



Aviation Advisory Committee Meeting Agenda

September 9, 2026
6:00 PM

MEETING ACCESS INFORMATION

Join: <https://teams.microsoft.com/meet/243280969225114?p=ZQUGadoRIInHdrU3FW>

Meeting ID: 243 280 969 225 114

Passcode: BQ69AP7f

Dial in by phone

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

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Phone conference ID: 706 346 942#

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 makes no 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.

I. Airport Manager's Updates

Aviation Advisory Committee

MEMBERS

Shon Lindley, **Chair**
Brigham Williams, **Vice Chair**
Laura Krueger
Joanne Landry
Mathew Winit
Jordan Thomas

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

- a. Master Plan
- b. Terminal Renovation
- c. Facilities
- d. 2018 Audit Follow Up

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. August 12, 2026
- II. AAC Representative Nomination for Planning Advisory Committee (PAC)
- III. Proposed Updates to VMC 10.05.040

Committee Communications

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

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 Meeting Minutes

Date: August 12, 2026

Time: 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, Matthew Winit, Jordan Thomas, Joanne Landry

1. Call to Order and Roll Call

- Regular AAC meeting called to order at 6:00 PM by Shon Lindley. The meeting was conducted in 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; Laura Krueger
- City of Vancouver Staff Present: Airport Manager, Meredith Fox; Financial Analyst, Shannon Turk

2. Community Communications – Public Comment

- No public comments.

3. Airport Manager's Updates

Master Plan:

- City Council recently approved the Federal Aviation Administration (FAA) Grant, Washington State Department of Transportation (WSDOT) Grant, and Century West contract.
- Master Plan tentative draft schedule was attached to the agenda – review for details. Estimated completion time is 18 to 24 months.
- Project kick-off meeting is in 2 weeks with Century West to determine the Aviation Planning Committee and discuss the Airport Geographic Information System Survey and the Airport Layout Plan.

General Updates:

- WSDOT wildlife fence along HWY-14 is still undergoing improvements.
- FOD cleanup along the airport runway and aprons took place in June by the Civil Air Patrol.
- Fly WA Passport Program– Pearson Airport is now part of the official passport program.
- A Flight In Time annual fly event is prepped and ready for Saturday, August 15th.
- Pearson fuel farm passed recent compliance testing & built a cage to protect the pipes.
- Olympia Regional Airport will be closed September 8th through September 20th.
- Pearson Terminal Renovation: doors, windows, flooring, cabinets, and HVAC are installed. Construction punch list walkthrough is scheduled for next week. Ribbon-cutting opening is planned for September 25th.
- 3rd Hangar Inspections: All city hangars are 100% compliant by Fire Inspector. 11 derelict aircraft notices have been sent out. Other types of violations have been resolved and are now in compliance.
- The Compass Rose was designed and completed by the 99's and will be unveiled at the Flight In Time event. Pearson was recognized by WSDOT, and it was featured in a newsletter and the Columbian.

- Facilities: Increasing security measures by implementing additional lighting and cameras. The leaking maintenance hangar door has been replaced. The east gate has been tuned up.
- Cascadia Tech: Meredith provided mentorship to students and will continue with the same path.
- A layout map of Pearson Field has been updated with ADA compliance on the City's website.
- City Comprehensive Plan (Comp Plan) Update: After Chad Eiken's prior Comp Plan presentation at an AAC meeting, city provided an additional 6 weeks for AAC members to bring forward comments or concerns and then presented them to the Planning Department.
- Object Evaluation Public Comments: Staff sent out newsletter to an estimated 400 people to inform the public of a comment submittal with known submissions from two AAC members and Washington Pilots Association.

Airport Budget Review:

- Current 2nd Quarter: Bills associated with grants for the Master Plan and Terminal Renovations have not yet been incurred. See budget sheet attached to the agenda for full budget details and balances.
- 2027-2029 Budget: In the process of being developed and will be reviewed by Council in October. The total projected baseline budget amount is 1.8 million.

4. AAC Meeting Minutes

- June 10, 2026: Motioned and approved unanimously.

5. Hangars – Storing Derelict Planes

- Hangars are being used for derelict airplane storage. The goal is to have current, active, certified, airworthy aircraft in all hangars, and are utilized for flight time.
- After group discussion and multiple ideas presented by the AAC members, it was decided that Meredith will consult with the City's legal department about acceptable verbiage changes to existing policies and adding new documents as needed.

6. Waitlist Policy Recommendations Discussion

- Resumed discussion from April's AAC meeting. The current policy and proposed policy were both presented and discussed by the committee.
- Research on airports conducted by AAC members shows that asking for a non-refundable deposit and renewal fees to remain on the waitlist resulted in invested future tenants. Before charging fees, provide people already on the waitlist time to decide if they want to remain on the list with an annual fee. Increase transparency of waitlist status and execution.

7. AAC Communications

Special Flight Rules Area (SFRA) Discussion:

- Pearson Airport is required to adhere to its SFRA due to being a Class E airport without an air traffic control tower and is within the flight line of PDX. SFRA helps decrease the number of TCAS (Traffic Alert and Collision Avoidance System) and RA (Resolution Advisory) events and prevents wake turbulence. Discussion on Pearson SFRA Federal requirements were explained.

8. Adjournment

Motion by Jordan, seconded by Matt, to adjourn the meeting. Meeting adjourned at 7:45 PM.

Section 10.05.040 Aviation Advisory Committee

A. *Purpose.* The purpose of the aviation advisory committee (AAC) is to provide advice and recommendations to the airport manager, public works director, city manager, and city council, as well as other city departments, regarding the management and operations of the airport and other aviation-related issues affecting the city of Vancouver. The AAC's duties shall be advisory only. The AAC and its members shall have no powers or authority to contract, incur any liability or expense on behalf of the City of Vancouver, to supervise or direct airport management or operations, or to make or enforce any laws or regulations. The ~~committee~~ AAC shall provide advice and recommendations on topics identified and requested by the airport manager or city council. Examples may include the following:

1. ~~Issues pertaining to m~~Maximizing the historic, economic, public safety, educational, and cultural value of the airport.
2. Airspace compatibility of ~~any land use economic~~ development projects with potential to affect the airport (e.g., zoning, building standards, etc.).
3. Adjustments to airport use fees, lease rates, and rental rates ~~General financial oversight of the airfield, including all proposed fees, commercial leases, rental rates, and rental agreement formats.~~
4. Proposals for capital projects involving construction, removal, or renovation of airport facilities ~~to construct or remove any building, capital improvements, or to enlarge airport facilities.~~
5. The adoption or amendment of airport rules and regulations, ~~commercial~~ minimum standards, and the development or update of the airport-related plans ~~including the master plan and airport layout plan.~~
6. ~~Formal agreements with the National Park Service, or any other entity, with either operational or financial implications for the airport.~~
7. Operations, changes and advancements in aviation technology and airspace use.

8.7. Aviation matters referred to the committee by city council, city manager, or their designee.

9.8. Other aviation matters that originate from a request by the AAC, made by majority vote, within the committee which is subject to the airport manager's approval.

10. ~~Review all airport grants before application and before submission to the city council for acceptance of the grant. The exception will be if grant acceptance and council action are required sooner than the AAC can meet.~~

B. *Members – Appointment.* The AAC aviation advisory committee shall consist of seven ~~nine~~ members selected by city council subcommittee and appointed by the city council. ~~Committee~~ AAC members will serve without compensation. Members must ~~will~~ have a demonstrable interest in the airport and/or aviation and aeronautical activities, and preferably have skills in one or more relevant areas such as airport management, legal, marketing, finance, FAA knowledge, real estate, business, or ~~and~~ engineering. Members shall demonstrate the ability to work effectively with others in a volunteer committee role, and will effectively and respectfully work to advance the best interests of the airport and the City of Vancouver.

If a suitable candidate is available, one member shall be a representative from the Port of Portland, and one member ~~will~~ shall be from a ~~surrounding neighborhood~~ surrounding the airport. In support of ensuring ~~assuring~~ a balanced range of community perspective on the AAC by the city council in their process of appointing members of the committee, no more than ~~three~~ two members of the committee may be a tenant of the airport, subject to council exception. ~~No members will be~~ Current City of Vancouver employees are prohibited from being an AAC member of the city of Vancouver.

C. *Terms.* AAC Aviation advisory committee members shall be appointed for three-year terms, ~~provided of the nine initial members, three shall be appointed to a three-year term, three to a two-year term and three to a one-year term. Subsequent appointments shall be to fill any unexpired term or to a three-year term. Service of m~~ Members may not exceed two ~~three~~ consecutive full terms.

- D. *Officers.* Each year, the AAC committee shall elect by majority vote a chair and vice chair ~~and such other officers as the committee finds necessary.~~ The term of office for the chair and vice chair shall be one year. An AAC member may not serve as an officer for more than two full terms per three-year AAC appointment. ~~Officers shall serve for one year and may not serve for more than two consecutive years.~~
- E. *Removal.* Any member may be removed, prior to the expiration of their term of appointment, by a majority vote of the city council.
- F. *Meeting – Quorum.* The AAC committee shall hold meetings ~~at least quarterly,~~ and may hold additional meetings at the discretion of the airport manager ~~such other meetings as it finds necessary.~~ A majority of the current members of the AAC aviation advisory committee shall constitute a quorum. Meeting agendas will be established by the airport manager based on the operational needs of the airport.
- G. *Bylaws.* The AAC ~~may propose aviation advisory committee~~ shall adopt bylaws by a majority vote that outline how it will conduct the transaction of its business. ~~The Proposed~~ bylaws must ~~will be~~ consistent with city values and are subject to review and approval by the city manager or designee. ~~The aviation advisory committee may thereafter amend the bylaws may be amended by the same process. or repeal and replace the bylaws subject to review by the city manager or designee and referral, if appropriate, to the city council for ratification.~~ ~~The b~~Bylaws may only contain provisions for the regulation and management of the affairs of the AAC aviation advisory committee as consistent with law and this chapter.
- H. *Assistance.* ~~The airport manager or the manager's designee shall serve as staff liaison and secretary to the committee ("secretary"). The city's staff and consultants, under direction of the secretary, shall furnish professional and technical information and advice to the committee.~~