



## Aviation Advisory Committee Meeting Agenda

January 14, 2026  
5:30 PM

### MEETING ACCESS INFORMATION

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

### I. Calendar Workshop - 5:30pm

### II. Regular AAC Meeting - 6:00pm

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 December 10, 2025

II. \*Recommendation - Terminal Renovation Construction Project Award

## Aviation Advisory Committee

### MEMBERS

Shon Lindley, *Chair*  
Brigg Williams, *Vice Chair*

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

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

III. \*Set Agenda Meeting Dates for 2026

IV. \*Approval - January Special Meeting Date

### **Communications**

I. AAC Bylaws - Discussion

II. Airport Manager's Updates

### **Other Updates**

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

### **Adjournment**

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### **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](mailto: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](mailto: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](mailto: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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## Aviation Advisory Committee (AAC)

**Meeting Minutes – December 10, 2025 Time:** 5:30 PM (Workshop), 6:04 PM (Regular Meeting)

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

### 1. Call to Order and Roll Call

- Meeting called to order at 6:04 PM by Vice Chair Brig Williams.
- Quorum confirmed: Members physically present included Brig, Sara, Peggy, Matt.
- Virtual included Brittney, Kevin & Jordan.
- Absent: Shon & Laura.

### 2. Community Communications – Public Comment

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

### 3. Approval of Minutes (November 13th, 2025)

- Motion to approve minutes with approved changes, carried unanimously.

### 4. Welcomed the 2 new members Matt Winit and Jordan Thomas.

### 5. Proclamation Motion

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

### 6. Office Rental Rate Recommendation

- Motion made and approved to table discussion until February meeting, carried unanimously.

### 7. Set Agenda Meeting Dates 2026

- Decided to set the following years meetings dates in October of every year. Sara will put together a subcommittee to refer to the topics of the meetings for all the dates at January's meeting. Sara, Matt & Brig will be on that subcommittee.
- It was decided to hold a workshop at January's meeting at 5:30pm to discuss agenda dates, carried out unanimously.

### 7. Airport Managers Updates

- Terminal Renovation Updates – Formally advertised on December 10, 2025. A pre-bid meeting will be held on December 16, 2025, with bid openings scheduled for January 13,

2026. The anticipated contract award date is February 2, 2026, with construction expected to begin shortly thereafter.

- The final draw for the airport electrical improvements has been completed. The FAA has issued the official project closeout letter, marking full completion of the work.
- City's Water Pump Station upgrade has been completed with reinstallation of the two tie downs that were deconstructed during construction.
- Eleven new trees have been planted along the east side of the perimeter fence as part of ongoing beautification and environmental stewardship efforts. An additional five trees are scheduled for installation in the spring.
- The FBO window replacement has been completed, enhancing both energy efficiency and overall appearance. Several leaks were identified; corrective work is underway to fully resolve them.
- KVUO placed second in the regional aviation community food drive competition, finishing just behind Harvey Field. Appreciation was expressed to all who contributed.
- New backflow meters will be installed at the pilot lounge and at the FBO's main entrance to ensure compliance with updated water system protection requirements.

## **8. Adjournment**

- Meeting adjourned 6:45pm.
- Next meeting scheduled for January 14, 2025 (Workshop at 5:30 PM, Regular Meeting at 6:00 PM).

**TO:** Aviation Advisory Committee  
**FROM:** Meredith Fox, Airport Manager

1/14/26

**Title:** Airport Terminal Renovation Construction Project, VUO 022-2026.

**Staff Contact Name:** Meredith Fox, Airport Manager, Meredith.fox@cityofvancouver.us

**Action Requested:** On January 14 2026, make a recommendation for City Council to accept and enter into an agreement with the Federal Aviation Administration (FAA) to accept an airport grant forthcoming for the Airport Terminal Renovation Construction Project, VUO 022-2026.

**Key Points:**

- Approval will grant the FAA to pay for 95% of the project. The City, through the Pearson Field budget, would be responsible for the 5%.
- The project will reduce long-term energy and maintenance costs by incorporating longer-life, high-efficiency building systems and fixtures. Improvements include ADA-compliant restrooms, interior renovation upgraded snack bar facilities, expanded classroom space, enhanced pilot lounge and office areas, residing of exterior (south facing) wall, replacement of windows and installation of a new entry canopy at the main entry to the building.
- The renovation supports the City's broader sustainability objectives by integrating modern, efficient building standards and environmentally responsible design elements.

**Strategic Plan Alignment:** Transportation and Mobility – To optimize Pearson Field Airport and maintain its value as a community asset.

**Present Situation:** The design is 100% complete. Construction bids were opened January 13th, and projected construction start date is mid to end of February, 2026, with 14 weeks of construction.

**Advantage(s):** With the new approved FAA Reauthorization act 2024, the Federal grants now represent 95% of total project costs for years 2025-2026 which is 5% more than normal.

**Challenge(s):** None.

**Budget Impact:** Sufficient budget has been confirmed in the capital budget for the Airport with project number PRJ100917.

**Prior Council Review:**

Council awarded bid for 2025 Terminal Renovation Project - Design & Bidding Services on 2/10/2025 in the amount of \$187,086.

**Attachments:**