



PO Box 1344
Chehalis, WA 98532
360.748.1230 phone
360.740.0954 fax

www.flycls.com

BOARD MEETING

February 17, 2010
5:30 P.M.
Airport Board Room

1. Call to Order
2. Flag Salute
3. Approval of Expenditures for Amended December 2009 and January 2010
4. Approval of Meeting Minutes for January 2010
5. Treasurer's Report for January 2010
6. Fuel Report for January 2010
7. Correspondence
8. New Business
 - a. Flood Mapping Discussion
9. Old Business
 - a. Employee Policy Revision
 - b. Fuel Contract
10. Central Aircraft Report
11. Airport Manager's Report
12. Board Member Reports

THE BOARD MAY ACT UPON MATTERS NOT LISTED ON THIS AGENDA.

Chehalis-Centralia Airport
Expenditure Report for
JANUARY 2010

COMPANY	EXPLANATION	AMOUNT
AIR BP	FUEL FOR RESALE (Jet A Fuel at 2.489)	\$11,442.53
	FUEL FOR RESALE (100LL at 3.179)	\$14,190.66
	FILTERS (4 FOR THE FUEL SYSTEM)	\$498.33
AIR GAS	EYE WASH WALL STATION	\$59.05
AIRPORT DEPOT	FUEL CONSUMED	\$97.70
GENEX	ULSD DYE	\$72.44
COUNTRY TRACTOR	V BELT, FILTER, OIL FILTER, FUEL FILTER, ELEMENT	\$164.88
CRYSTAL SPRINGS	RENTAL OF COOLERS, WATER, SURCHARGE	\$26.97
DEPT OF LICENSING	LICENSING FOR FORD TAURUS	\$127.25
DOR - Out of State Tax	STANDARD SIGN TAX	\$1.80
GREER ALLEN	PROF SERVICES - REAL ESTATE CONSULTANT	\$1,589.00
HOME DEPOT	Batteries, Cement, Brick trowel, locks	\$16.78
J&B TESTING	PUMPING UNIT FOR FUEL TRANSFER	\$755.30
JESSICA JENSEN	10/29-01/19/2010 E MAILS, LTRS, PHONE CALLS	\$1,020.00
KAIJAS	PLANTS FOR DECK PLANTERS	\$20.98
LEWIS CO GENERAL ADMIN	2000 FORD TAURUS	\$800.00
PALMER LUMBER	ACE DRILL BITS, FASTNERS, AND TAPE	\$41.88
PLATT ELECTRONICS	LIGHT BULBS, WIRING SUPPLIES, STRIPS, CONNECTIONS	\$122.25
QWEST	MO BILL FUEL LINE AND BUSINESS LINE	\$102.06
TOTAL OPERATING EXPENSE		\$31,149.86
 <u>CAPITAL EXPENSES</u>		
TOTAL FOR OPERATING AND CAPITAL		\$31,149.86

DATE _____

JOHN MCCORD

DAN FOSTER

KEN SABIN

JOHN SPEARS

DAN FOSTER

JERRY ZABRISKIE

ROBERT SCHROETER

Chehalis-Centralia Airport
Expenditure Report for
AMENDED DECEMBER 2009

COMPANY	EXPLANATION	AMOUNT
AAA CLEANING SERVICE	DECEMBER CLEANING	\$300.00
AT&T	219-3667 & 219-8026	\$101.46
CITY OF CHEHALIS	UTILITIES	\$213.44
CRYSTAL SPRINGS	RENTAL OF COOLERS, WATER, SURCHARGE	\$31.34
DAVIES PEARSON, P.C.	DATES 11/06-12/29/2009 CCA RETAIL WORK	\$381.00
DEPT OF LABOR AND INDUSTRIES	4TH QUARTER LNI	\$796.54
DEPT OF REVENUE	EXCISE TAX (MO) -B&O TAX \$156.55	\$2,782.35
DEPT OF REVENUE	LEASEHOLD TAX 4TH QUARTER	\$25,293.48
DOBYNS, LARRY	MILEAGE FOR DECEMBER	\$118.80
ECOLOGICAL LAND SERVICES	PROF SERVICES - APPROACH IMPROV. PROJECT 11/04-11/30	\$307.50
EMPLOYMENT SECURITY	UNEMPLOYMENT SECURITY - 4TH QUARTER TAX	\$98.71
GOIN POSTAL	POSTAGE FOR 10/27-12/28/2009	\$124.92
LEMAY ENTERPRISES	LEMAY GARBGE BILLING - MONTHLY	\$113.96
LEWIS CO AUDITOR	ACCOUNTING COSTS - ANNUAL	\$12,891.00
LEWIS CO TREASURER	DEPOSIT BOOK	\$6.00
LEWIS CO PUD	UTILITIES (PUMP \$245.68)	\$1,461.40
PALMER LUMBER	4 STOP NUT 1/2	\$1.51
RSINet - Remote System Integration	FEE FOR WEATHER DATA SERVICE OCT-DEC	\$247.50
VISA	Yahoo (2 months), Vonage, Chehalis Deli, and Finance Charge	\$217.78
TOTAL OPERATING EXPENSE		\$45,488.69
Operating Expenses previously approved in January 2010 Meeting		\$41,030.40
<u>CAPITAL EXPENSES</u>		\$0.00
		\$86,519.09
TOTAL FOR OPERATING AND CAPITAL		

DATE _____

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DAN FOSTER

JERRY ZABRISKIE

ROBERT SCHROETER



Chehalis-Centralia Airport Board
Board Meeting
January 20, 2010
Meeting Minutes

The January, 2010 meeting was called to order at 5:32 P.M. The meeting was held in the boardroom at the Chehalis-Centralia Airport. Board members present; Dan Foster Vice Chair, Ken Sabin, Treasurer and Board members Jerry Zabriskie, Frank DeVaul, and Robert Schroeter. Others present: Allyn Roe (Airport Manager), Ladonna Neiser (Administrative Assistant), and Bill Schulte (Lewis Co Commissioner), and Wally Jordan – (Owner of Central Aircraft).

The Meeting opened with the flag salute.

Expenditure Report for December:

The Expenditures for December 2009 were discussed. Dan Foster asked about the AMEC bill. It is for archeological research and reports for the Crossfield park area and the tie-down lighting project. The Army Corps of Engineers hired AMEC to conduct an archeological study of the entire airport. They will be submitting a report to the Corps of Engineers. Allyn requested them to research and write a report on the park area and the tie-down area before we worked on them. This was completed and this is the bill for those particular areas. A question was also asked about Ecological Land Services. This is for the work on the avigation easement and the eagle nest removal. This work should be finished. Jerry Zabriskie moved to approve the expenditure report, Ken Sabin seconded the motion and it was approved by all the other board members.

Meeting Minutes for December:

The meeting minutes for December were reviewed. There were a few changes suggested and these changes were made. Frank DeVaul moved that we accept the meeting minutes as corrected. Jerry Zabriskie seconded the motion and all Board members were in favor.

Treasurer's Report for December 2010:

The income for December was \$110,176.52 and the expenses were \$55,485.75 with a gain of \$54,690.77. The interest and principal payments were made on the BOfa bond in December. A committed fund account will be set up to pay the bond. Money can be placed in this fund at the Board's discretion. Frank DeVaul made a motion to approve the Treasurer's report, Jerry Zabriskie seconded the motion and the motion passed unanimously.

Fuel Report:

The Board sold 3,682.540 gallons of 100 low lead fuel and 5,984.500 gallons of Jet A fuel in December. The sale of Jet A is doing well. The total amount of money collected was \$35,863.96 and the total profit was \$1,353.39. The fuel truck pumped 5,984.50 gallons in the month of December.

Current fuel prices are \$3.42 self-service for Jet A fuel and \$3.52 for full-service. 100LL fuel is \$4.12.

Correspondence: No Correspondence

New Business:

Resolution 10-01 – This is a resolution to cancel the warrant 561931. The warrant was issued to National Frozen Foods, but due to a problem with an easement, the check was not issued to National Frozen Foods. This warrant will be cancelled and reissued upon the completion of the air avigation easement transaction. Ken Sabin Moved that the Resolution 10-01 be approved, Frank DeVaul clarified that it was to approve the cancellation of warrant 561931, Bob Schroeter second the motion and the motion was passed unanimously by the Board.

Old Business:

Policy Revision – A policy revision of the Chehalis-Centralia Airport Policies Related to Employment was discussed. There were a few revisions, but most of the changes were grammatical or clarified the policies. The changes proposed for the medical benefits section, were discussed. A suggestion was made that instead of changing the original policies, the medical benefits could be listed as an addendum or Exhibit, which could then be changed as needed. This would leave the original policies unchanged when medical benefits were updated. The Board members decided they would like to review the changes and talk about it again next month.

Fuel Contract – Allyn is still working on the fuel contracts. Air BP has made an offer and would base their fuel prices on the Platts and Opus reports. This is based on the Los Angeles market and is a price index we can measure the cost of fuel by. The agreement should hold a stipulation that they must stick to the pricing as agreed or there will be a penalty.

The Board members brought up the terms for being a Board Member and discussed a possibility of a change. This would need to be discussed with the County and the City and the interlocal agreement between the two cities would need to be amended.

Central Aircraft Repair:

Wally said business is picking up as it usually does in the beginning of the year.

Airport Manager's Report:

*Fema Mapping – The Board discussed the Fema mapping that has been presented. This would define areas as flood way or flood plains. Commissioner Schultie explained about the maps and clarified what this will mean to the Airport and many of the citizens of Chehalis and Centralia. A public hearing will be held regarding the map.

*Property Marketing – Allyn explained that there was an interest in setting up a Burger King in the lease area. At this point in time the Board would be interested in a different type of client. The Board agrees that it would be helpful to use someone to work with possible clients and asked Allyn to look in to who attended the International Council of Shopping Centers annual convention and then contact these businesses.

*Air Fair 2010 – Planning for the Air Fair is taking place. This year the EAA would like to promote Category III aerobatics. Jerry Zabriskie has worked with aerobatics and has some forms and ideas that would be helpful. This event would require some additional insurance and help in setting up and arranging the time-line. The theme for Crazy Days, which would be on the same day, is Trains, Planes, and Automobiles, so this would fit right in. There would be a cost associated with the pilots who perform and businesses will be solicited to sponsor a pilot. Ken Sabin made a motion to support the 2010 Air Fair in the amount of \$2,000. Frank DeVaul seconded the motion and the motion passed unanimously.

*Snow Removal Equipment – FAA will purchase equipment to remove snow. This would be a part of the \$150,000 given each year. The equipment needs to last 10 years. As of now the fencing and re-stripping of the runway would fall under this budgeted amount of money. The Board asked that we research businesses that would be willing to do the snow plowing as needed.

*Courtesy Vehicle – The County produced a list of surplus vehicles. There was an \$800. Taurus Station Wagon, which had a good maintenance record and doesn't seem to have any problems. We are checking with the insurance company to make sure we have insurance to cover the vehicle. A form for pilots to fill out when they use the car is ready. The Board is pleased with this step and an invoice for the vehicle has been sent to the County.

Board Members Reports:

Frank DeVaul asked if there had been any progress in finding an error and omission insurance. He asked Allyn to contact Virgil R Lee, Nicholsons, or Land Trust Alliance insurance agencies and see if we are able to purchase it.

All other Board members didn't have any reports.

Dan Foster, the Board Vice-Chairman called the Board into an Executive Session at 8:04 p.m. for a duration of 15 minutes to consider, with relation to the Airport's commercial property, the minimum price of which it will be offered for lease as public knowledge regarding the price would cause a likelihood of a reduced price. (RCW 42.30.110 (1) (c). The Board came out of executive session at 8:17 p.m.

Ken Sabin made a motion to adjourn the meeting, Frank DeVaul 2nd the motion and all board members were in favor. The meeting was adjourned at 8:19 P.M. and the next Airport Board meeting will be on February 17th, 2010.

DATE _____

John McCord	Dan Foster	Ken Sabin
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Frank DeVaul	John Spears	Jerry Zabriskie	Robert Schroeter
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EXPENSE AND INCOME REPORT FOR CHEHALIS-CENTRALIA AIRPORT 2010

	INCOME- COLLECTED W/O TAXES & TAXES COLLECTED									INCOME TOTAL	EXPENSES PAID		EXPENSE TOTAL	PROFIT/LOSS	
	HANGARS	COMM	PVT HG	FUEL Jan	PVT FUEL Dec	PRK	TX COLL	MISC	INTEREST		EXPENSES	SALARIES			
Jan	\$4,805.00	\$60,144.91	\$0.00	\$12,134.11	\$14,579.58	30	\$9,580.47	\$51.23	\$233.28	\$101,558.58	\$76,638.55	\$15,905.66	\$92,544.21	\$9,014.37	
Feb															
Mar															
1qtr															
Apr															
May															
June															
2qtr															
Jul															
Aug															
Sep															
3qtr															
Oct															
Nov															
Dec															
4qtr															
y-d	\$4,805.00	\$60,144.91	\$0.00	\$12,134.11	\$14,579.58	\$30.00	\$9,580.47	\$51.23	\$233.28		\$76,638.55	\$15,905.66		\$9,014.37	

* REPORT ON CASH BASIS

						INVESTMENTS IN STATE INVESTMENT POOL	0.29%
BofA Bond	Payment	Interest	Principal	Balance		11/31/2009	\$1,590,560.35
	6/1/2010	\$158,102.91	\$65,426.78	\$92,676.13	\$2,936,341.28	12/31/2009	\$1,481,690.18
	12/1/2010	\$158,102.91	\$63,424.97	\$94,677.94	\$2,841,663.34	1/31/2010	\$1,510,572.86

Account	Account Name	Orig. - Exp	Revised Exp	Revised Delta	YTD	2009 YTD %	Remaining	Jan-10	Comments
546.10.10.00	SALARIES & WAGES	180,000			15,905.66	8.84%	164,094.34	15,905.66	
	PERSONNEL BENEFITS	1,100			0	0.00%	1,100.00	0.00	unemployment
546.10.21.00	INDUSTRIAL INSURANCE	4,200			-	0.00%	4,200.00	0.00	Labor and Industries
546.10.22.00	SOCIAL SECURITY	14,500			1,216.80	8.39%	13,283.20	1,216.80	
546.10.23.00	RETIREMENT	12,000			823.55	6.86%	11,176.45	823.55	
546.10.24.00	MEDICAL INSUR	23,000			1,571.00	6.83%	21,429.00	1,571.00	
546.10.31.00	OFFICE & OPER SUPPL	15,000			799.86	5.33%	14,200.14	799.86	
546.10.32.00	FUEL CONSUMED	5,000			104.53	2.09%	4,895.47	104.53	
546.10.33.00	FUEL FOR RESALE	407,000			11,442.53	2.81%	395,557.47	11,442.53	
546.10.35.00	SMLL TOOLS & MNR EQP	20,000			1,658.61	8.29%	18,341.39	1,658.61	
546.10.41.00	PROFESSIONAL SERVICE	50,000			1,589.00	3.18%	48,411.00	1,589.00	
546.10.42.00	COMMUNICATIONS	5,000			102.06	2.04%	4,897.94	102.06	
546.10.42.01	POSTAGE	800			0.00	0.00%	800.00	0.00	
546.10.43.00	TRAVEL	6,000			0.00	0.00%	6,000.00	0.00	
546.10.44.00	ADVERTISING	1,000			0.00	0.00%	1,000.00	0.00	
546.10.45.00	OPER RENTALS & LEASE	5,000			0.00	0.00%	5,000.00	0.00	
546.10.46.00	INSURANCE	12,000			0.00	0.00%	12,000.00	0.00	
546.10.47.00	UTILITIES	17,000			0.00	0.00%	17,000.00	0.00	
546.10.48.00	REPAIRS & MNTENANCE	125,000			0.00	0.00%	125,000.00	0.00	
546.10.49.00	MISCELLANEOUS	2000			0.00	0.00%	2,000.00	0.00	
521.90.49.00	PROCESSING FEES FOR FUEL	0			241.39	0.00%	-	241.39	Credit Card Fees
546.10.49.01	TRAINING	3000			0.00	0.00%	3,000.00	0.00	
546.10.49.02	DUES & SUBSCRIPTIONS	4,000			0.00	0.00%	4,000.00	0.00	
546.10.51.00	INTRGOVTL-PROF SVCS	10,000			0.00	0.00%	10,000.00	0.00	
546.10.53.00	INTRGOVTL-EXTRNL TAX	2,200			0.00	0.00%	2,200.00	0.00	
546.10.96.05	INTRFND-CNTY INS-NON	0			0.00	0.00%	-	0.00	
592.46.80.00	DEBT SERVICE:INTEREST	128,852			0.00	0.00%	128,852.00	0.00	Interest
592.46.70.00	LONG TERM EXTL DEBT	187,355			0.00	0.00%	187,355.00	0.00	Principal
594.46.64.00	MACHINERY & EQUIPMENT	0			0.00	0.00%	-	0.00	
594.46.61.00	LAND	0			-9,055.00	0.00%	-	0.00	Air Avigation
594.46.63.00	OTHER IMPROVEMENTS	150,000			0.00	0.00%	150,000.00	0.00	
Total Expenses		1,391,007	-	-	26,399.99	1.90%	1,364,607.01	35,454.99	

Account	Account Name	Org. - Rev	Revised Rev	Revised Delta	YTD	2009	Remaining	Jan-10	Comments
331.20.10.60	FAA-AIRPORT IMPROVEM	150,000		-	0.00		150,000.00	0.00	
334.01.80.00	DEPT OF MILITARY (ST)	0	-	-	0.00		-	0.00	
333.97.03.60	FEMA DISASTER RELIEF	0			0.00		-	0.00	
334.03.65.00	DOT-AERONAUTICS	0			0.00		-	0.00	
344.50.00.00	FUEL SALES	440,000			24,933.47	5.67%	415,066.53	24,933.47	Private and Credit crd
361.11.00.00	INVESTMENT INTEREST	15,000			233.28	1.56%	14,766.72	233.28	
362.30.00.00	PARKING/DEPOSITS	2,000			30.00	1.50%	1,970.00	30.00	
362.50.00.00	SPC&FACL LSES-LONG	68,447			4,805.00	7.02%	63,642.00	4,805.00	
369.10.00.00	SALE OF SCRAP/SURPLUS	0			51.23		(51.23)	51.23	Phone - surplus
362.90.00.00	OTHR RNTS&USE CHRGS	1,000			0.00	0.00%	-	0.00	
369.90.00.00	MISC REVENUE-OTHER	2,000			0.00	0.00%	-	0.00	
367.11.00.00	CON/DON-PRIVATE SOURCES	0							
391.50.00.00	LEASE RCPTS-CAPITAL	759,136			60,144.91	7.92%	698,991.09	60,144.91	
398.00.00.00	INSURANCE RECOVERIES	0						0.00	
Total Revenues		1,437,583	-	-	90,197.89	6.27%	1,347,385.11	90,197.89	
Profit / Loss		46,576	0		63,797.90			54,742.90	
Jan-10	\$1,510,572.86		Book Value						

CHEHALIS-CENTRALIA AIRPORT
 FUEL REPORT -JANUARY 2010

JET-A

DELIVERY DATE	GALLONS SOLD	TOTAL AMOUNT	FUEL COST	FEDERAL TAX	WA AV TAX	OVERHEAD	PROFIT	PROCESS FEE 3.3%	WA SALES TAX 7.9%	PUMP PRICE	NET PROFIT
01/10 - 01/11	1,052.780	\$3,568.92	\$2.47	\$ 0.24	\$ 0.11	\$ 0.08	\$ 0.14	\$ 0.10	\$ 0.25	\$3.39	\$ 147.39
01/10-01/11*	80.000	\$279.20	\$2.47	\$ 0.24	\$ 0.11	\$ 0.18	\$ 0.14	\$ 0.10	\$ 0.25	\$3.49	\$ 11.20
01/12-01/31	2,412.400	\$8,250.41	\$2.49	\$ 0.24	\$ 0.11	\$ 0.08	\$ 0.14	\$ 0.10	\$ 0.25	\$3.42	\$ 337.74
01/12-01/31*	448.700	\$1,579.42	\$2.49	\$ 0.24	\$ 0.11	\$ 0.18	\$ 0.14	\$ 0.10	\$ 0.25	\$3.52	\$ 62.82
TOTAL JET A	3,993.880	\$13,677.95									\$ 559.14

100LL

DELIVERY DATE	GALLONS SOLD	TOTAL AMOUNT	FUEL COST	FEDERAL TAX	WA AV TAX	OVERHEAD	PROFIT	PROCESS FEE 3.3%	WA SALES TAX 7.9%	PUMP PRICE	NET PROFIT
0110-01/24	2,285.470	\$9,416.14	\$3.17	\$ 0.19	\$ 0.11	\$ 0.08	\$ 0.14	\$ 0.12	\$ 0.30	\$4.12	\$ 319.97
01/25-01/31	342.970	\$1,416.47	\$3.18	\$ 0.19	\$ 0.11	\$ 0.08	\$ 0.14	\$ 0.12	\$ 0.30	\$4.13	\$ 48.02
TOTAL 100LL	2,628.440	\$10,832.61									\$ 367.98
TOTALS	6,622.320	\$24,510.56									\$ 927.12

Total Fuel sales using the Fuel Truck	Gallons	Total Dollars
	3,966.50	\$13,585.13

Private Fuel (December)	\$12,376.45
POS	\$1,858.62
Credit Card (Self Serve)	\$10,275.49
Pre-Paid Card	\$52.59
Total	\$24,563.15

Not shown is Jet A Federal LUST Tax of \$0.001/gallon

*FS-Full Service 10 cents added for service

Airport Managers Report

February 17, 2010

Items for Open Session

I would like to discuss the items marked with asterisks. All other items can be discussed by request.

***Revised Employment Policy** – I have attached the revised employment policy which reflects the revisions suggested at the January Board meeting. The primary change includes listing all medical insurance coverage on a separate attachment so these could be revised without amending the entire policy. This is presented for review and approval.

***2010 FAA AIP PROJECT** – The 2010 Airport Improvement Project specifications and application is due at the end of this month. Our FY2010 available funds are \$251,307 and any funds not used roll over for future projects. The three projects for consideration are listed below along with their preliminary cost estimates:

South Fencing - \$70,000

This project would fence the south end of the airfield. The new fence would start near the new observation park and would follow the south property line to the north end of K-Mart and connect to the existing fence there. All fencing would be 7' tall chain link galvanized material. The material around the observation park would be installed under a change order to accommodate black material (the cost difference between galvanized material and black material would not be eligible for FAA funding). The black material is being installed for better visibility at the observation park.

Runway Re-Stripe - \$35,000

This project would remove all runway paint markings, prep the surface, and then reapply the paint markings. The existing markings, only two years old, are wearing prematurely due to no surface preparation or marking removal. Runway shoulder markers and threshold bars would not be eligible for FAA funding because they are not spec for our airport.

Snow Removal Equipment - \$60,000

This would be an equipment purchase consisting of a one and one half ton truck with a service body and removable 10' snow plow. The truck would be utilized year round for airfield maintenance and for snow plowing during snow events.

Property Marketing – We are in the process of creating a RFP/RFQ document to evaluate qualified companies to handle our commercial property marketing.

Fuel Contract- We are still in discussions with AirBP to finalize the new fuel contract.

National Frozen Foods Lease – The lease was executed earlier this month and will be recorded after the first payment is received.

Ramp Lights – The ramp light project has been completed and now illuminates the majority of the aircraft parking ramp. These lights can be controlled over the aircrafts radio or in a manual override mode. This completes another item from our 2007 Flood improvement list by having lighting available for helicopter operations during natural disasters.

Courtesy Car – We obtained commercial insurance for the courtesy car to cover our operations (approx \$400/year). The car is available for pilots who sign our waiver and provide a copy of their license along with their insurance information.

Directors & Officers Insurance – We are working with the VR Lee agency to establish D&O insurance coverage.

Old Office – With the departure of Twin Cities Aviation, we are allowing the local chapter of the Experimental Aircraft Association to utilize the old office in D hangar.

Sheriff's Office Training – The LCSO has been utilizing the old taxiway behind Home Depot for their PIT maneuver training.