ordered, and six solar lights in long-term tie-down area. The Vancouver Police Department is increasing perimeter patrols.

V. Committee Members' Communications

- Runway lighting intensity: pilots report glare from new LED edge lights.
- Commercial operations policy: reminder that prior to establishing or conducting a Commercial Activity, the Person or corporation shall have secured all licenses, permits, certifications, and insurance required by state, federal, or City regulations, including a City business license required by VMC Title 5.04. Commercial Activity may only be conducted in facilities designated for commercial use by the city. All Commercial Operators desiring to operate at the Airport need to submit proposals to the Airport Manager. Proposals will be reviewed by the Airport Manager and City staff, including advisory input from the AAC.
- Owner-assisted annuals and mobile mechanics in hangars discussed.
- ASOS/weather reporting: intermittent outages noted at Scappoose and Battleground VFR facilities; committee to monitor and report NOTAMs.

VI. Adjournment

- Motion: Sara Baker moved to adjourn.
- Second: Laura Krueger seconded.
- Vote: Unanimous approval.
- Meeting adjourned at 6:54 PM.



COV - Composite Budget vs Actuals YTD Drillable

Company City of
 Vancouver
Plan Structure COV Plan
 Structure
Plan Name COV Current
 2023-24 Plan
 Template

Period COV Current
 FY 2025 - Jun

Fund 481 Airport
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)	(390,809)	(908,918)	(2,062,882)	13%	(1,859,566)	0	0	(900,749)	(900,749)	(958,818)	48%
331000:Award/Grant - Federal Direct	(1,767,600)	(8,818)	(119,656)	(1,647,944)	0%	(1,105,265)	0	0	(484,271)	(484,271)	(620,994)	44%
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	(18,359)	(18,359)	18,359	0%
341400:Gen Gov - Financial Services	0	0	(795)	795	0%	0	0	0	(112)	(112)	112	0%
344500:Transp - Sales of Fuel	0	(3,127)	(7,013)	7,013	0%	0	0	0	(2,700)	(2,700)	2,700	0%
361110:Investment Earnings	0	(29,018)	(65,053)	65,053	0%	0	0	0	(33,343)	(33,343)	33,343	0%
362000:Rents and Leases	(756,000)	(349,846)	(702,530)	(53,470)	46%	(754,301)	0	0	(358,715)	(358,715)	(395,586)	48%
369910:Miscellaneous Other Operating Revenues	0	0	0	0	0%	0	0	0	(3,250)	(3,250)	3,250	0%
Ledger Account -> Spend Category	3,672,311	272,221	736,382	2,935,929	7%	2,078,985	0	562,343	1,013,706	1,576,048	502,936	76%
510000:Salaries & Wages	171,619	74,886	142,559	29,060	44%	231,739	0	0	73,556	73,556	158,183	32%
520000:Employee Benefits	70,269	24,163	45,785	24,484	34%	98,504	0	0	24,537	24,537	73,967	25%
530000:Supplies	10,150	4,640	8,530	1,620	46%	10,045	0	1,264	462	1,726	8,319	17%
540000:Services	3,112,009	82,640	330,593	2,781,416	3%	1,409,435	0	561,079	776,321	1,337,400	72,035	95%
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	85,892	174,133	87,631	33%	267,187	0	0	138,830	138,830	128,357	52%
597000:Transfers Out	35,000	0	34,783	217	0%	50,000	0	0	0	0	50,000	0%



MEMORANDUM

DATE: August 4, 2025

TO: Meredith Fox, Public Works/Pearson Airport

FROM: Shannon Turk, Public Works/Business Services

RE: **June 2025 Financial Report for Pearson Airport**

CC: Steve Wall, Acting Public Works Director
Chris Malone, Business Services Manager

Year-to-date revenue in the Airport Fund is \$900,749, driven primarily by grant revenue of nearly \$485,000. Rent and lease revenue totals over \$358,000 through June. Together these revenues represent 46.3% of the total budgeted revenue for the year; miscellaneous revenue totaling \$39,405 makes up the balance of revenue. The airport had two active grant projects through June: the electrical project and terminal renovation project. As of June, about 90% of the electrical project has been billed to granting agencies; the terminal renovation project is in design with construction grant revenue expected in early 2026.

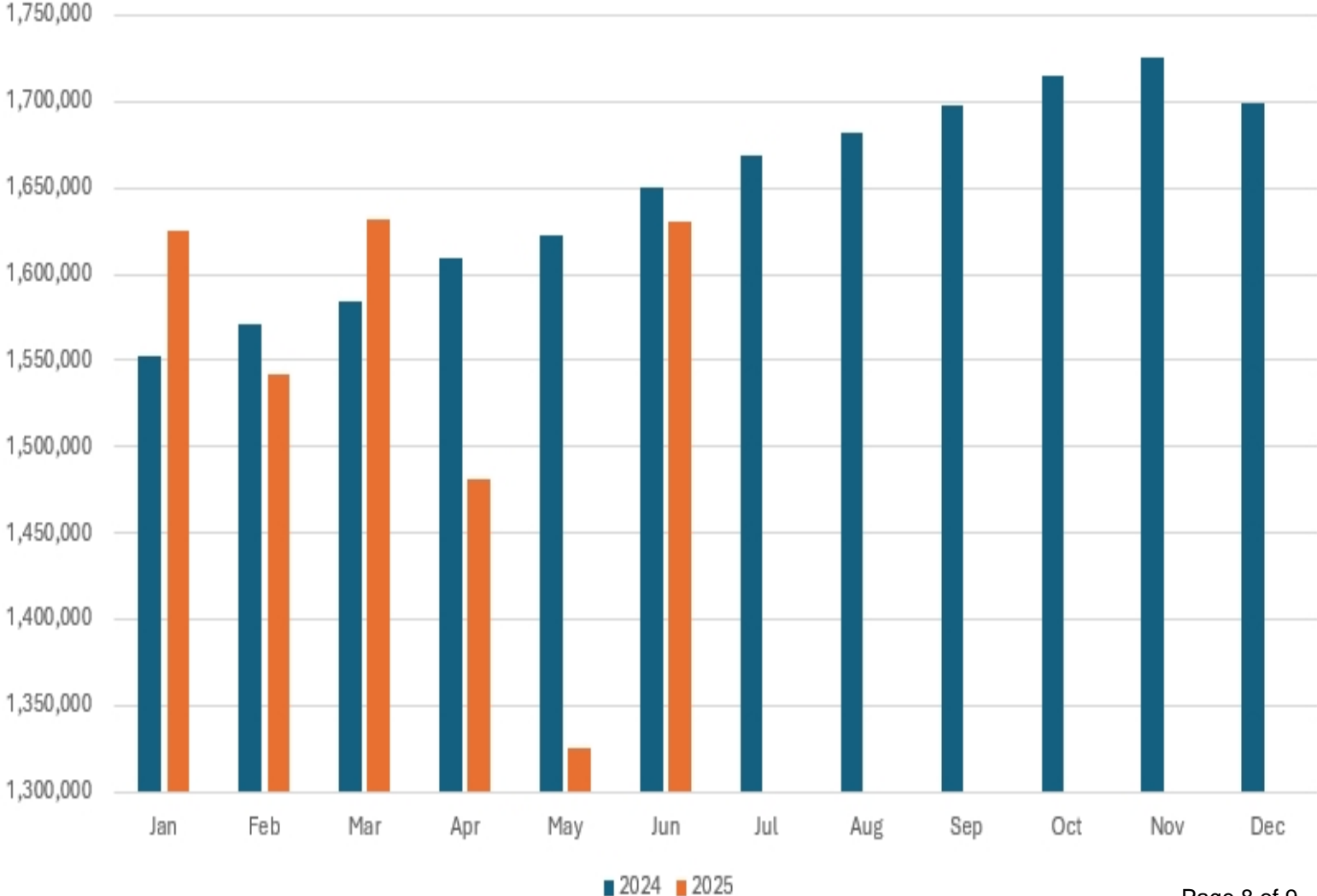
Expenses total \$1,013,706 through June, representing 48.8% of budgeted expenses. Nearly all of the encumbrances remaining in June are allocated to the grant projects: \$216,000 towards the electrical project and \$310,000 for terminal renovation project design. These encumbered funds are set aside for the projects and reduce the expenditure budget, even though the work has not yet been completed. Overall, expenses exceeded revenues by \$112,957 through June which is not unexpected given the delay in grant billings and deferred maintenance projects undertaken at the property.

As of the end of June, the Airport Fund's cash balance stands at over \$1.63 million.

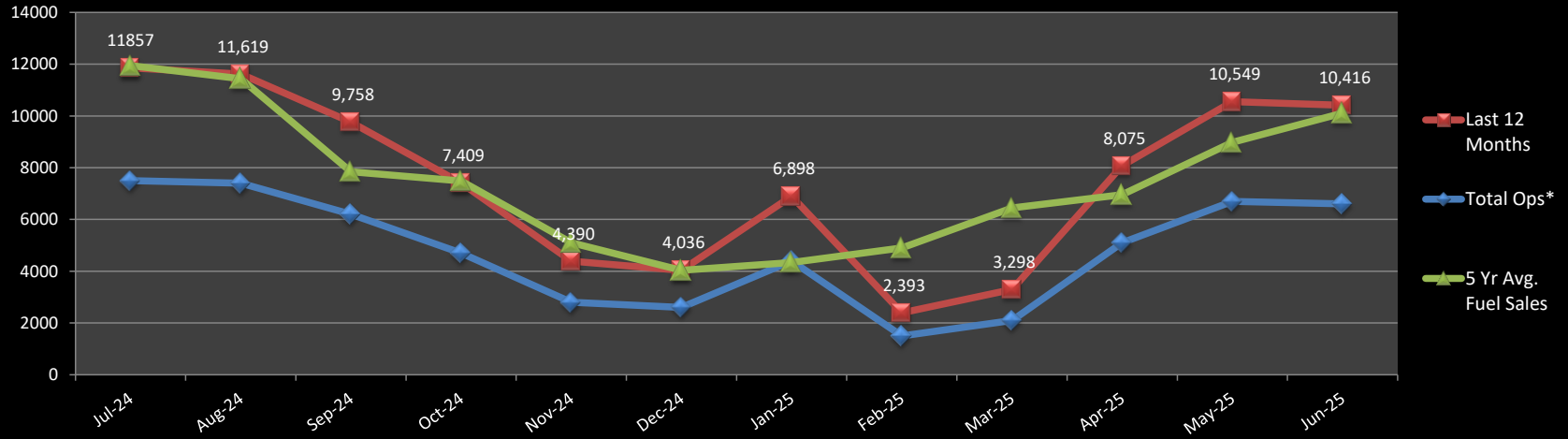
Please note when comparing budgeted revenue and expenses in 2024 compared to 2025, both federal grant revenue and professional service expenses were double-budgeted in 2024. The amounts budgeted in 2025 reflect actual expected revenue and expenses for the grants.

If you or the Aviation Advisory Committee have any questions, you can reach me by phone at 360-487-7132 or by email at Shannon.Turk@cityofvancouver.us

Airport Fund (Fund 481) Cash Balance



VUO Fuel/Ops Count Last 12 Months



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Fuel Sale	11857	11,619	9,758	7,409	4,390	4,036	6,898	2,393	3,298	8,075	10,549	10,416	90,698
5 Yr Avg. Fuel Sale	11943	11,440	7,845	7,489	5,101	4,036	4,342	4,905	6,451	6,962	8,984	10,107	89,604
Total Ops*	7,500	7,400	6,200	4,700	2,800	2,600	4,400	1,500	2,100	5,100	6,700	6,600	57,600
Total Local *	7,350	7,252	6,076	4,606	2,744	2,548	4,312	1,470	2,058	4,998	6,566	6,468	56,448
Total Itinerant*	150	148	124	94	56	52	88	30	42	102	134	132	1,152

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