



Aviation Advisory Committee Meeting Agenda

November 12, 2025
5:30 PM

MEETING ACCESS INFORMATION

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

- I. Budget Workshop
- II. Call to Order and Roll Call
- III. 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 October 8, 2025
- II. *Vice Chair Nomination

Communications

- I. Finance Quarterly Report

Aviation Advisory Committee

MEMBERS

Shon Lindey, *Chair*
Vacant, *Vice Chair*

Brittany Sulitzer
Laura Krueger
Kevin Lux
Brig Williams
Sara Baker
Peggy Keith
Vacant

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

II. Budget vs. Actuals

III. Cash Balance

IV. Ops Report

V. *Office Rental Rate Recommendation

Other Updates:

- I. **Committee Members:** Comments, Concerns and Recommendations for next meeting.

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.

COV - Composite Budget vs Actuals YTD Detail

Company City of Vancouver
 Period FY 2025 - Nov
 Fund 481 Airport Fund
 Cost Center CC0129 PW-Pearson Airport Mgmt

Ledger Account	Spend Category	2024 Actuals	2025 Budget	2025 Encumbrance	2025 Actuals (thru 11-5-25)	2025 Actuals + Total Encumbrance
510000:Salaries & Wages Total		142,559	231,739	0	116,782	116,782
520000:Employee Benefits Total		45,785	98,504	0	37,487	37,487
530000:Supplies	SC0034 Supplies - Office Supplies 531000	411	550	0	361	361
530000:Supplies	SC0035 Supplies - Repair & Maintenance Supplies 531100	405	2,750	0	1,318	1,318
530000:Supplies	SC0036 Supplies - EMT Supplies 531200	0	0	0	966	966
530000:Supplies	SC0037 Supplies - Uniforms & Protective Clothing 531300	0	0	306	0	306
530000:Supplies	SC0038 Supplies - Meeting Refreshments 531500	0	1,400	0	67	67
530000:Supplies	SC0039 Supplies - Other Operating Supplies 531900	6,765	3,025	0	1,459	1,459
530000:Supplies	SC0041 Supplies - Gasoline 532100	0	320	0	0	0
530000:Supplies	SC0043 Supplies - Other Fuels 532300	0	0	0	163	163
530000:Supplies	SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000	694	2,000	0	0	0
530000:Supplies	SC0046 Supplies - Computer Equipment < \$10,000 535100, 535190	254	0	0	0	0
530000:Supplies Total		8,530	10,045	306	4,334	4,640
540000:Services	SC0053 Services - Professional & Contracted Services 541900	88,063	0	250,057	367,590	617,647
540000:Services	SC0055 Services - Phone Service/Billings 542500, 542600, 542700	2,880	1,935	0	1,995	1,995
540000:Services	SC0059 Services - Other Communication 542900	15,107	0	0	12,761	12,761
540000:Services	SC0061 Services - Travel & Subsistence 543300	0	2,100	0	833	833
540000:Services	SC0062 Services - Education/Training 543500	0	2,100	54	2,996	3,050
540000:Services	SC0063 Services - Advertising 544000	1,800	1,800	0	0	0
540000:Services	SC0064 Services - Rental - Building 545100	0	0	0	0	0
540000:Services	SC0067 Services - Lease - Machinery 545400	335	0	0	252	252
540000:Services	SC0069 Services - Other Rentals 545900	62,039	67,320	315	54,780	55,095
540000:Services	SC0071 Services - Electrical 547100	15,427	21,605	0	13,625	13,625
540000:Services	SC0072 Services - Water/Sewer/Drainage 547200	35,236	51,675	0	44,156	44,156
540000:Services	SC0074 Services - Garbage / Waste Disposal 547400	1,498	3,000	0	1,865	1,865
540000:Services	SC0075 Services - Repair & Maint - Equipment 548100	237	83,215	0	638	638
540000:Services	SC0076 Services - Repair & Maint - Buildings 548400	283	70,000	821	1,121	1,943
540000:Services	SC0077 Services - Repair & Maint - Other 548900	104,850	1,103,000	0	646,103	646,103
540000:Services	SC0078 Services - Dues & Subscriptions 549100	1,446	685	0	1,512	1,512
540000:Services	SC0079 Services - Fees 549200	1,043	1,000	0	11,391	11,391
540000:Services	SC0081 Services - o/s Printing & Binding 549500	349	0	0	189	189
540000:Services	SC0083 Services - Misc Expenses 549900	0	0	0	0	0
540000:Services Total		330,593	1,409,435	251,247	1,161,808	1,413,055
550000:Intergovernmental Services and Payments Total		0	12,075	0	428	428
590000:Interfund Services Total		174,133	267,187	0	212,138	212,138
597000:Transfers Out Total		34,783	50,000	0	0	0
Total		736,382	2,078,985	251,553	1,532,977	1,784,530



Aviation Advisory Committee

Aviation Advisory Committee Meeting Minutes

Date: October 8, 2025 **Time:** 6:04 PM **Location:** Pilot Lounge @ Pearson Airport, 101 East Reserve Street

I. Call to Order and Roll Call

- **Attendance:** Present: Shon Lindley (Chair); Brittney Sulitzer (Vice Chair); Peggy Keith; Kevin Lux (remote); Laura Kruger(remote). Absent: Sarah Baker.
- **Staff Present:** Assistant City Attorney Jonathan Schetky; Airport Manager Meredith Fox; City Finance Advisor Shannon Turk.

II. Community Communications — Public Comment

- **In-person public comment:** None. Paul Speer submitted written comments (attached).

III. Approval of Agenda and Minutes

- **Approval of Minutes (August 13, 2025):** Motion to approve by Brig, seconded by Brittney; all in favor, minutes approved. Abstentions recorded: Kevin Lux and Peggy Keith.

IV. Vice Chair Vacancy

- **Announcement:** Vice Chair Sulitzer has stepped away from the Vice Chair role for her pregnancy due date, creating a vacancy, she will remain on the committee.
- **Action:** Nomination/appointment discussion was tabled; a motion to postpone nominations until the next scheduled meeting was moved, seconded, and passed.

V. Communications

Assistant City Attorney Presentation — Jonathan Schetky

- **Topics covered:** AAC purpose (VMC 10.05.040); Open Public Meetings Act (OPMA); Public Records Act (PRA); electronic communication best practices; Robert's Rules of Order. Slides referenced were those posted with the agenda.

VIII. Airport Manager Updates

- **90% layout:** 90% design submitted; final design anticipated for submission around November; plan to advertise for bids late November; bid opening anticipated in December; construction grant award expected in February; timelines subject to change (federal shutdown risk noted).
- **100th celebration recap:** Event held despite weather impacts; static displays and FAAST Team training well attended; EAA breakfast had lower turnout due to weather; National Park Service wrap-up may be delayed by federal shutdown; NPS interested in repeating next year.

- **Boards & Commissions:** City Council reviewing applications for two AAC vacancies; Council appointment date anticipated November 17, 2025.
- **Construction updates:** Electrical replacement project final paperwork pending for closeout. Water pump station upgrade nearing completion (approx. three weeks remaining) followed by repaving; one-day east gate closure expected during paving.
- **FBO window replacement:** Double-pane, low-E window replacement underway at FBO; completion expected in coming weeks.
- **Events:** Women in Aviation Career Panel (scheduled Oct 8) postponed due to federal shutdown.
- **Community service:** Food drive competition with Auburn Airport runs through November 14; donations accepted at pilot lounge/airport office; heavier items encouraged.

IX. New Business

- **Financial discussion continuation:**
 - Motion: Continue a financial overview at the next two meetings (November and December).
 - Result: Brig motion moved, Brittnay seconded and passed (all in favor).
- **Vice Chair nominations:**
 - Motion: Table nominations for Vice Chair until the next scheduled meeting to allow absent members opportunity to participate.
 - Result: Motion moved, seconded, and passed.

X. Committee Members — Recommendations, Next Meeting Topics, Comments & Concerns

- **Recommendation to pursue VFR/IFR departure-procedure study with FAA:**
 - AAC recommends looking into ideas on how to work with the FAA to research the feasibility of a VFR-compatible instrument departure procedure in VFR conditions to reduce conflicts; the AAC will support research, provide input, and receive progress updates. Research to include historical context, operational constraints, and options for partnership with FAA and subject-matter experts.
 - Discussion: Members discussed scope, multi-year timeline, AAC's advisory role, and that official FAA coordination will be led by the Airport Manager.
 - Result: Brig motion moved, Brittnay seconded and passed (all in favor).
 - Next Meeting - Date & time: Wednesday, November 12, 2025, 5:30 PM.

XIII. Adjournment

- Peggy motion to adjourn: Moved and seconded by Brig.
- Time: Meeting adjourned at 7:08 PM.

Comments for October 8, 2025 Aviation Advisory Committee

From Paul Speer [REDACTED]

Date Sun 10/5/2025 4:20 PM

To Lindley, Shon <shon.lindley@cityofvancouver.us>; Sulitzer, Brittany <Brittany.Sulitzer@cityofvancouver.us>; Krueger, Laura <Laura.Krueger@cityofvancouver.us>; Lux, Kevin <Kevin.Lux@cityofvancouver.us>; Keith, Peggy <Peggy.Keith@cityofvancouver.us>; Ong, Joe <joe.ong@cityofvancouver.us>; Baker, Sara <sara.baker@cityofvancouver.us>; Williams, Brigham <brigham.williams@cityofvancouver.us>

Cc Fox, Meredith <Meredith.Fox@cityofvancouver.us>

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October 5, 2025

Hello AAC,

As the committee prepares for its meeting this week I want to share a few comments. At the August committee meeting some members began to say out loud what followers of the committee have been saying for months: "What is this committee even doing and is it adding any value?"

Understanding that a number of the AAC are new to this form of community service, while not unprecedented in the city, what is going on with this AAC is also not normal:

- Historically a member would term out once every year or two and rarely would a member serve less than three terms. Since May of 2023 when the group was announced, as of this week seven members will have resigned early, and one has termed out - unprecedented.
- The committee has spent no public time identifying committee knowledge, skill, and ability gaps or recruiting new candidates accordingly – even with now three open positions.
- No visible succession planning around chair and vice chair has taken place.
- Under city direction significant committee energy has gone into form and process, while the AAC has initiated almost no topic content; rather relying almost exclusively on what is presented by city staff.
- Even with unaddressed topics that could and should be addressed by the AAC, multiple meetings have been completed in less than an hour and/or canceled outright.
- Subcommittees, essential to the function of the committee, have been disbanded or were never initiated.
- Member attendance at meetings has declined over the last few months and the group appears unclear on focus.
- Thoughtful input sourced from knowledgeable members of the community, doing homework that the AAC is chartered to do, has been repeatedly disregarded. Some have chosen to simply stop offering input, going directly to the city or partner agencies instead.
- Public participation in AAC meetings has dropped to near zero.

- And now six months into the third year of its formation the AAC has yet to submit an annual report of accomplishments and advice to the city.

City actions and inactions have contributed to this, however as AAC members the committee has an urgent responsibility to invest in its own health and effectiveness.

As a member of the community for 45 years and airport user for almost 35 years this has been disappointing to watch. Disappointing to see busy community members with a desire to serve spinning their wheels. And disappointing that the opportunity to influence is not being spent wisely on topics that will make lasting improvement. Committee members who are also users of the field enjoy services, facilities, and protections that exist because of the work that went on before you, in some cases by those that you will never know. As the committee considers areas of focus this week, I would ask that it consider how its work is leaving the field a better place for those in the future who you may never know. Then, to prioritize efforts to get there.

When the AAC first met in December of 2023 it was a group full of enthusiasm for the future of the airport and the opportunity for it to increase value to users and the community it serves. Each of those members indicated personal aspirations and interests.

In January of 2024, at the request of the AAC, the work of four generations of successful leadership of the AAC was voluntarily consolidated and presented to the group. That briefing included lessons learned on what makes an effective AAC, example projects from the past, a comprehensive list of open project areas where the AAC could provide value, and a framework for prioritization. The purpose of this was twofold: in the words of one of the members at the time “to help them know what they did not know”, and to be used as a foundation for setting work direction and onboarding new members. Now almost two years later, for reasons unknown to me, the committee has chosen to not include any discussion of that material in public or as part of new member onboarding.

As the committee considers future areas of focus, and with so many members being new, I remind the committee that that work stands as a gift from those who went before you. And, it remains available to inform committee direction were the committee to choose use it.

Blue skies and tailwinds,

Paul Speer



MEMORANDUM

DATE: November 6, 2025

TO: Meredith Fox, Public Works/Pearson Airport

FROM: Shannon Turk, Public Works/Business Services

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

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

Year-to-date revenue in the Airport Fund is \$1,339,714 driven primarily by grant revenue of nearly \$739,000. Rent and lease revenue totals over \$542,000 through September. Together these revenues represent 96% of the total revenue received for the year; miscellaneous revenue totaling \$59,003 makes up the balance of revenue. The airport had one active grant project: the terminal renovation project. This project is in design with construction grant revenue expected in early 2026. As of September, the electrical project is still open for administration but will be fully billed and closed by the end of the year.

Expenses, including both actuals and encumbrances, total \$1,741,233 through September, representing 84% of budgeted expenses. Nearly all of the encumbrances remaining in September are allocated to the grant project. These encumbered funds are set aside for the project and reduce the expenditure budget, even though the work has not yet been completed. Overall, expenses exceeded revenues by \$193,263 through September which is not unexpected given the delay in grant billings and deferred maintenance projects undertaken at the property.

As of the end of September, the Airport Fund's cash balance stands at over \$1.57 million.

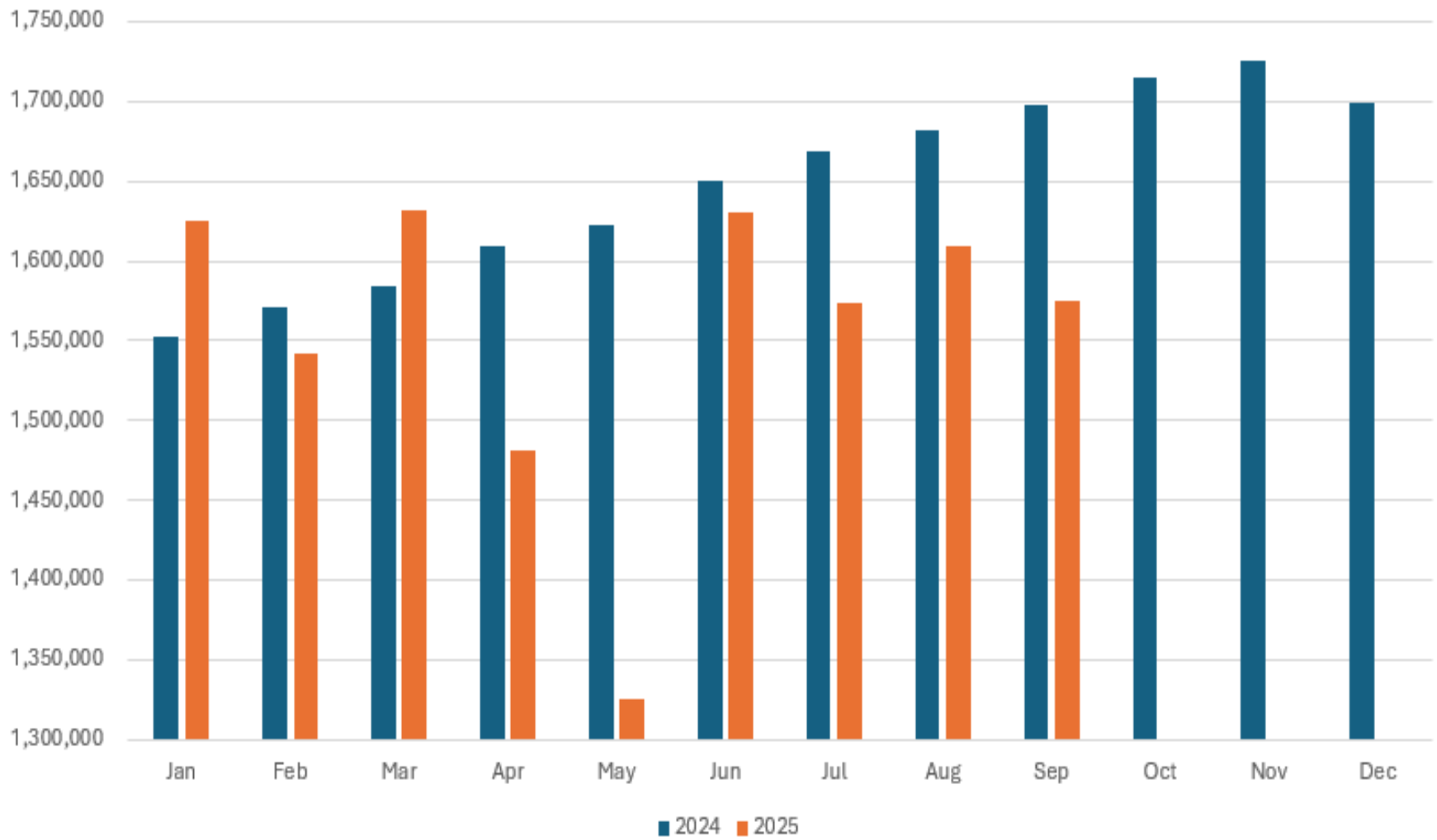
If you or the Aviation Advisory Committee have any questions, you can reach me by phone at 360-487-7132 or by email at Shannon.Turk@cityofvancouver.us

COV - Composite Budget vs Actuals YTD Drillable- Thru Oct 2025

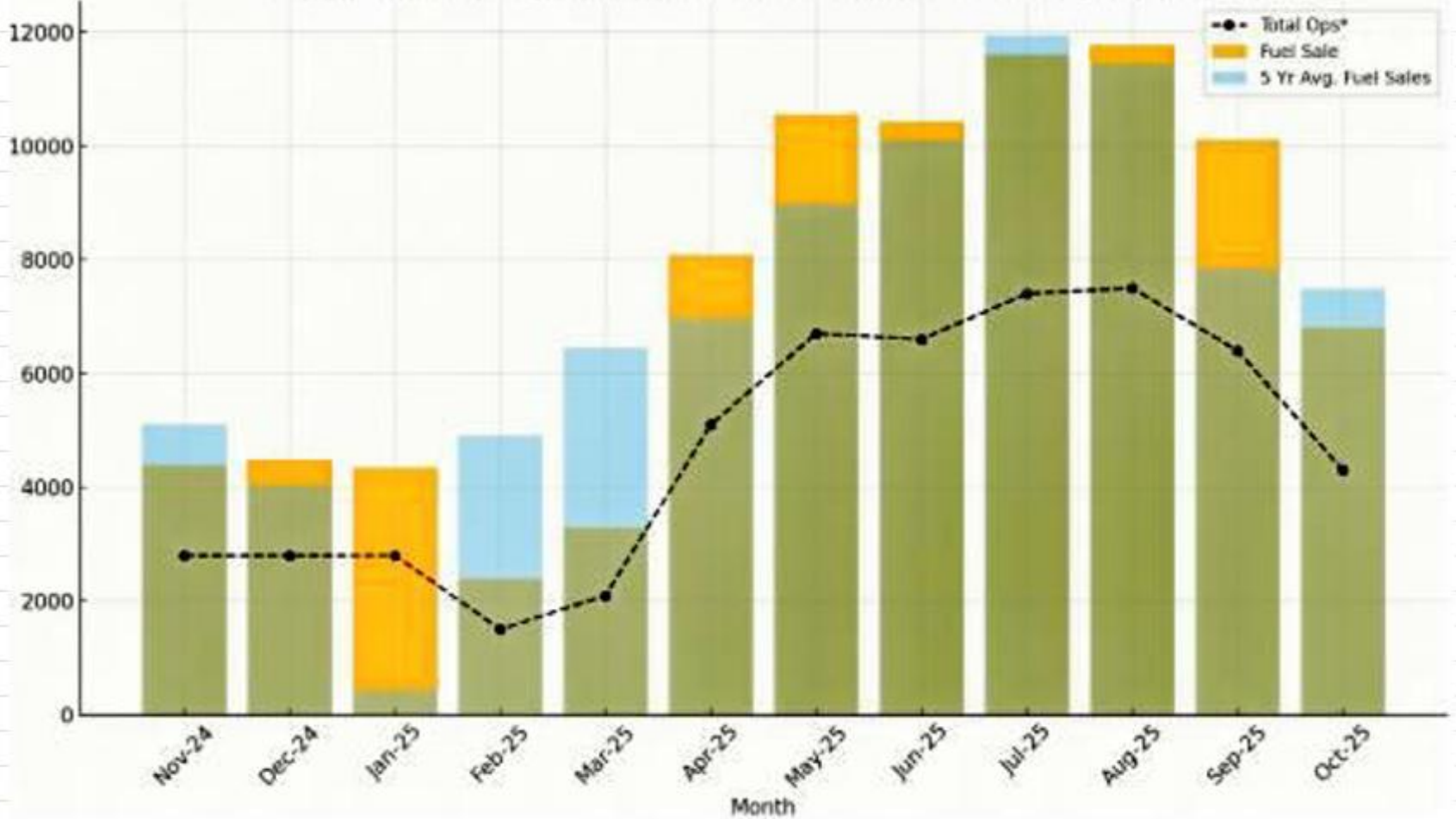
Fund

Ledger Account	Prior Year				Current Year					
	Actuals (PTD)	Actuals (Year End)	Balance	% Spent	Budget	Encumbrance	Actuals	Actuals + Total Encumbrance	Balance	% Spent
Ledger Account -> Revenue Category	(727,687)	(908,918)	908,918	0%	(1,859,566)	0	(1,492,674)	(1,492,674)	(366,893)	80%
331000:Award/Grant - Federal Direct	(17,692)	(119,656)	119,656	0%	(1,105,265)	0	(731,557)	(731,557)	(373,708)	66%
334000:Award/Grant - State Direct	(493)	(6,158)	6,158	0%	0	0	(36,234)	(36,234)	36,234	0%
341400:Gen Gov - Financial Services	(557)	(795)	795	0%	0	0	(391)	(391)	391	0%
344500:Transp - Sales of Fuel	(6,236)	(7,013)	7,013	0%	0	0	(6,211)	(6,211)	6,211	0%
348000:Internal Service Funds Sales and Services	0	0	0	0%	0	0	0	0	0	0%
361110:Investment Earnings	(58,726)	(65,053)	65,053	0%	0	0	(50,227)	(50,227)	50,227	0%
361300:Gains (Losses) on Sale of Investments	0	(7,713)	7,713	0%	0	0	0	0	0	0%
362000:Rents and Leases	(643,983)	(702,530)	702,530	0%	(754,301)	0	(664,804)	(664,804)	(89,497)	88%
369910:Miscellaneous Other Operating Revenues	0	0	0	0%	0	0	(3,250)	(3,250)	3,250	0%
Ledger Account -> Spend Category	532,899	736,382	(736,382)	0%	2,078,985	251,598	1,529,836	1,781,434	297,551	86%
510000:Salaries & Wages	131,705	142,559	(142,559)	0%	231,739	0	116,782	116,782	114,957	50%
520000:Employee Benefits	42,180	45,785	(45,785)	0%	98,504	0	37,487	37,487	61,016	38%
530000:Supplies	6,754	8,530	(8,530)	0%	10,045	306	4,269	4,575	5,470	46%
540000:Services	188,866	330,593	(330,593)	0%	1,409,435	251,292	1,161,591	1,412,883	(3,448)	100%
550000:Intergovernmental Services and Payments	0	0	0	0%	12,075	0	428	428	11,647	4%
590000:Interfund Services	163,394	174,133	(174,133)	0%	267,187	0	209,278	209,278	57,909	78%
597000:Transfers Out	0	34,783	(34,783)	0%	50,000	0	0	0	50,000	0%

Airport Fund (Fund 481) Cash Balance



Fuel Sales and Operations - Pearson Field (Including Oct 2025)



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Total
Fuel Sale	4390	4,474	4,341	2,393	3,298	8,075	10,549	10,416	11,608	11,766	10,105	6,803	88,218
5 Yr Avg. Fuel Sales	5101	4,035	406	4,904	6,450	6,962	8,983	10,106	11,943	11,440	7,845	7,488	85,663
Total Ops*	2,800	2,800	2,800	1,500	2,100	5,100	6,700	6,600	7,400	7,500	6,400	4,300	56,000
Total Local *	2,744	2,744	2,744	1,470	2,058	4,998	6,566	6,468	7,252	7,350	6,272	4,214	54,880
Total Itinerant*	56	56	56	30	42	102	134	132	148	150	128	86	1,120

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