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BOARD MEETING

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

1. Call to Order
2. Flag Salute
3. Approval of Expenditures for February 2010
4. Approval of Meeting Minutes for February 2010
5. Treasurer's Report for February 2010
6. Fuel Report for February 2010
7. Correspondence
8. New Business
9. Old Business
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
FEBRUARY 2010

COMPANY	EXPLANATION	AMOUNT
AAA Cleaning	Cleaning Bill for Janaury	\$300.00
AIR BP	FUEL FOR RESALE (Jet A Fuel at 2.375) FUEL FOR RESALE (Jet A Fuel at 2.415)	\$10,981.50 \$12,543.34
AIRPORT DEPOT	FUEL CONSUMED	\$100.56
AT&T	Mo Bill for 219-8026, 219-8736 and 219-3667	\$147.94
BUCKS LOGGING	TREE REMOVAL	\$250.00
CENEX	FUEL USED FOR TRACTORS AND FUEL TRUCK	\$167.44
CITY OF CHEHALIS	UTILITIES - WATER AND SEWER	\$219.85
CLAY BUSTER LANDSCAPE	DIRT FOR LOUISIANA AVE	\$474.76
COBURN AUTO PARTS	GREASE, BRAKE CLEANER AND WD 40	\$15.43
COUNTRY TRACTOR	V-BELT	\$82.89
CRYSTAL SPRINGS	RENTAL OF COOLERS, WATER, SURCHARGE	\$22.64
DAVIES PEARSON, P.C.	Dates 01/06/10 to 01/18/2010, Conference, Document Review	\$540.00
DEPT OF REVENUE	EXCISE TAX FOR JANUARY (B&O tax \$106.99)	\$1,901.55
DOBYNS, LARRY	MILEAGE FOR JANUARY	\$143.00
ECOLOGICAL LAND SERVICES	FOR APPROACH AVIGATION	\$67.50
GOIN POSTAL	POSTAGE FOR JANUARY	\$27.31
HILLIER AND SCHEIBMEIR, P.S.	REVIEW NATIONAL LASE, BROKER AGREEMENT, CONTRACT	\$297.50
HOME DEPOT	Laminate, garbage bags, batteires, foam, bolts, cmeent, electrical equip.	\$850.94
J & I POWER EQUIP. INC	MOWER BLADE	\$34.73
LEMAY ENTERPRISES	GARBAGE FOR THE MONTH	\$113.96
LEWIS CO AUDITOR	Recording of Lease with National Frozen Foods	\$73.00
LEWIS CO CHEMICAL	URINAL BLOCK, TOILET PAPER, AIR FRESHNERS	\$85.78
LEWIS CO EDC	DUES - ECONOMIC DEVELOPMENT 2010	\$300.00
LEWIS CO TREASURER	TAXES FOR PROPERTY - ST FOREST PATROL PINCIPLE	\$71.60
MARKET ST ACE HARDWARE	PESTICIDE AND TRASH BAGS	\$15.08
NEISER, LADONNA	MILEAGE FOR JANUARY	\$31.00
PALMER LUMBER	1-6X6, 3-2X8, 4-1X4 Treated posts - hasp, 1-90 lb Concrete mix	\$79.68
PLATT ELECTRONICS	LIGHT BLUBS, WIRING, AND ELECTRICAL SUPPLIES	\$842.36
LEWIS CO PUD	UTILITIES (Electrical)	\$1,082.08
QWEST	MO BILL FUEL LINE AND BUSINESS LINE	\$102.06
RAKOZ ELECTRIC	J BOX WITH LID	\$211.21

Chehalis-Centralia Airport
Expenditure Report for
FEBRUARY 2010

REED-JOSEPH INTL CO	SCREAMER SIRENS & BIRD BANGERS	\$138.00
ROE, ALLYN	MILEAGE FOR JANUARY - 49 MILES	\$24.50
STAPLES	Copy paper, form holders, binders, labels, envelopes, computer	\$716.22
TECHNOLOGY UNLIMITED	Freight Charge for Samsung Printer	\$18.34
THE FARM STORE	STRAW AND T POST PULLER	\$73.20
TIRES INC.	TIRE TUBE, MOUNT AND DISMOUNT	\$22.50
TYLER RENTAL	RENTAL OF MANLIFT, HARNESS, AND DEHUMIDIFIER	\$1,562.36
UHLMANS	RENTAL OF VEHICLE FOR MEETING	\$51.12
VIRGIL R LEE & SONS	PUBLIC OFFICIAL LIABILITY (E&O Insurance)	\$4,038.88
VISA	Vonage, Gas, meals, yahoo web posting, finance charge	\$199.49
ASSOCIATED AGENCY-ZURICH	LIABILITY INSURANCE FOR 2000 FORD TAURUS	\$451.56
TOTAL OPERATING EXPENSE		\$39,472.86

CAPITAL EXPENSES

TOTAL FOR OPERATING AND CAPITAL **\$39,472.86**

DATE _____

JOHN MCCORD

DAN FOSTER

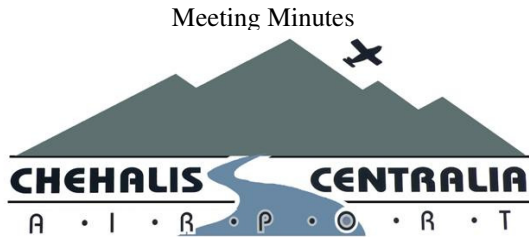
KEN SABIN

JOHN SPEARS

FRANK DEVAUL

JERRY ZABRISKIE

ROBERT SCHROETER



Chehalis-Centralia Airport Board
Board Meeting
February 17, 2010
Meeting Minutes

The February 17, 2010 meeting was called to order at 5:30 P.M. The meeting was held in the boardroom at the Chehalis-Centralia Airport. Board members present; John McCord, Chair, 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 Wally Jordan (Owner of Central Aircraft).

The Meeting opened with the flag salute.

Visitors: Merlin McReynolds (Chehalis City Manager), Mr. Taylor, Mr. Lund, (Chehalis Council Members), Bob Nacht (Chehalis Community Development), and Kip Busby and Marc Conrad.

New Business:

Flood Map Discussion: Merlin McReynolds spoke to the Airport Board about the preliminary flood maps presented by FEMA. There is a desire for the City of Chehalis, Port of Chehalis, Port of Centralia, and the Chamber of Commerce to work together to understand and deal with the issues surrounding the new mapping that FEMA would like to adopt regarding the flood plain and flood way. At this time much of the area that affects these entities would be considered a flood way, which would prohibit any kind of development or even re-building of existing buildings as they depreciate. The concern in this area is the economic impact given the inability to build, repair and the affect on the current value of property if this mapping should be approved. A discussion of the board and those present ensued. Jerry Zabriskie brought up the fact that there would be a concern by the FAA given the fact that military vehicles must travel up and down I-5 as well as the fact that if the event should occur that the airport be used as a military base, this would be an issue for FAA. This is considered a major military route. Dan Foster asked if there has been other municipalities that have dealt with this issue? Snohomish County is a county that is dealing with this issue. Skagit County may be too. The airport board has a meeting with the County this coming week and can discuss the issue at that time. After some discussion, Frank DeVaul made a motion to authorize the Airport Board Chair to sign an interlocal agreement that is in the spirit of what has been discussed here, that the County would not be in opposition to, and match funds with the City up to \$20,000 for the purpose of seeking counsel to deal with the FEMA flood mapping. Robert Schroeter seconded the motion. All Board members were in favor and this motion passed unanimously.

The City of Chehalis presented a Memorandum regarding flood control. They would like the different entities to support each other regarding their approach to flood control. The City talked about their approach to water retention and asked the Board if they would consider writing a memorandum too. Jerry Zabriskie made a motion to support the flood control measures as outlined by Councilor Chad Taylor in the February 17, 2010 Memorandum. Robert Schroeter seconded the motion. The Board members voted to approve this motion, with all members present voting for it and Ken Sabin opposing it.

Expenditure Report for the Amended December and January 2010:

The Expenditures for Amended December 2009 and January 2010 were discussed. The amended December Expenditure are bills that were submitted for payment after the Expenditure Report for December was approved on January 20th. The total shown on the amended December bill is the total for both Expenditure reports. The amount for the Amended December Expenditure is \$45,488.69 and the January Expenditure report is \$31,149.86. Robert Schroeter moved to approve the Amended December, and January 2010 Expenditure report, Dan Foster seconded it and all Board members passed it unanimously.

Meeting Minutes for January:

The meeting minutes for January were reviewed. There were no changes made. Jerry Zabriskie made a motion to approve of the January meeting minutes. Frank DeVaul seconded the motion and all Board members were in favor.

Treasurer's Report for January 2010:

The income for January was \$101,558.58 and the expenses were \$92,544.21 with a gain of \$9,014.37. The budget report shows a negative balance in the Year to Date line for land 594.46.61.00. This is the refund of the \$9,055.00 check written to National Frozen Foods and will be reissued to them once the easement problem is solved. This budget report doesn't show the amended December expenditures as it is for the month of January only.

Fuel Report:

The Board sold 2,628.440 gallons of 100 low lead fuel and 3,993.880 gallons of Jet A fuel in January. The total amount of money collected was \$24,510.56 and the total profit was \$927.12. The fuel truck pumped 3,966.50 gallons in the month of January.

Current fuel prices are \$3.42 self-service for Jet A fuel and \$3.52 for full-service. 100LL fuel is \$4.13.

Correspondence: No Correspondence

Old Business:

Employee Policy Revision – A policy revision of the Chehalis-Centralia Airport Policies Related to Employment was presented. Allyn Roe added an Appendix A, which covers the Medical, Dental, and Vision coverage. This will allow changes to occur when needed. As suggested any changes made will show the tracking and this has been done. Jerry Zabriskie made a motion to approve the revised employee policy as shown. Ken Sabin seconded the motion and this motion was passed unanimously by the Board. A copy of the revised employment policy is attached to the minutes.

Fuel Contract – Allyn sent the fuel contract for review by Bill Hillier. Bill had a few changes and then sent it back to Allyn. Allyn is currently working on this contract.

Central Aircraft Repair:

No report.

Airport Manager's Report:

2010 FAA AIP PROJECTS – Allyn has outlined some projects he would like to work on with the FAA money for 2010. The three projects would be south fencing, runway re-striping, and snow removal equipment. Allyn explained the projects and did some checking on what it would cost to have someone come in and remove snow. We could hire the county, but they would have to do the snow plowing as time allows. Eight businesses were contacted regarding snow plowing and only one responded. When Allyn checked with them to see if they had a rubber blade so the runway would be protected, they did not. FAA will approve the purchase of snow removal equipment as long as it will last ten years. Ken Sabin asked if the new runway striping will change as GPS approach changes. This would occur due to the trees being removed from the end of the runway allowing for an instrument approach. The markings will not change. Robert Schroeter made a motion to approve the 2010 FAA AIP Projects as outlined. Frank DeVaul seconded it. All Board members voted unanimously to approve the motion.

Bird Identification – Allyn requested a biologist to observe whether bald eagles were nesting in the land at the end of the runway. She reported there were no nesting activities occurring and the bird observed was a red-tail hawk not an osprey. The trees can be cut down now, but we will be unable to remove the trees until the weather gets better. The cost of removing the trees is approximately \$350 a day for each tree cutter. Washington Fish and Wildlife believe we should cut the trees as soon as possible.

Taxes on planes – A new excise tax on planes (HB 3176 -paid by the plane owners) is being explored. Allyn has done some calculations and is concerned for the tenants of the airport. He is requesting the Board's wishes regarding whether we should inform all the tenants, offer a group letter from the Airport signed by the tenants to the representatives against the tax, or allow the tenants to respond to this on their own. The Board asked that Allyn inform the tenants by posting a sample letter regarding this tax for the tenants to review and allow them to respond to the issue.

Board Members Reports:

There were no Board member reports.

The meeting was adjourned at 8:00 P.M. and the next Airport Board meeting will be on March 16, 2010.

DATE _____

John McCord	Dan Foster	Ken Sabin	
Frank DeVaul	John Spears	Jerry Zabriskie	Robert Schroeter

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 Feb	PVT FUEL Jan	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	\$4,861.50	\$68,023.42	\$0.00	\$19,707.78	\$11,475.02	0	\$10,447.65	\$35.92	\$189.31	\$114,740.60	\$39,472.86	\$15,153.50	\$54,626.36	\$60,114.24
Mar														
1qtr														
Apr														
May														
June														
2qtr														
Jul														
Aug														
Sep														
3qtr														
Oct														
Nov														
Dec														
4qtr														
y-d	\$9,666.50	\$128,168.33	\$0.00	\$31,841.89	\$26,054.60	\$30.00	\$20,028.12	\$87.15	\$422.59	\$216,299.18	\$116,111.41	\$31,059.16	\$147,170.57	\$69,128.61

* REPORT ON CASH BASIS

BofA Bond	Payment	Interest	Principal	Balance
6/1/2010	\$158,102.91	\$65,426.78	\$92,676.13	\$2,936,341.28
12/1/2010	\$158,102.91	\$63,424.97	\$94,677.94	\$2,841,663.34

2017 Call

INVESTMENTS IN STATE INVESTMENT POOL		
12/31/2009	\$1,481,690.18	0.33%
1/31/2010	\$1,510,572.86	0.28%
2/28/2010	\$1,480,873.72**	0.27%

** \$100k transfer to committed funds

COMMITTED INVESTMENTS	
2/28/2010	\$100,000.00

Account	Account Name	Orig. - Exp	Revised Exp	Revised Delta	YTD	2010 YTD	Remaining	Feb-10	Comments
546.10.10.00	SALARIES & WAGES	180,000	180,000		31,059.16	17.26%	148,940.84	15,153.50	
	PERSONNEL BENEFITS	1,100	1,100		0	0.00%	1,100.00	0.00	unemployment
546.10.21.00	INDUSTRIAL INSURANCE	4,200	4,200		-	0.00%	4,200.00	0.00	Labor and Industries
546.10.22.00	SOCIAL SECURITY	14,500	14,500		2,303.38	15.89%	12,196.62	1,086.58	
546.10.23.00	RETIREMENT	12,000	12,000		1,607.16	13.39%	10,392.84	783.61	
546.10.24.00	MEDICAL INSUR	23,000	18,756	(4,244)	3,134.00	16.71%	15,622.00	1,563.00	HSA Premiums
546.10.24.08	HSA-VEBA FUND	0	4,500	4,500	375.00	8.33%	4,125.00	375.00	HSA Contributions
546.10.31.00	OFFICE & OPER SUPPL	15,000	15,000		2,026.72	13.51%	12,973.28	1,226.86	Platt \$798.37
546.10.32.00	FUEL CONSUMED	5,000	5,000		237.40	4.75%	4,762.60	132.87	
546.10.33.00	FUEL FOR RESALE	407,000	407,000		36,614.69	9.00%	370,385.31	25,172.16	
546.10.35.00	SMLL TOOLS & MNR EQP	20,000	20,000		2,409.30	12.05%	17,590.70	750.69	
546.10.41.00	PROFESSIONAL SERVICE	50,000	50,000		3,274.00	6.55%	46,726.00	1,685.00	Jenson \$1,020.
546.10.42.00	COMMUNICATIONS	5,000	5,000		412.83	8.26%	4,587.17	310.77	
546.10.42.01	POSTAGE	800	800		18.34	2.29%	781.66	18.34	
546.10.43.00	TRAVEL	6,000	6,000		212.97	3.55%	5,787.03	212.97	
546.10.44.00	ADVERTISING	1,000	1,000		0.00	0.00%	1,000.00	0.00	
546.10.45.00	OPER RENTALS & LEASE	5,000	5,000		1,628.58	32.57%	3,371.42	1,628.58	Man lift rental
546.10.46.00	INSURANCE	12,000	12,000		451.56	3.76%	11,548.44	451.56	Veh Ins
546.10.47.00	UTILITIES	17,000	17,000		1,415.89	8.33%	15,584.11	1,415.89	
546.10.48.00	REPAIRS & MNTENANCE	125,000	125,000		0.00	0.00%	125,000.00	0.00	
546.10.49.00	MISCELLANEOUS	2000	2000		6.58	0.33%	1,993.42	6.58	
521.90.49.00	PROCESSING FEES FOR FUEL	0	0		679.65	0.00%	-	438.26	Credit Card Fees
546.10.49.01	TRAINING	3000	3000		0.00	0.00%	3,000.00	0.00	
546.10.49.02	DUES & SUBSCRIPTIONS	4,000	4,000		300.00	7.50%	3,700.00	300.00	
546.10.51.00	INTRGOVTL-PROF SVCS	10,000	10,000		127.25	1.27%	9,872.75	127.25	
546.10.53.00	INTRGOVTL-EXTRNL TAX	2,200	2,200		178.59	8.12%	2,021.41	178.59	
546.10.96.05	INTRFND-CNTY INS-NON	0	0		0.00	0.00%	-	0.00	
592.46.80.00	DEBT SERVICE:INTEREST	128,852	128,852		0.00	0.00%	128,852.00	0.00	Interest
592.46.70.00	LONG TERM EXTL DEBT	187,355	187,355		0.00	0.00%	187,355.00	0.00	Principal
594.46.64.00	MACHINERY & EQUIPMENT	0	0		0.00	0.00%	-	0.00	
594.46.61.00	LAND	0	0		-9,055.00	0.00%	-	0.00	Air Avigation
594.46.63.00	OTHER IMPROVEMENTS	150,000	150,000		0.00	0.00%	150,000.00	0.00	
Total Expenses		1,391,007	1,391,263	256	79,418.05	5.71%	1,311,588.95	53,018.06	

Account	Account Name	Org. - Rev	Revised Rev	Revised Delta	YTD	2010	Remaining	Feb-10	Comments
331.20.10.60	FAA-AIRPORT IMPROVEM	150,000	150,000	-	0.00	0.00%	150,000.00	0.00	
334.01.80.00	DEPT OF MILITARY (ST)	0	0	-	0.00		-	0.00	
333.97.03.60	FEMA DISASTER RELIEF	0	0		0.00		-	0.00	
334.03.65.00	DOT-AERONAUTICS	0	0		0.00		-	0.00	
344.50.00.00	FUEL SALES	440,000	440,000		53,762.40	12.22%	386,237.60	28,828.93	Private and Credit crd
361.11.00.00	INVESTMENT INTEREST	15,000	15,000		422.59	2.82%	14,577.41	189.31	
362.30.00.00	PARKING/DEPOSITS	2,000	2,000		30.00	1.50%	1,970.00	0.00	
362.50.00.00	SPC&FACL LSES-LONG	68,447	68,447		9,666.50	14.12%	58,780.50	4,861.50	
369.10.00.00	SALE OF SCRAP/SURPLUS	0	0		51.23		(51.23)	0.00	Phone - surplus
362.90.00.00	OTHR RNTS&USE CHRGS	1,000	1,000		35.92	3.59%	964.08	35.92	
369.90.00.00	MISC REVENUE-OTHER	2,000	2,000		0.00	0.00%	2,000.00	0.00	
367.11.00.00	CON/DON-PRIVATE SOURCES	0	0						
391.50.00.00	LEASE RCPTS-CAPITAL	759,136	759,136		128,168.33	16.88%	630,967.67	68,023.42	
398.00.00.00	INSURANCE RECOVERIES	0	0					0.00	
Total Revenues		1,437,583	1,437,583	-	192,136.97	13.37%	1,245,446.03	101,939.08	
Profit / Loss		46,576	46,320		112,718.92			48,921.02	
Feb-10	\$1,580,873.72	Book Value							

Airport Managers Report

March 17, 2010

Items for Open Session

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

2010 FAA AIP PROJECT – We have been working this month in submitting all of our documents to the FAA for the 2010 AIP projects. We hope to go out for bid within the next two weeks for the runway paint, security fencing, and snow removal vehicle.

Directors & Officers Insurance – D&O coverage was obtained through the VR Lee agency.

Tree Obstructions – All trees on the Remund easement property and our property have been fallen and will need to be removed when the weather improves. We followed the habitat recommendations from our forester to leave two 20' snags on every acre along with leaving two fallen logs per acre. The entire site will be replanted with willow trees every eight feet. Two individuals were arrested last week for stealing maple wood on the site.

***FEMA Maps** – Don Marcy, with Cairncross & Hempelmann, was selected to assist the City and its partners with the FEMA map issues. Pacific International Engineering is assisting the County on a technical approach. A joint letter was sent to FEMA last week to open dialog regarding the mapping issue.

Observation Park – We are resuming work on the observation park now that the weather has improved. We recently purchased five pole mount light fixtures and are fabricating the light poles in-house. We will soon begin the light installation, concrete work, and the sign shelter installations. A couple speakers will be installed that will provide audio coverage of the airplane traffic.

Louisiana Ave. Trees – We planted trees along Louisiana a couple months ago. This month we removed all drain rock from the planters and replaced it with top soil and grass. This should add more greenery along the road and we will continue this past the roundabout.