



Aviation Advisory Committee Meeting Agenda

December 10, 2025
5:30 PM

MEETING ACCESS INFORMATION

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

I. Workshop - Budget 5:30PM

II. Regular AAC Meeting 6:00PM

- Call to Order & Roll Call
- Welcome New Members: Matt Winit & Jordan Thomas

III. Community Communicatoinis - 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 November 12, 2025
- II. *Recommendation - PDX Tower Proclamation

Aviation Advisory Committee

MEMBERS

Shon Lindey, **Chair**
Brig Williams, **Vice Chair**

Jordan Thomas
Laura Krueger
Kevin Lux
Brittany Sulitzer
Sara Baker
Peggy Keith
Matt Winit

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

III. *Recommendation - Office Rental Rate

IV. *Set Agenda Meeting Dates 2026

Communications

I. Airport Manager's Updates

Other Updates

- I. **Committee Members** - Recommendations next meeting topics/comments & 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.

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AIRPORT FUND - NOVEMBER 2025

BEGINNING CASH BALANCE (JANUARY 1, 2025): 1,699,494

OPERATING

LEDGER ACCOUNT	2025 BUDGET	2025 ENCUMBRANCES	YTD ACTUALS (NOVEMBER)	TOTAL ACTUALS + ENCUMBRANCES	REMAINING FUNDS AVAILABLE	% SPENT THRU NOVEMBER	NOTES
REVENUES							
341400:Gen Gov - Financial Services	0	0	(391)	(391)	(391)	0.00%	
RC0724 Audit and Consulting Services to External Governments	0	0	(391)	(391)	(391)	0.00%	
344500:Transp - Sales of Fuel	0	0	(1,679)	(1,679)	1,679	0.00%	
RC0368 Transportation - Fuel Sales 344500	0	0	(1,679)	(1,679)	1,679	0.00%	
362000:Rents and Leases	(754,301)	0	(665,644)	(665,644)	(88,657)	88.25%	
RC0249 Misc Revenue Rents/Leases - Parking (Short-Term) 36	0	0	(2,210)	(2,210)	2,210	0.00%	
RC0253 Misc Revenue Rents/Leases - Space & Facilities Leases	0	0	(4,356)	(4,356)	4,356	0.00%	
RC0254 Misc Revenue Rents/Leases - Space & Facilities Leases	(754,301)	0	(659,079)	(659,079)	(95,222)	87.38%	
369920:Miscellaneous Other Nonoperating Revenue	0	0	(3)	(3)	3	0.00%	
RC0278 Misc Revenue - Other Nonoperating Revenue (Proprietar	0	0	(3)	(3)	3	0.00%	
TOTAL REVENUES - OPERATING	(754,301)	0	(667,717)	(667,717)	(87,366)	88.52%	
EXPENSES							
510000:Salaries & Wages	231,739	0	128,396	128,396	103,343	55.41%	
SC0164 Salaries and Wages - Regular Salaries 511100	228,589	0	126,859	126,859	101,731	55.5%	1.0 FTE Airport Manager, 1.0 FTE Program Coordinator
SC0172 Salaries and Wages - Out-of-Class Pay 511240	0	0	38	38	(38)	0.0%	street crew - striping project
SC0181 Salaries and Wages - Extra Help Pay 511500	3,150	0	0	0	3,150	0.0%	
SC0183 Salaries and Wages - Employer Paid Benefits 511700	0	0	1,500	1,500	(1,500)	0.0%	
520000:Employee Benefits	98,504	0	41,389	41,389	57,114	42.02%	
SC0012 Personnel Benefits - PERS II Pension 521200	21,785	0	9,618	9,618	12,167	44.1%	
SC0016 Personnel Benefits - Social Security 521500	14,173	0	7,908	7,908	6,264	55.8%	
SC0017 Personnel Benefits - Medicare 521510	3,315	0	1,850	1,850	1,465	55.8%	
SC0018 Personnel Benefits - Med Hospital 521600	52,584	0	10,927	10,927	41,657	20.8%	
SC0019 Personnel Benefits - Med Hospital Admin 521605	0	0	243	243	(243)	0.0%	
SC0023 Personnel Benefits - Fringe ER 521650	0	0	21	21	(21)	0.0%	
SC0024 Personnel Benefits - Self Insured Fringe ER 521655	0	0	4,224	4,224	(4,224)	0.0%	
SC0025 Personnel Benefits - Industrial Insurance/Workers Comp	3,384	0	4,427	4,427	(1,043)	130.8%	
SC0028 Personnel Benefits - Employer Contributions 521900	0	0	302	302	(302)	0.0%	
SC0029 Personnel Benefits - Deferred Compensation 522200	2,286	0	1,219	1,219	1,066	53.3%	
SC0371 Personnel Benefits - Washington Paid Family & Medical	483	0	332	332	151	68.8%	
SC0640 Accr Employer Ben - Workers Comp 521710	495	0	318	318	177	64.2%	
Subtotal Salaries & Benefits	330,243	0	169,785	169,785	160,458	51.4%	
530000:Supplies	10,045	305	4,972	5,276	4,769	52.53%	
SC0034 Supplies - Office Supplies 531000	550	0	693	693	(143)	126.0%	
SC0035 Supplies - Repair & Maintenance Supplies 531100	2,750	0	1,318	1,318	1,432	47.9%	
SC0036 Supplies - EMT Supplies 531200	0	0	966	966	(966)	0.0%	
SC0037 Supplies - Uniforms & Protective Clothing 531300	0	305	305	610	(610)	0.0%	
SC0038 Supplies - Meeting Refreshments 531500	1,400	0	67	67	1,333	4.8%	
SC0039 Supplies - Other Operating Supplies 531900	3,025	0	1,459	1,459	1,566	48.2%	
SC0041 Supplies - Gasoline 532100	320	0	0	0	320	0.0%	
SC0043 Supplies - Other Fuels 532300	0	0	163	163	(163)	0.0%	
SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000	2,000	0	0	0	2,000	0.0%	
540000:Services	510,435	34,441	207,004	241,445	268,990	47.30%	
SC0053 Services - Professional & Contracted Services 541900	0	33,305	41,891	75,196	(75,196)	0.0%	encumbrances include: \$22K for airport manager transition, \$10K for Key Code Media. actuals include: fuel testing
SC0055 Services - Phone Service/Billings 542500, 542600, 5427	1,935	0	2,198	2,198	(262)	113.6%	
SC0059 Services - Other Communication 542900	0	0	12,890	12,890	(12,890)	0.0%	
SC0061 Services - Travel & Subsistence 543300	2,100	0	833	833	1,267	39.7%	
SC0062 Services - Education/Training 543500	2,100	0	3,055	3,055	(955)	145.5%	
SC0063 Services - Advertising 544000	1,800	0	0	0	1,800	0.0%	
SC0067 Services - Lease - Machinery 545400	0	0	252	252	(252)	0.0%	
SC0069 Services - Other Rentals 545900	67,320	315	60,139	60,454	6,867	89.8%	rent to national park service
SC0071 Services - Electrical 547100	21,605	0	14,765	14,765	6,840	68.3%	
SC0072 Services - Water/Sewer/Drainage 547200	51,675	0	44,156	44,156	7,519	85.4%	
SC0074 Services - Garbage / Waste Disposal 547400	3,000	0	1,865	1,865	1,136	62.2%	
SC0075 Services - Repair & Maint - Equipment 548100	83,215	0	638	638	82,577	0.8%	baseline budget
SC0076 Services - Repair & Maint - Buildings 548400	70,000	821	1,121	1,943	68,057	2.8%	baseline budget
SC0077 Services - Repair & Maint - Other 548900	204,000	0	21,262	21,262	182,738	10.4%	includes budget for solar panel system (inactive); \$4,000 baseline budget
SC0078 Services - Dues & Subscriptions 549100	685	0	1,512	1,512	(828)	220.9%	
SC0079 Services - Fees 549200	1,000	0	227	227	773	22.7%	
SC0081 Services - o/s Printing & Binding 549500	0	0	202	202	(202)	0.0%	

Subtotal Supplies & Services	520,480	34,746	211,976	246,722	273,758	47.4%	
550000: Intergovernmental Services and Payments	12,075	0	478	478	11,597	3.96%	
SC0095 Intergovernmental Services and Payments - External Tax	12,075	0	478	478	11,597	4.0%	
Subtotal Intergovernmental	12,075	0	478	478	11,597	4.0%	
590000: Interfund Services	267,187	0	236,371	236,371	30,815	88.47%	
SC0307 Interfund - EQSVC Admin Fees 591100	1,026	0	1,233	1,233	(207)	120.2%	
SC0311 Interfund - Mailroom Postage Chgs 592400	700	0	15	15	685	2.1%	
SC0312 Interfund - EQSVC Vehicle Fuel/Oil Charges 593210	1,082	0	123	123	959	11.3%	
SC0314 Interfund - IT Equipment ER&R 595100	3,053	0	2,799	2,799	254	91.7%	
SC0315 Interfund - EQSVC Vehicle ER&R 595200	7,770	0	7,239	7,239	531	93.2%	
SC0318 Interfund - Equipment Rental 595450	457	0	2,248	2,248	(1,791)	492.0%	street crew - striping project
SC0319 Interfund - Risk, Property & Liability 596000	51,909	0	51,955	51,955	(46)	100.1%	
SC0322 Interfund - EQSVC Vehicle Labor 598000	0	0	4,512	4,512	(4,512)	0.0%	
SC0323 Interfund - EQSVC Sale of Parts 598100	0	0	2,478	2,478	(2,478)	0.0%	
SC0326 Interfund - Central Services City-Wide Cost Allocation 599000	52,695	0	41,306	41,306	11,389	78.4%	internal charge for overall city administration
SC0328 Interfund - Utility Funds - WSD Cost Allocation 599500	4,613	0	11,006	11,006	(6,394)	238.6%	internal charge for public works administration
SC0542 Interfund - City Hall O&M 598400	12,925	0	0	0	12,925	0.0%	budgeted but no charge since don't occupy workspace at city hall
SC0543 Interfund - Facilities Maintenance Direct & Overhead Charge	92,989	0	70,778	70,778	22,211	76.1%	internal charge for grounds maintenance support, based on actual expenses
SC0544 Interfund - Grounds Maintenance Direct & Overhead Charge	31,278	0	40,051	40,051	(8,773)	128.0%	internal charge for grounds maintenance support, based on actual expenses
SC0545 Interfund - Operating Rentals & Leases - City Hall Rent	5,443	0	0	0	5,443	0.0%	budgeted but no charge since don't occupy workspace at city hall
SC0609 Interfund - Operating Rentals & Leases - 415 Motor Pool	561	0	0	0	561	0.0%	budgeted but no charge since don't occupy workspace at city hall
SC0636 Interfund - IT Equipment ER&R - Workday 590000	686	0	629	629	57	91.7%	
597000: Transfers Out	50,000	0	0	0	50,000	0.00%	
SC0474 Transfer to fund 336 555336	50,000	0	0	0	50,000	0.0%	one-time transfer to facilities for non-routine maintenance projects: window replacement in FBO building
Subtotal Interfund	317,187	0	236,371	236,371	80,815	74.5%	
TOTAL EXPENSES - OPERATING	1,179,985	34,746	618,611	653,357	526,628	55.4%	

GRANT FUNDED PROJECTS

LEDGER ACCOUNT	2025 BUDGET	2025 ENCUMBRANCES	YTD ACTUALS (NOVEMBER)	TOTAL ACTUALS + ENCUMBRANCES	REMAINING FUNDS AVAILABLE	% SPENT THRU NOVEMBER	NOTES
REVENUES							
331000: Award/Grant - Federal Direct	(1,105,265)	0	(801,523)	(801,523)	(303,742)	72.52%	
RC0360 Federal Direct Grant - Dept of Transportation 331201	(1,105,265)	0	(801,523)	(801,523)	(303,742)	72.5%	
334000: Award/Grant - State Direct	0	0	(36,234)	(36,234)	36,234	0.00%	
RC0446 State Grant - WA Dept of Transportation 334036	0	0	(36,234)	(36,234)	36,234	0.0%	
TOTAL REVENUES - GRANT FUNDED PROJECTS	(1,105,265)	0	(837,757)	(837,757)	(267,508)	75.8%	
EXPENSES							
540000: Services	899,000	39,021	961,704	1,000,725	(101,725)	111.32%	
SC0053 Services - Professional & Contracted Services 541900	0	39,021	325,699	364,720	(364,720)	0.0%	construction management for electrical project; design for terminal renovation project
SC0077 Services - Repair & Maint - Other 548900	899,000	0	624,841	624,841	274,159	69.5%	construction costs for electrical project
SC0079 Services - Fees 549200	0	0	11,164	11,164	(11,164)	0.0%	permit fees for terminal renovation
Subtotal Supplies & Services	899,000	39,021	961,704	1,000,725	(101,725)	111.3%	
TOTAL EXPENSES - GRANT FUNDED PROJECTS	899,000	39,021	961,704	1,000,725	(101,725)	111.3%	

ENDING CASH BALANCE (NOVEMBER 30, 2025): 1,688,275

Aviation Advisory Committee (AAC)

Meeting Minutes – November 12, 2025 Time: 5:30 PM (Workshop), 6:02 PM (Regular Meeting)

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

1. Call to Order and Roll Call

- Meeting called to order at 6:02 PM by Chair Shon Lindley.
- Quorum confirmed: Members present included Shon (Chair), Sara, Brig, Peggy.
- Absent: Laura, Brittany & Kevin.

2. Community Communications – Public Comment

- No public comments were submitted in person, phone or online.

3. Approval of Minutes (October 8, 2025)

- Motion to approve carried unanimously.

4. Vice Chair Nomination

- Brig nominated and accepted.
- Motion carried with majority vote; Brig confirmed as Vice Chair.

5. Communications / Reports

Quarterly Finance Report

- Committee requested clearer breakdown of encumbrances vs. actual expenditures and a forecast separating projects from operations. Proposal to amend quarterly memo into a table format showing “in vs. out” and expected reimbursements.

Budget Report / Budget vs. Actuals

- Reviewed spreadsheets and reconciled categories (revenues vs. expenses).
- Clarification provided on interfund services and rentals.
- Cash balance lower than last year, expected due to project activity.

Ops Report

- Fuel sales and operations volume reviewed.
- Seasonal variation noted: higher traffic and fuel sales in summer months; February dip attributed to runway closure, bad weather and electrical work.
- Clarification requested on “operations” category; staff to follow up.

6. Office Rental Rate Recommendation

- Two new office spaces (135 sq. ft. and 117 sq. ft.) will be available post-renovation. Options of an all-inclusive rate or semi full rate with the leasehold tax of 12.84% in addition were discussed.
- Motion made and approved to table discussion until airport manager present.

7. Committee Members – Comments & Recommendations

- 3rd Workshop on Financials scheduled for December 10 at 5:30 PM, followed by regular meeting at 6:00 PM.
- Discussion on new committee member appointments and City Council approval timelines.

Proclamation Motion

- Motion passed to request a City Council proclamation recognizing PDX Tower and air traffic controllers for exceptional service during the government shutdown.

Public Comment & Committee Reflection

- Emphasized importance of valuing community input and recognizing contributions.
- Discussion on handling public emails and compliance with OPMA.

8. Adjournment

- Meeting adjourned (computer died) 7:19pm.
- Next meeting scheduled for December 10, 2025 (Workshop at 5:30 PM, Regular Meeting at 6:00 PM).