



Aviation Advisory Committee Meeting Agenda

August 12, 2026
6:00 PM

MEETING ACCESS INFORMATION:

Join:

<https://teams.microsoft.com/meet/253484407486350?p=3xc2CuLkL5Uf4IJjoj>

Meeting ID: 253 484 407 486 350 Passcode: LC2gt2Eu

Dial in by phone

+1 347-941-5324# United States, New York City

[Find a local number](#)

Phone conference ID: 860 007 849#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Location: Marine Park Engineering Building, 4500 SE Columbia Way, 98661

Regular Aviation Advisory Committee Meeting - 6:00 PM

Call to Order and Roll Call

Community Communication - Public Comment

No Action. The public is invited to speak. The Aviation Advisory Committee does not comment during this period. Each speaker is required 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.

Staff Communications

No Action. City staff members share information that may be of interest to the Aviation Advisory Committee and/or may relate to Pearson Field Airport operations.

Aviation Advisory Committee

MEMBERS

Shon Lindley, **Chair**
Brigham Williams, **Vice Chair**

Brittany Sulitzer
Laura Krueger
Joanne Landry
Mathew Winit
Jordan Thomas

Pearson Airfield
105 E Reserve Street
Vancouver, WA
TTY: 771
www.cityofvancouver.us/pearson-field-airport/

- I. Airport Manager's Updates
 - a. Attachments - Tentative Master Plan Schedule & Master Plan Handout
- II. Quarterly Budget Review: Shannon Turk
 - a. Attachment - Budget Sheets

Action Items

Aviation Advisory Committee members discuss action items. Committee members may move to make a recommendation to the Airport Manager and vote on recommendations, as needed.

- I. Approval of Minutes
 - a. June 10, 2026
- II. Discussion: Pilot Flight Currency Requirements for Hangar Eligibility
- III. Waitlist Policy Recommendation: Previously Tabled, Committee to Discuss and Make Recommendations to Airport Manager
 - a. Attachments - Current waitlist policy & draft waitlist policy

Committee Communications

No Action. Aviation Advisory Committee members have the opportunity to share information regarding matters related to aviation and/or Pearson Field operations with their fellow members.

- I. SFRA (Special Flight Rules Area) Discussion
- II. Committee Member Updates

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.

PEARSON FIELD AIRPORT MASTER PLAN - PROJECT SCHEDULE

2026																						2027										2028			
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR														
AGIS Survey																																			
Introduction																																			
Existing Conditions Analysis																																			
Facility Requirements																																			
Development Alternatives																																			
Financial Plan / CIP																																			
ALP Drawing Set																																			
Draft Final Report QA/QC																																			



PAC Meeting Summary

Project Introduction & Airport Master
Plan Process

Airport Existing Conditions

Airport Activity Summary



PAC Meeting Summary

Facility Requirements
Preliminary Alternatives Concepts



PAC Meeting Summary

Preferred Alternative
Capital Improvement Plan (CIP)
Airport Layout Plan (ALP)

Pearson Field Airport Master Plan

What is an Airport Master Plan?

An Airport Master Plan (AMP) serves as the long-term blueprint for an airport's future development. It provides a comprehensive vision for the next 20 years by evaluating existing conditions, forecasting future aviation needs, and identifying improvements that will support safe, efficient, and sustainable airport operations. The master plan establishes a practical implementation strategy, identifies potential funding opportunities, and evaluates development alternatives based on technical, economic, and environmental considerations. It also provides a framework for ongoing planning while ensuring the airport continues to meet local, state, and Federal Aviation Administration (FAA) requirements.

Project Timeline



How is the Airport Master Plan funded?

The Airport Master Plan is funded through an FAA Grant that funds 95% of the project.

Can the Public Provide Input?

Public participation in the Airport Master Plan update is encouraged. A series of Planning Advisory Committee meetings are planned at key points during the planning process. The public may contact the Airport Manager at any time to become informed and discuss ideas or concerns.

AIRPORT FUND - 2ND QUARTER 2026

BEGINNING CASH BALANCE (JANUARY 1, 2026):

1,748,030

OPERATING

Ledger Account	Budget	Encumbrance	Actuals	Total	Funds Available	% Spent
REVENUES						
341400:Gen Gov - Financial Services Total	0	0	(393)	(393)	393	0%
RC0724 Audit and Consulting Services to External Governments 341440	0	0	(393)	(393)	393	0%
344500:Transp - Sales of Fuel Total	0	0	(4,132)	(4,132)	4,132	0%
RC0368 Transportation - Fuel Sales 344500	0	0	(4,132)	(4,132)	4,132	0%
348000:Internal Service Funds Sales and Services Total	0	0	0	0	0	0%
RC0794 Internal Service - Payroll - Workers Compensation 348000	0	0	0	0	0	0%
361110:Investment Earnings Total	0	0	(36,856)	(36,856)	36,856	0%
RC0185 Misc Revenue Investment - Interest 361110	0	0	(36,856)	(36,856)	36,856	0%
361300:Gains (Losses) on Sale of Investments Total	0	0	0	0	0	0%
RC0190 Misc Revenue Investment - Unrealized Gains (Losses) 361320	0	0	0	0	0	0%
362000:Rents and Leases Total	(769,147)	0	(364,474)	(364,474)	(404,673)	47%
RC0249 Misc Revenue Rents/Leases - Parking (Short-Term) 362300	0	0	(1,980)	(1,980)	1,980	0%
RC0253 Misc Revenue Rents/Leases - Space & Facilities Leases (Long-Term) 362500	0	0	0	0	0	0%
RC0254 Misc Revenue Rents/Leases - Space & Facilities Leases (NON-TAXABLE) 362501	(769,147)	0	(362,494)	(362,494)	(406,653)	47%
369910:Miscellaneous Other Operating Revenues Total	0	0	0	0	0	0%
RC0422 Misc Revenue - Sale of Surplus (Non-Capital) 369100	0	0	0	0	0	0%
369920:Miscellaneous Other Nonoperating Revenue Total	0	0	0	0	0	0%
RC0278 Misc Revenue - Other Nonoperating Revenue (Proprietary Only) 369900	0	0	0	0	0	0%
TOTAL REVENUES - OPERATING	(769,147)	0	(405,855)	(405,855)	(363,292)	52.77%
EXPENSES						
Salaries & Benefits	338,218	0	95,157	95,157	243,061	28.13%
510000:Salaries & Wages	234,498	0	74,482	74,482	160,016	31.76%
SC0164 Salaries and Wages - Regular Salaries 511100	231,348	0	74,482	74,482	156,866	32.19%
SC0181 Salaries and Wages - Extra Help Pay 511500	3,150	0	0	0	3,150	0.00%
520000:Employee Benefits	103,720	0	20,675	20,675	83,045	19.93%
SC0012 Personnel Benefits - PERS II Pension 521200	22,047	0	4,156	4,156	17,891	18.85%
SC0016 Personnel Benefits - Social Security 521500	14,344	0	4,583	4,583	9,760	31.95%
SC0017 Personnel Benefits - Medicare 521510	3,355	0	1,072	1,072	2,283	31.95%
SC0018 Personnel Benefits - Med Hospital 521600	55,212	0	6,978	6,978	48,234	12.64%
SC0019 Personnel Benefits - Med Hospital Admin 521605	0	0	132	132	(132)	0.00%
SC0023 Personnel Benefits - Fringe ER 521650	0	0	7	7	(7)	0.00%
SC0024 Personnel Benefits - Self Insured Fringe ER 521655	0	0	1,089	1,089	(1,089)	0.00%
SC0025 Personnel Benefits - Industrial Insurance/Workers Comp 521700	2,505	0	1,253	1,253	1,253	50.00%
SC0028 Personnel Benefits - Employer Contributions 521900	0	0	244	244	(244)	0.00%
SC0029 Personnel Benefits - Deferred Compensation 522200	2,313	0	727	727	1,587	31.41%
SC0368 Personnel Benefits - Other Pay Benefits 523000	2,795	0	0	0	2,795	0.00%
SC0371 Personnel Benefits - Washington Paid Family & Medical Leave 521740	489	0	240	240	249	49.16%
SC0640 Accr Employer Ben - Workers Comp 521710	660	0	193	193	468	29.17%
Supplies & Services	989,359	23,629	83,150	106,779	882,580	8.40%
530000:Supplies	10,045	0	1,462	1,462	8,583	14.55%
SC0034 Supplies - Office Supplies 531000	550	0	67	67	483	12.18%
SC0035 Supplies - Repair & Maintenance Supplies 531100	2,750	0	0	0	2,750	0.00%
SC0038 Supplies - Meeting Refreshments 531500	1,400	0	0	0	1,400	0.00%
SC0039 Supplies - Other Operating Supplies 531900	3,025	0	1,092	1,092	1,933	36.10%
SC0041 Supplies - Gasoline 532100	320	0	0	0	320	0.00%
SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000	2,000	0	96	96	1,904	4.80%
SC0046 Supplies - Computer Equipment < \$10,000 535100, 535190	0	0	207	207	(207)	0.00%
540000:Services	979,314	23,629	81,688	105,317	873,997	8.34%
SC0053 Services - Professional & Contracted Services 541900	0	11,002	255	11,257	(11,257)	0.00%
SC0055 Services - Phone Service/Billings 542500, 542600, 542700	1,935	0	1,079	1,079	857	55.73%
SC0059 Services - Other Communication 542900	0	0	7,755	7,755	(7,755)	0.00%
SC0061 Services - Travel & Subsistence 543300	2,100	0	457	457	1,643	21.74%
SC0062 Services - Education/Training 543500	2,100	5	509	514	1,586	24.26%
SC0063 Services - Advertising 544000	1,800	0	486	486	1,314	26.99%
SC0064 Services - Rental - Building 545100	0	0	0	0	0	0.00%
SC0067 Services - Lease - Machinery 545400	0	0	84	84	(84)	0.00%
SC0069 Services - Other Rentals 545900	67,320	1,295	33,349	34,644	32,676	49.54%
SC0071 Services - Electrical 547100	21,605	0	5,901	5,901	15,704	27.31%
SC0072 Services - Water/Sewer/Drainage 547200	51,675	0	24,697	24,697	26,978	47.79%
SC0074 Services - Garbage / Waste Disposal 547400	3,000	0	698	698	2,302	23.27%
SC0075 Services - Repair & Maint - Equipment 548100	98,215	4,495	721	5,217	92,998	0.73%
SC0076 Services - Repair & Maint - Buildings 548400	138,879	0	873	873	138,006	0.63%
SC0077 Services - Repair & Maint - Other 548900	589,000	6,832	842	7,674	581,326	0.14%
SC0078 Services - Dues & Subscriptions 549100	685	0	957	957	(272)	139.78%
SC0079 Services - Fees 549200	1,000	0	2,572	2,572	(1,572)	257.20%
SC0081 Services - o/s Printing & Binding 549500	0	0	54	54	(54)	0.00%
SC0083 Services - Misc Expenses 549900	0	0	400	400	(400)	0.00%
Intergovernmental	12,075	0	137	137	11,938	1.14%
550000:Intergovernmental Services and Payments	12,075	0	137	137	11,938	1.14%
SC0095 Intergovernmental Services and Payments - External Taxes/Assessment 553000	12,075	0	137	137	11,938	1.14%
Interfund	334,179	0	157,878	157,878	176,300	47.24%
590000:Interfund Services	258,550	0	157,878	157,878	100,671	61.06%
SC0307 Interfund - EQSVC Admin Fees 591100	1,461	0	870	870	591	59.57%
SC0311 Interfund - Mailroom Postage Chgs 592400	700	0	103	103	597	14.78%
SC0312 Interfund - EQSVC Vehicle Fuel/Oil Charges 593210	2,082	0	0	0	2,082	0.00%
SC0314 Interfund - IT Equipment ER&R 595100	3,053	0	1,527	1,527	1,526	50.00%
SC0315 Interfund - EQSVC Vehicle ER&R 595200	13,691	0	3,973	3,973	9,718	29.02%
SC0318 Interfund - Equipment Rental 595450	457	0	1,438	1,438	(981)	314.58%
SC0319 Interfund - Risk, Property & Liability 596000	56,126	0	28,063	28,063	28,063	50.00%
SC0322 Interfund - EQSVC Vehicle Labor 598000	500	0	5,300	5,300	(4,800)	1,059.90%
SC0323 Interfund - EQSVC Sale of Parts 598100	0	0	3,380	3,380	(3,380)	0.00%
SC0326 Interfund - Central Services City-Wide Cost Allocation 599000	47,979	0	23,990	23,990	23,990	50.00%
SC0328 Interfund - Utility Funds - WSD Cost Allocation 599500	6,987	0	6,080	6,080	907	87.02%
SC0542 Interfund - City Hall O&M 598400	0	0	0	0	0	0.00%
SC0543 Interfund - Facilities Maintenance Direct & Overhead Charges 598400	92,989	0	62,491	62,491	30,498	67.20%
SC0544 Interfund - Grounds Maintenance Direct & Overhead Charges 598489	31,278	0	20,322	20,322	10,956	64.97%
SC0545 Interfund - Operating Rentals & Leases - City Hall Rent 595400	0	0	0	0	0	0.00%
SC0609 Interfund - Operating Rentals & Leases - 415 Motor Pool 595400	561	0	0	0	561	0.00%
SC0636 Interfund - IT Equipment ER&R - Workday 590000	686	0	343	343	343	50.00%
597000:Transfers Out	75,629	0	0	0	75,629	0.00%
SC0474 Transfer to fund 336 555336	35,629	0	0	0	35,629	0.00%
SC0503 Transfer to fund 505 555505	40,000	0	0	0	40,000	0.00%
Total	1,673,831	23,629	336,322	359,951	1,313,880	20.09%

GRANT FUNDED PROJECTS

Ledger Account	Budget	Encumbrance	Actuals	Total	Funds Available	% Spent
REVENUES						
331000:Award/Grant - Federal Direct Total	1,411,290	0	(2,565)	(2,565)	1,413,855	-0.18%
RC0360 Federal Direct Grant - Dept of Transportation 331201	1,411,290	0	(2,565)	(2,565)	1,413,855	-0.18%
334000:Award/Grant - State Direct Total	84,784	0	0	0	84,784	0.00%
RC0446 State Grant - WA Dept of Transportation 334036	84,784	0	0	0	84,784	0.00%
TOTAL REVENUES - GRANT FUNDED PROJECTS	1,496,074	0	(2,565)	(2,565)	1,496,639	-0.2%
EXPENSES						
Supplies & Services	1,675,623	131,434	15,821	147,255	1,528,368	0.94%
540000:Services	1,675,623	131,434	15,821	147,255	1,528,368	8.79%
SC0053 Services - Professional & Contracted Services 541900	0	124,900	15,821	140,721	(140,721)	0.0%
SC0077 Services - Repair & Maint - Other 548900	1,675,623	6,534	0	6,534	1,669,089	0.4%
SC0079 Services - Fees 549200	0	0	0	0	0	0.0%
Capital	0	54,450	0	54,450	(54,450)	0.00%
563900:Other Capital Improvements Outlay	0	54,450	0	54,450	(54,450)	0.00%
SC0337 Capital - Infrastructure Construction Contractors (non-buildings) 565000	0	54,450	0	54,450	(54,450)	0.00%
TOTAL EXPENSES - GRANT FUNDED PROJECTS	1,675,623	185,884	15,821	201,705	1,473,918	12.0%

ENDING CASH BALANCE (JUNE 30, 2026):
1,823,339

08/07/2026 08:13 AM TURKS / Shannon Turk

Aviation Advisory Committee Meeting Minutes

Date: June 10, 2026

Time: 5:30 PM Executive Session & 6:00 PM Regular AAC Meeting

Location: 4500 SE Columbia Way, Marine Park Engineering Building

Aviation Advisory Committee (AAC) Members: Chair, Shon Lindley; Vice Chair, Brigham Williams; Laura Krueger, Brittany Sulitzer, Matthew Winit, Jordan Thomas, Joanne Landry

1. Executive Session – AAC & City of Vancouver Staff

- Pending or potential litigation RCW 42.30.110

2. Call to Order and Roll Call

- Regular AAC meeting called to order at 6:02 PM by Shon Lindley. The meeting was conducted as a hybrid format, with both in-person and remote participants via a Teams video conference.
- Committee Members Present: Shon Lindley; Brigham Williams; Joanne Landry; Matt Winit; Jordan Thomas
- City of Vancouver Staff Present: Airport Manager, Meredith Fox; Financial Analyst, Shannon Turk; Public Works Director, Steve Wall; Community Development Director, Chad Eiken; Assistant City Attorney, Jonathan Schetkey.

3. Community Communications – Public Comment

- No public comments.

4. AAC Meeting Minutes:

- April 8, 2026: Approved unanimously.
- May 13, 2026: Meeting was cancelled due to no quorum. To approve the cancellation notice after amending the location, approved unanimously.

5. City of Vancouver 20-Year Comprehensive (Comp) Plan Update – Chad Eiken

- Chad provided details of the Comp Plan that Council approved on June 8, 2026 - PowerPoint presentation available via the AAC meeting agenda packet.
- Comp Plan Vision Statement: Vancouver is an equitable and prosperous community, which ensures that all residents, businesses, and organizations benefit from the growth and advancement we make together. Vancouver will be recognized for our quality of life, as evidenced by affordable housing in vibrant, safe, and walkable neighborhoods, access to jobs and economic opportunity for all, and leading-edge efforts to address climate change.

6. Airport Budget Review – Shannon Turk

- 2025 Budget Completed: Cash balance \$1.7 million; Operating Revenue \$815K; Expenditures \$684K; Grant funds received \$938K; Grant funded expenditures \$997K; End of year cash balance \$1,748,030

- Q1 2026 Budget: Cash balance \$1,776,114.

7. Airport Manager's Updates

- WA State Dept. of Transportation's (WSDOT) wildlife fenceline along HWY-14: Still undergoing improvements.
- Interstate Bridge Replacement (IBR): IBR workshops and updates can be found on the City's and CCTV websites.
- A Flight Through Time Event: 2nd annual event with the National Parks Service will be August 15th from 10 AM-3 PM. AAC members will help promote aircraft and vintage cars to showcase at the event.
- Pearson Fuel Farm: Annual compliance testing is completed.
- Scappoose Airport: Temporarily closed for approximately 90 days - traffic may increase at Pearson.
- Pearson Terminal Renovations Update: Project is on track with completion anticipated in August.
- Hangar Fire-Reinspection's: Scheduled for June 22nd.

8. Master Plan Contract Award / FAA Grant Funding Recommendation

- WSDOT confirmed that the city will receive up to \$12,500. The City will pay 2.5%, and the Federal Aviation Administration (FAA) will pay 95% of the 20-year Master Plan.
- FAA approved the scope of work, and they confirmed that the grant is forthcoming.
- Motion made that the AAC recommended council move forward with the WSDOT grant award, FAA grant award, and contract award to Century West. Approved by majority.

9. Lease Agreement for Office Space at 105 E. Reserve ST.

- The Airport Manager asked the AAC for feedback and comments.
- Brigham recused himself from the discussion after stating that VMC 10, including the rates-setting process, should be encompassed during AAC's recommendations.
- Aero Maintenance will have the Right of First Refusal. Austin and Clee will be the second runners-up.
- The City will consider the AAC's feedback and suggestions when decisions are made.

10. AAC Communications

- Joanne: Introduced as the newest AAC member.
- Brigham: Raised concerns about the AAC's role in the Comprehensive Plan process, referencing VMC Chapter 10. He stated that the AAC had not been sufficiently involved in discussions related to the plan prior to its adoption.
- Jordan: Refocusing the role of the AAC, noting it is an advisory committee rather than a governing body or airport board of directors. Per VMC 10.5.40, the AAC meets quarterly to provide advice and recommendations to the Airport Manager, City Manager, City Council, and City Departments, none of whom are required to follow that advice. He noted the Airport Manager does not report to the AAC and it is not the committee's role to supervise or evaluate City staff, as members are volunteers serving as an optional resource the City may or may not choose to use.

11. Adjournment

Meeting adjourned at 7:26 PM



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Airport/Airport Policies			
	Subject	Number	Rev.	Eff. Date
Airport Waitlist Policy		481-01	A	12/01/18
		Supersedes New	Prepared by: J. Walker	Page 1 of 3 Approved by:

1. Purpose

The intent of this policy is to establish and maintain a fair and equitable policy on the establishment, use, and implementation of a waiting list for potential tenants who want to rent T- hangar or tie-down space at Pearson Field Airport.

2. Applicability

This policy will apply only to city owned hangars and reserved tie-downs located at Pearson Field Airport and excludes any space designated for commercial aviation use. This policy will apply to all written requests received by Pearson Field Airport for hangars and tie-downs.

3. References

VMC 10.05.145 Sec. "E"

4. Definitions

"Airport" shall mean those areas within Pearson Field Airport including land, air space above, and all buildings on airport owned property.

"Airport Manager" shall mean the Airport Manager, and his/her agents.

"End Units" shall mean larger units located on the ends of certain hangar rows.

"Renter" shall mean the aircraft owner leasing a hangar or tie-down space.

"T-Hangars" shall mean city-owned aircraft storage hangars located in rows A-J

"Tie-Downs" shall mean city owned ramp space where aircraft can be tied down. Some tie-downs are available for rent on a monthly basis and others are available for transient aircraft.

5. PROCEDURES

5.1. Waitlist Requests

Requests to be placed on the waitlist should be submitted in writing to the Airport Manager or designee. The requests shall include the following information:

- Full name
- Phone number
- Email address
- Aircraft type
- Aircraft tail number
- Type of rental requested - tie down, T-Hangar, or end unit

5.2. Response to Hangar Availability

When the person's name reaches the top of the waitlist for a tie-down, T-hangar or end unit, they will be contacted using the information required in Section 5.1. If contact cannot be made in a reasonable time, the individual will be deleted from the list.

If it is necessary to leave a message via email or phone regarding the opportunity to rent a tie-down, T-hangar, or end unit, the individual will have three (3) days in which to respond. If no response is received, the individual will be deleted from the waiting list.

5.3 Response After Hangar Offer

After being contacted by airport personnel, an individual will have a period of three (3) business days to decide whether they want to rent the available hangar or tie down. If the individual does not respond within that period, the next person on the list will be contacted.

An individual who declines a hangar or tie-down when offered will then be moved to the bottom of the waiting list. If the individual declines a second available hangar or tie-down offered, their name will be deleted from the waiting list.

An individual whose name comes up on the waiting list for a tie down, T-hangar, or end unit must have an aircraft to store in the hangar at the time of rental. The registration number, model, and type of aircraft will be required at the time of rental. If the potential tenant does not have an aircraft, it will be considered the first "decline".

A potential renter whose name comes up on the wait list must be able to comply with the requirements of the airport's standard rental agreement in order to be eligible to rent a tie-down or hangar.

5.4 Priority of Requests

Priority will be given as follows to all requests on the waitlist:

1. Current tenants requesting a move to a specific unit (one move allowed per calendar year if unit is available);
2. New aeronautical use tenants.

6. LIMITATIONS / APPROVALS / RESPONSIBILITIES / ETC

This policy shall not be interpreted to interfere with the normal operations of Pearson Field Airport or any of its existing obligations. This policy does not prohibit or in any way limit the special circumstances that are common in the aviation industry. Variations from this policy will be documented by the Airport Manager in writing. Pearson Field Airport receives FAA grant funds and fully complies with the standards set forth in FAA 2014-0463 Policy on the Non-Aeronautical Use of Airport Hangars.



City of Vancouver Pearson Field Airport

POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Airport/Airport Policies			
Subject	Number 481-01	Rev. B	Eff. Date xxxxx	Page 1 of 4
Airport Waitlist Policy	Supersedes 481-01A		Prepared by: M. Fox	Approved by:

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5. PROCEDURES

5.1. Waitlist Requests

Requests to be placed on the waitlist should be submitted through the City of Vancouver's website at [Pearson Field Airport -The City of Vancouver, WA](#) for chronological, time stamped tracking purposes. Requests may also be submitted in writing to the Airport Manager. The date and time that the Airport Manager reviews the request will serve as the time of receipt. The requests shall include the following required information:

- Full name
- Phone number
- Email address
- Aircraft type
- Aircraft tail number – to be included under the “Additional Comments” section
- Type of rental requested - tie down, T-Hangar, or end unit
- Deposit - \$100 paid to The City of Vancouver which shall be used towards the rental deposit. Deposit is refundable.

5.2. Waitlist Availability Offer

- A. Waitlist for a tie-down, T-hangar or end unit will be worked in the order of chronological date/time stamp received.
- B. Requesters will be contacted using the contact information required in Section 5.1.
- C. Offers will be emailed unless there is no email, then offers will be made by phone, and requester will have 48 hours to respond to offer. At the time Airport Management calls, regardless of whether or not the requestor answers and/or whether or not Airport Management is able to leave a voicemail.
- D. A “Unit Available” offer will be presented via email (or phone if requester does not have email), regarding the opportunity.
- E. Once an offer message has been presented, the requester will then have 48 hours to reply with **one** of three options described in 5.3(A). If they fail to do so, the requester will be deleted from the waitlist.

5.3. Waitlist Offer Conditions, Qualifications and Requirements

Waitlist Offer Conditions:

- A. Upon offer, the requester will have 48 hours to respond with one of the following:
 1. Acceptance
 2. Decline & Drop (moved to the bottom of the waitlist)
 3. Waitlist Removal
- B. If no response is received within 48 hours, the requester will be removed from the waitlist, and the next person will be contacted.
- C.
 1. A first decline results in requester being moved to the bottom of the waitlist.
 2. A second decline results in removal from the waitlist.

Waitlist Offer Qualifications:

- A. To accept a hangar or tie-down, the requester must be the owner or co-owner of the aircraft to be stored or constructing amateur-built or kit-built Aircraft provided that activities are conducted timely and safely.

- B. If the requester does not own or co-own an aircraft at the time of offer, or is not constructing an aircraft, it will be considered a decline.

Waitlist Offer Requirements:

- A. Potential tenants must meet all requirements of their signed Pearson Field Standard Rental Agreement and follow all Pearson Field Rules and Regulations.
- B. Requester will have three (3) business days once they have confirmed yes to the available offer to provide all required documentation (detailed in section 5.5). *Failure to do so will result in either a Decline & Drop or Waitlist Removal.*
- C. The aircraft's registration, insurance, airworthiness certificate, aircraft model, and type must be provided at the time of rental.

5.4 Required Waitlist Offer Response

Due to the extended length of the Pearson Field waitlist, Management Staff (for Pearson Field) **must** receive a response to this offer. (If calling by phone, leave a message if able stating requester has 48 hours to reply with one of the responses below).

Failure to respond within 48 hours with one of the following responses below will result in removal from the waitlist.

Please reply to this email to indicate **one** of the following:

1. You wish to accept the offer.
2. You wish to decline and will be moved to the bottom of the list.
3. You wish to be removed from the waitlist.

5.5 Required Documentation for Waitlist Occupancy

The following documentation is required to be submitted within 3 business days after requester has accepted the offer. If documentation is not provided within those three business days, the requester will be removed from the waitlist:

- Valid aircraft registration with the FAA (current registration, no derelict aircraft).
- Airworthiness certificate.
- Proof of current insurance, listing the City of Vancouver as additional insured
 - Please call your insurance provider and add the City of Vancouver as an additional insured.
 - The City's address is 415 W 6th St, Vancouver WA 98660.
 - Coverage of no less than \$500,000 per occurrence & for bodily injury.
- Proof of aircraft ownership (If LLC owned, ownership is acceptable with Articles or Certificate of Organization with owner's/member's name(s) listed).
- Completed ACH form (attached) and a voided check for autopay setup.
- Full name, additional renter's names, mailing addresses, phone numbers, email addresses and aircraft make/model/color/tail #.

6. Priority of Requests

Priority will be given as follows:

1. Current tenants requesting a move to a specific unit (one move allowed per calendar year if unit is available);
2. New aeronautical use tenants.

7. LIMITATIONS / APPROVALS / RESPONSIBILITIES / ETC

This policy shall not be interpreted to interfere with the normal operations of Pearson Field Airport or any of its existing obligations. This policy does not prohibit or in any way limit the special circumstances that are common in the aviation industry. Variations from this policy will be documented by the Airport Manager in writing. Pearson Field Airport receives FAA grant funds and fully complies with the standards set forth in FAA 2014-0463 Policy on the Non-Aeronautical Use of Airport Hangars.