



PO Box 1344  
Chehalis, WA 98532  
360.748.1230 phone  
360.740.0954 fax

[www.flycls.com](http://www.flycls.com)

## **BOARD MEETING**

June 16, 2010

5:30 P.M

Airport Board Room

1. Call to Order
2. Flag Salute
3. Visitors
4. Approval of Expenditures for May 2010
5. Approval of Meeting Minutes for May 19, 2010
6. Treasurer's Report for May 2010
7. Fuel Report for May 2010
8. Correspondence
9. New Business
10. Old Business
11. Central Aircraft Report
12. Airport Manager's Report
13. Board Member Reports

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

Chehalis-Centralia Airport  
Expenditure Report for  
MAY 2010

| COMPANY                     | EXPLANATION   | AMOUNT                     |
|-----------------------------|---|----------------------------|
| AAA CLEANING                | Cleaning Bill for May   | \$300.00                   |
| AIR BP                      | Fuel for Resale (100LL at 3.479)<br>Fuel for Resale (Jet A at 2.599)  | \$12,582.73<br>\$11,757.14 |
| AIR GAS                     | Maynard II, 6' stretch - safety harness                               | \$125.56                   |
| AIRPORT DEPOT               | Fuel for use by tractors & fuel truck                                 | \$54.72                    |
| AT&T                        | Phone bills for 219-8026, 219-8736 and 219-3667                       | \$102.12                   |
| CCA - REVOLVING FUND        | Blanks, Mgt. supplies, key tag, canopy, report, vapor lgts - Jan-June | \$213.44                   |
| C.R. PARTS LLC              | Handle  | \$12.93                    |
| CENEX                       | Fuel for use by tractors  | \$672.83                   |
| CITY OF CHEHALIS            | Utilities - Water and Sewer   | \$221.94                   |
| CITY OF CHEHALIS            | FEMA Mapping Appeal Costs   | \$203.64                   |
| CLAYBUSTERS LANDSCAPE       | Clay buster compost 80 yards  | \$1,899.04                 |
| COBURN AUTO PARTS           | Starting fluid  | \$4.20                     |
| COUNTRY TRACTOR             | Assembly 6" com unit, freight, and cartridge oil filter               | \$241.88                   |
| CRYSTAL SPRINGS             | Rental of Water Coolers, and water (2 months)                         | \$27.46                    |
| DAVIES PEARSON, P.C.        | Dates 04/07/2010 Ptrsn  | \$300.00                   |
| DEPT OF LICENSING           | Renewal of business license - fuel sales                              | \$329.00                   |
| DEPT OF REVENUE             | Monthly Excise Tax (B&O Tax 128.11)                                   | \$2,276.87                 |
| DOBYNS, LARRY               | Mileage for April 2010  | \$106.00                   |
| ECOLOGICAL LAND SERVICES    | Ecological services for wet lands                                     | \$485.50                   |
| FASTENAL                    | 2 YZ8 bolts   | \$5.24                     |
| FLIGHT LIGHT INC.           | Light bulbs for the runway lights                                     | \$88.52                    |
| HILLIER & SCHEIBMEIR, P.S.  | Review of Fuel Contract   | \$80.00                    |
| HOME DEPOT CREDIT SERVICES  | Adapter, wiring items, painting items, cleaning, (2 months worth)     | \$708.70                   |
| J&M AIRCRAFT SUPPLY INC     | Bulb  | \$215.52                   |
| LEMAY ENTERPRISES INC       | Garbage pickup (Monthly)  | \$113.96                   |
| LEWIS CO CHEMICAL           | Nitride gloves  | \$26.98                    |
| LEWIS CO PUD                | Utilities (Pump \$59.15)  | \$793.20                   |
| LEWIS CO SOLID WASTE        | Garbage disposal clean up by leased property                          | \$22.08                    |
| LEWIS CO WORK OPPORTUNITIES | Workers to pick up garbage from Town Center, between Wal Mart and HD  | \$1,771.67                 |





Chehalis-Centralia Airport Board  
Board Meeting  
May 19, 2010  
Meeting Minutes

The May 19, 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, John Spears 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: There were no visitors.**

**Expenditure Report for the April 2010:**

The April 2010 Expenditures were discussed. The FEMA mapping is part of the \$20,000 approved by the Board for the Attorney and Hydrology Specialist hired regarding FEMA flood plain and flood way issues. The advertising bills are for fencing and striping bids. The first quarter taxes are also included in this expenditure report. Dan Foster moved to approve the April Expenditure report, Ken Sabin seconded the motion and all Board members approved the motion with Frank DeVaul abstaining to vote on the East County Journal bill.

**Meeting Minutes for April 2010:**

The meeting minutes for April 21<sup>st</sup> and April 28<sup>th</sup> were reviewed. There were no changes made. Frank DeVaul moved to approve the meeting minutes for April 21<sup>st</sup> and 28<sup>th</sup>, Jerry Zabriskie 2<sup>nd</sup> the motion and all members of the Board were in favor of the motion.

**Treasurer's Report for April 2010:**

The income for April was \$116,197.90 and the expenses were \$97,287.13 with a gain of \$18,910.77. There were payments for the levee and money spent on the advertising for the fence and striping projects. A question was asked about the higher salary and this was due to more hours paid to the maintenance crew in April. Allyn also pointed out that on the Expense and Income Report there is a lost revenue area on the left hand bottoms side and this is for the two hangars that are not currently rented at this time.

**Fuel Report:**

The Board sold 3,015.618 gallons of 100 low lead fuel and 4,614.780 gallons of Jet A fuel in April. The total amount of money collected was \$29,348.37 and the total profit was \$1,068.26. The fuel truck pumped 4,354.50 gallons in the month of April. Fuel purchase were down in April, but are showing an increase in May.

Current fuel prices are \$3.52 self-service for Jet A fuel and \$3.62 for full-service. 100LL fuel is \$4.46.

**Correspondence: Nothing to list**

**New Business:**

**Old Business:**

Approval of non-exclusive lease commission agreement- We discussed the non-exclusive lease commission agreement in the April 28<sup>th</sup> meeting. In addition to the changes made in that meeting, Allyn explained how the commission will work. There will be two payments made based on a percentage of the lease. These payments will be made upon the execution of the lease and then when the doors of the business open. The money for the payment of the commission can be put in escrow and then used for the payments when they occur. Allyn researched what percentage rates were used by the Port of Centralia and Port of Chehalis. The commission agreement with First Western Properties will be in effect for six months and does not prohibit us from doing business with another entity that is not connected with First Western Properties should they actually sign a lease with us before First Western Properties does. A question was asked about sub-agreements under a business such as First Western Properties. Should sub-agreements be disclosed and any obligations tied to First Western be known to us? The Board agreed that we should be made aware of any type of sub-agreements. The Board also requested that a reserve amount be established so that we can cover any type of payment required per the agreement. Jerry Zabriskie made a motion to allow Allyn Roe, Airport Manager, to sign the non-exclusive lease commission agreement with First Western Properties. John Spears seconded the motion and all Board members voted unanimously to approve this motion. This agreement should be reviewed in November 2010.

A discussion also ensued on establishing some standards for building aesthetics. The Board would like to require some type of structure and landscaping requirements.

**Central Aircraft Repair:**

Wally said business is still off and they are in survival mode.

**Airport Manager's Report:**

2010 FAA AIP Project – The bids were opened during the special meeting on April 28<sup>th</sup> for the Runway Paint and Security Fencing projects. The results are listed in the Airport Manager's Report as well as the April 28<sup>th</sup> meeting minutes. We are waiting to find out if any additional studies for artifacts are needed before starting the fencing project. The Snow Removal Equipment project will be postponed for now.

FEMA Maps – Allyn has met with the City of Chehalis, the Chamber and the Port of Chehalis. At this point in time, a registered letter has been sent to FEMA requesting the technical information for how the FEMA mapping was developed. Once the technical information is available, the hydrologist can complete the studies needed to develop their hypothesis of the areas flooding data. On the political level, some help that would inspire FEMA to not only provide needed data and then to consider alternative solutions to the flooding problems are needed. Allyn would like to provide some data regarding the Airport and how the dike and property handles water so the general public is informed of how this occurs. He is hoping to do this on a one-page document we could use to inform the public.

Civil Air Patrol – We will be providing Civil Air Patrol with some guidelines for cleaning and maintaining the office area as well as operational guidelines for flying.

Latecomer Fees - The City of Chehalis has provided the Airport with a list of latecomer fees for each piece of property that we would be leasing out. The Board has some concerns with this approach as the fees are high and most people considering on building a business will not do so if these fees are required. The Board discussed this issue and feel that the City will be unable to collect taxes as there won't be any additional developments. Mr. Robert Schroeter made the following recommendation: The Airport Board strongly recommends that the City Council defer imposing any "latecomer fee ordinance" at this time. We are concerned that such fees could prevent new businesses from locating in our City. We encourage continuing discussions including the county and airport board staff with the goal of considering viable solutions to the City's issues and concerns. John Spears seconded this recommendation and the Airport Board unanimously concurs.

Courtesy Car – Allyn asked permission from the Board to arrange to leave keys in specified spots if someone has previously filled out the forms and arranged to pick up the car on the weekend. The Board had some ideas about how to set that up and the Board approved this idea.

Levee Rehabilitation – A meeting will be held at the Airport on Monday, May 24<sup>th</sup> at 9:30 a.m. with the Corps of Engineers, the County Public Works Department and the Airport regarding the Levee Rehabilitation project.

Air Fair – The Board asked about Air Fair and how things were going. Allyn is working on getting the War Birds to come in. Civil Air Patrol will be here and Allyn is also working with them to oversee their activities. The Airport plans to be more involved in planning the Air Fair in the future.

**Board Members Reports:**

All member of the Board didn't have any additional input. Bob Schroeter said he was pleased with how the Board operates and how well the Airport is maintained.

The meeting was adjourned at 7:23 P.M. and the next regularly scheduled Airport Board meeting will be on June 16, 2010.

**DATE** \_\_\_\_\_

---

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



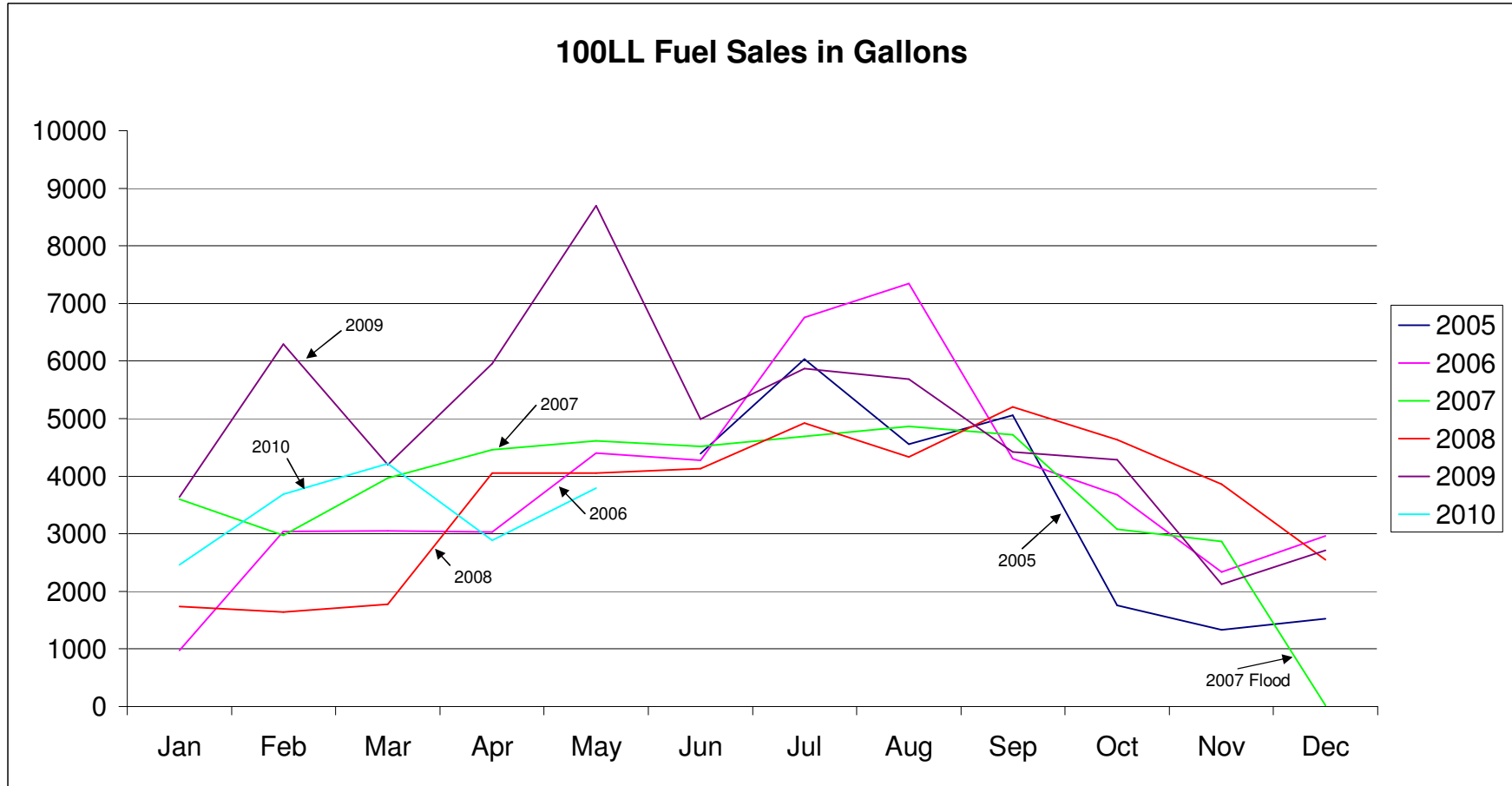
| Account               | Account Name          | Orig. - Exp      | Revised Exp      | Revised Delta | YTD               | 2010 YTD      | Remaining           | May-10           | Comments             |
|-----------------------|-----------------------|------------------|------------------|---------------|-------------------|---------------|---------------------|------------------|----------------------|
| 546.10.10.00          | SALARIES & WAGES      | 180,000          | 180,000          |               | 77,036.87         | 42.80%        | 102,963.13          | 15,419.99        |                      |
|                       | PERSONNEL BENEFITS    | 1,100            | 1,100            |               | 371.07            | 33.73%        | 728.93              | 0.00             | unemployment         |
| 546.10.21.00          | INDUSTRIAL INSURANCE  | 4,200            | 4,200            |               | 953.86            | 22.71%        | 3,246.14            | 0.00             | Labor and Industries |
| 546.10.22.00          | SOCIAL SECURITY       | 14,500           | 14,500           |               | 5,602.67          | 38.64%        | 8,897.33            | 1,106.96         |                      |
| 546.10.23.00          | RETIREMENT            | 12,000           | 12,000           |               | 3,984.61          | 33.21%        | 8,015.39            | 796.92           |                      |
| 546.10.24.00          | MEDICAL INSUR         | 23,000           | 18,756           | (4,244)       | 7,919.00          | 42.22%        | 10,837.00           | 1,595.00         | HSA Premiums         |
| 546.10.24.08          | HSA-VEBA FUND         | 0                | 4,500            | 4,500         | 1,875.00          | 41.67%        | 2,625.00            | 375.00           | HSA Premiums         |
| 546.10.31.00          | OFFICE & OPER SUPPL   | 15,000           | 15,000           |               | 8,354.32          | 55.70%        | 6,645.68            | 2,666.76         | Claybusters          |
| 546.10.32.00          | FUEL CONSUMED         | 5,000            | 5,000            |               | 1,937.77          | 38.76%        | 3,062.23            | 806.99           |                      |
| 546.10.33.00          | FUEL FOR RESALE       | 407,000          | 407,000          |               | 117,453.14        | 28.86%        | 289,546.86          | 12,582.73        |                      |
| 546.10.35.00          | SMLL TOOLS & MNR EQP  | 20,000           | 20,000           |               | 4,955.67          | 24.78%        | 15,044.33           | 347.43           |                      |
| 546.10.41.00          | PROFESSIONAL SERVICE  | 50,000           | 50,000           |               | 12,134.25         | 24.27%        | 37,865.75           | 3,487.13         | LC Work Opp, FEMA    |
| 546.10.42.00          | COMMUNICATIONS        | 5,000            | 5,000            |               | 1,561.27          | 31.23%        | 3,438.73            | 356.22           |                      |
| 546.10.42.01          | POSTAGE               | 800              | 800              |               | 144.69            | 18.09%        | 655.31              | 0.00             |                      |
| 546.10.43.00          | TRAVEL                | 6,000            | 6,000            |               | 718.07            | 11.97%        | 5,281.93            | 191.60           |                      |
| 546.10.44.00          | ADVERTISING           | 1,000            | 1,000            |               | 970.09            | 97.01%        | 29.91               | 0.00             |                      |
| 546.10.45.00          | OPER RENTALS & LEASE  | 5,000            | 5,000            |               | 2,448.60          | 48.97%        | 2,551.40            | 15.10            |                      |
| 546.10.46.00          | INSURANCE             | 12,000           | 12,000           |               | 4,490.44          | 37.42%        | 7,509.56            | 0.00             |                      |
| 546.10.47.00          | UTILITIES             | 17,000           | 17,000           |               | 6,111.47          | 35.95%        | 10,888.53           | 1,246.10         |                      |
| 546.10.48.00          | REPAIRS & MNTENANCE   | 125,000          | 125,000          |               | 3,033.15          | 2.43%         | 121,966.85          | 225.52           |                      |
| 546.10.49.00          | MISCELLANEOUS         | 2000             | 2000             |               | 103.27            | 5.16%         | 1,896.73            | -8.46            |                      |
| 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            |               | 872.00            | 21.80%        | 3,128.00            | 275.00           |                      |
| 546.10.51.00          | INTRGOVTL-PROF SVCS   | 10,000           | 10,000           |               | 127.25            | 1.27%         | 9,872.75            | 0.00             |                      |
| 546.10.53.00          | INTRGOVTL-EXTRNL TAX  | 2,200            | 2,200            |               | 645.29            | 29.33%        | 1,554.71            | 128.11           |                      |
| 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             | Principle            |
| 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          |               | 85,761.53         | 57.17%        | 64,238.47           | 70.30            | Observation Park     |
| <b>Total Expenses</b> |                       | <b>1,391,007</b> | <b>1,391,263</b> | <b>256</b>    | <b>340,510.35</b> | <b>24.48%</b> | <b>1,050,496.65</b> | <b>41,684.40</b> |                      |

| Account               | Account Name            | Org. - Rev        | Revised Rev      | Revised Delta | YTD               | 2010          | Remaining         | May-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                | -             | 8,408.40          |               | (8,408.40)        | 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          |               | 145,275.30        | 33.02%        | 294,724.70        | 25,695.76        | Private and Credit crd |
| 361.11.00.00          | INVESTMENT INTEREST     | 15,000            | 15,000           |               | 1,003.20          | 6.69%         | 13,996.80         | 231.54           |                        |
| 362.30.00.00          | PARKING/DEPOSITS        | 2,000             | 2,000            |               | 36.00             | 1.80%         | 1,964.00          | 6.00             |                        |
| 362.50.00.00          | SPC&FACL LSES-LONG      | 68,447            | 68,447           |               | 25,498.35         | 37.25%        | 42,948.65         | 5,381.49         |                        |
| 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            |               | 0.00              | 0.00%         | 1,000.00          | 0.00             |                        |
| 369.90.00.00          | MISC REVENUE-OTHER      | 2,000             | 2,000            |               | 310.13            | 15.51%        | 1,689.87          | 56.98            |                        |
| 367.11.00.00          | CON/DON-PRIVATE SOURCES | 0                 | 0                |               |                   |               |                   |                  |                        |
| 391.50.00.00          | LEASE RCPTS-CAPITAL     | 759,136           | 759,136          |               | 317,164.14        | 41.78%        | 441,971.86        | 60,363.70        |                        |
| 398.00.00.00          | INSURANCE RECOVERIES    | 0                 | 0                |               |                   |               |                   | 0.00             |                        |
| <b>Total Revenues</b> |                         | <b>1,437,583</b>  | <b>1,437,583</b> | <b>-</b>      | <b>497,746.75</b> | <b>34.62%</b> | <b>939,836.25</b> | <b>91,735.47</b> |                        |
| <b>Profit / Loss</b>  |                         | <b>46,576</b>     | <b>46,320</b>    |               | <b>157,236.40</b> |               |                   | <b>50,051.07</b> |                        |
| <b>May-10</b>         | <b>\$1,612,343.26</b>   | <b>Book Value</b> |                  |               |                   |               |                   |                  |                        |



Chehalis-Centralia Airport  
100LL Fuel Sales (Credit Sales)

|         | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | Average | Annual Total |
|---------|------|------|------|------|------|------|------|------|------|------|------|------|---------|--------------|
| 2005    |      |      |      |      |      | 4390 | 6031 | 4558 | 5056 | 1761 | 1328 | 1524 | 3521    | 24648        |
| 2006    | 977  | 3043 | 3046 | 3032 | 4402 | 4275 | 6760 | 7343 | 4306 | 3678 | 2334 | 2960 | 3846    | 46156        |
| 2007    | 3603 | 2969 | 3966 | 4461 | 4617 | 4519 | 4691 | 4866 | 4722 | 3082 | 2864 | 22   | 3699    | 44382        |
| 2008    | 1739 | 1640 | 1775 | 4050 | 4058 | 4133 | 4921 | 4334 | 5206 | 4636 | 3859 | 2552 | 3575    | 42903        |
| 2009    | 3642 | 6297 | 4199 | 5960 | 8697 | 4992 | 5869 | 5686 | 4421 | 4287 | 2128 | 2716 | 4908    | 58894        |
| 2010    | 2464 | 3687 | 4215 | 2886 | 3798 |      |      |      |      |      |      |      |         |              |
| Average | 2485 | 3527 | 3440 | 4078 | 5444 | 3584 | 4448 | 4446 | 3731 | 3137 | 2237 | 1650 | 3206    | 38467        |



# Airport Managers Report

## June 16, 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 are currently scheduling an archeological review for the area of the fencing project. A notice of award has been sent to Owl Fencing and they will have the fencing material shipped to our site to secure the material costs. They will be issued a notice to proceed after the archeological review. Runway paint will be accomplished at the end of July.

**\*FEMA Maps** – I would like to provide an update and discuss our FEMA Mapping issue.

**\*Latecomer Fees** – I had a meeting with the City regarding the proposed latecomer fees. They had some concerns and suggestions we can discuss at the meeting.

**Timber bid** – We will be soliciting proposals from logging contractors this month. The scope of work will involve the purchase of our fallen timber north of the airport, removing of such timber, and the site cleanup.

**\*Observation Park** – The grass has begun coming up in the park, however, we still have some minor grading work to complete. The radio transmitter has been ordered so cars can listen to the air traffic. We contracted with Esco Sign to install the letters on the Administration building and this should be completed within two weeks. We are pouring a concrete pad around the flagpole and will practice our concrete stamping skills; if this is successful we will pour stamped sidewalks in the park. We will install the sign shelters at the same time the concrete work is being accomplished. The interpretive graphic proofs have been mailed to us for review and upon acceptance they will begin manufacturing the signage.

**\*Levee Rehabilitation** – The Army Corps is planning on commencing rehabilitation construction on the levee at the end of the month with a completion around early August. We met onsite with the Corps to discuss the construction and a drain culvert in the event the levee is topped during a flood event.

**\*Property Management** – Ecological Land Services reviewed our vacant commercial properties so they could provide specific maintenance recommendations to ensure we do not develop wetlands.

**\*Roundabout** – We submitted for a right of way permit to remove the drain rock from the roundabout. We have a basic plan of replacing the drain rock with top soil along with installing a sprinkler system and planting grass. The City has agreed to provide power and water at no cost to the Airport. A MOU will be drafted to outline the Cities and Airport's responsibilities for maintenance of the roundabout. Next year we hope to fill the islands at each approach of the roundabout with stamped concrete. I would like to discuss the possibly of installing a flag pole in the center.

**\*Officers Liability Insurance** – Harry Green (Lewis County Risk Manager) confirmed that the County's liability insurance cover "County" Airport Board members for any errors and omissions. He added that the natures of having City and County representatives with separate insurance policies could complex things in the event of litigation. I have asked Bill Hillier to review the available coverage to the Airport and make a recommendation to the Board in regards to additional coverage.