

Town of Twisp
Airport Advisory Board Minutes
Regular Meeting 01/18/2022

The meeting was called to order at 12:05 PM by Board Member Dick Pattison

Present:

Dick Pattison, Board Member
Derek Van Marter, Board Member
Sandy Liman, Board Member
Clayton Chaste, Board Member
Dan Kuperberg, Board Member
Council Member Hans Smith, Town Council Liaison
Council Member Alan Caswell, Town Council Liaison Alt
Clerk/Treasurer Randy Kilmer, Secretary
Bob Wagner, Airport Manager
Andrew Denham, PW Director

Absent:

Additions/Changes to the Agenda:

None

Public Comment Period (Up to 3 Minutes)

No public comment provided.

Discussion: Oaths of Office

Mayor Protem Smith swore in Clayton Chase and Dan Kuperberg to their respective positions as appointed by the Twisp Town Council.

Discussion: Chair/Vice Chair Election

Board Member Van Marter moved to appoint Dick Pattison to TAAB Chairman. Board Member Liman seconded the motion and it passed unanimously.

Board Member Liman moved to appoint Derek Van Marter to TAAB Vice Chair. Board Member Kuperberg seconded the motion and it passed unanimously.

Discussion: Fuel Depot

Council Member Smith gave a brief overview of the role of the TAAB and the staff support members for the sake of the new members of TAAB. He went on to report that the Twisp Town Council had received and discussed the TAAB's letter requesting direction on the Council's interest in operating a fuel depot. The Council directed the Facilities committee to research the request and advise back to the council. As a staff member of the facilities committed Director Denham reported on the research he had done, contacting other Public Works directors in Omak and Okanogan regarding their experiences in operating a fuel depot for their respective airports. He noted points of concern regarding shipping volume for smaller depots, issues with point-of-sale service, and increased staff time for operations and inspections. The sentiment from both directors was that although operating a fuel depot was not in of itself a revenue generator, that it did provide a valuable service and attraction to the airport facility.

Council Member Smith confirmed that the Facilities Committee will continue to do research, and go back to Council with recommendation. At that point the Council will direct TAAB how to proceed. He noted that initial findings are skeptical of potential for revenue generation, but still worthy of further discussion and information before Council decides.

Multiple TAAB members expressed their thankfulness for the effort and detail the Council is putting into considering this item. They reiterated that TAAB is willing to assist in any way possible to look at the feasibility of this project. Board Member Kuperburg noted that the potential for revenue is not just in "at pump" sales, but in the larger revenue generated from increased attraction to Twisp by offering this service. Board Member Liman offered that the TAAB may be able to research among hangar lessees and local pilots how much fuel they would potentially purchase in order to have numbers for a feasibility analysis.

Chair Pattison questioned, should the Town ultimately not want to engage in operating a fuel depot, what would the position be for a private depot?

Council Member Smith responded that the recent South Taxiway project was originally intended to have grounds for a lease instrument for another entity to provide a fuel depot. Therefore, operation of a private depot at the airport would not be out of the question.

Discussion: Hangar Lease Rates

Chairman Pattison thanked the Council and Town staff for providing updated airport financial information as requested. Council Member Smith explained the documents noting how the numbers were arrived at both by using financial software and internal calculations.

Chairman Pattison noted that insurance and plowing expenses showed significant increases. Director Denham responded that the increase in budgeted amounts for plowing were normal per inflation, but actual expenditures are dependent on snow events and are often more than budgeted.

Clerk Kilmer responded that the Finance Committee has revisited how insurance premiums are allocated in the last two years to bring it into line with standard Town expenditure splits for a more accurate accounting of costs across the funds and programs. Council Member Smith added that in previous years, only the Aviation portion of the policy was expensed to the airport, but current allocations account for staff and property liability as well.

Chairman Pattison expressed that historically the TAAB's position has been that revenues from hangar lease rates should cover 60% of annual operating expenses at the airport. Per the expense and revenue reports provided, it appears lease rates are covering approximately 50% of airport expenses at this time.

Council Member Smith noted that the Council's intention was that lease rates cover 100% of airport expenditures in lieu of other sources of revenue at the airport. The goal is to have revenues in excess of expenditures that can build up a reserve for capital expenditures at the airport. Because the majority of hangar lessees recently converted to the approximately \$400 rate, the only option to generate increased revenues through lease rates is through a higher price on new leases. He continued that the current rate for new leases of \$900 was adopted as "temporary" with the Council expressing that they want to engage with TAAB for an updated lease rate to support airport goals while being affordable and competitive. To that end, identifying other airport revenue sources is a Council priority.

Board Member Chase questioned the Council's position on funding services that are not used by a large percentage of population such as the airport or dead-end streets. Does the council feel these things should be paid for by the users, or by the general public?

Council Member Smith responded that it is an inherently political question, and that five different council members would most likely have five different answers, each with compelling arguments for either perspective.

Board Member Chase asked if there had been a similar council approach to revenue balancing for other public services that are not used by a larger percentage of the population.

Council Member Smith recounted the pool as a good example for such a scenario. The pool represents significant cost and liability to the Town, but work with the Friends of the Pool nonprofit group for fundraising to cover cost of pool expenses has been an effective way to balance revenues.

TAAB agreed to take more time to review the financials provided by the Town and bring this item back at a future meeting for further discussion.

Discussion: Crack Sealing/Runway Marking

Director Denham reported that the Town had been unsuccessful in their application for a planning grant through WSDOT Aviation in the 2020 cycle. Grant applications for 2022 open in March and the Town is working with TO Engineers to apply. Next steps for the project will be determined depending on if the Town is awarded.

Chairman Pattison noted that this project has been on the agenda for many years, and in the meantime runway conditions have been deteriorating. He questioned what the next steps are if the project cannot move forward this year.

Director Denham responded that further runway deterioration could move from a restoration to full scale resurfacing which is significantly more expensive.

Chairman Pattison requested a firm outline of activities and deadlines for application and management of this project. Director Denham agreed to provide.

TAAB discussed the source of the required 5% local agency match on any WSDOT aviation grant funds. Council Member Smith noted that the Town's adopted 2022 budget does not include this match, and that an amendment for those funds would require full Council consideration and action. He continued that matters like this do play into the Council's opinion that lease rates and other potential revenues would build a capital reserve for the airport to access for situations like this.

TAAB discussed soliciting funding from the pilots/hangar owners and determined that it would be more appropriate to do this in a private capacity, rather than acting as the TAAB. Director Denham will work with the engineers to get updated cost projections to more effectively project matching fund requirements.

Discussion: Priority List for Policies/Programming (CFP)

TAAB questioned how the priority list was generated, and particularly why a helipad was listed as the second priority. Director Denham explained that the Town's CFP needs to match the STIP for State funding purposes. TAAB appointed Board Member Chase and Board Member Liman as a sub-committee to review the CFP and provide recommendations to TAAB that can be reviewed at a subsequent meeting and conveyed to the Town.

Discussion: Open Public Meetings

Clerk Kilmer explained that the way TAAB is currently governed under the Twisp Municipal code requires that they operated under the OPMA. TAAB discussed pros/cons regarding requesting that the council remove this governance but determined that it was in the best interest of the TAAB's mission to remain under the OPMA.

Discussion: Next Steps

TAAB Agreed to move meeting frequency from bi-monthly to monthly.

Next meeting: Tuesday, Feb 22nd, 2022 12:00 PM

Consent Agenda

Board Member Van Marter moved to approve the 11-17-2021 minutes as presented with one change to correct the accuracy of a statement regarding the TAAB's position on lease rates. Board Member Liman seconded the motion and it passed unanimously.

Adjournment

There being no further business to come before the Board, Board Member Pattison adjourned the meeting at 1:57 pm.