

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
SPECIAL MEETING**

**MONDAY**

**11:00 A.M.**

**MARCH 9, 2020**

Board members present: Chairman Brett Wachsmith; Vice-Chair Laura Osiadacz; and Commissioner Cory Wright.

Others: Taylor Crouch, Deputy Clerk of the Board I; Benjamin West, Director of Airport Operations; Mark Cook, Public Works Director/Interim Engineer; and 10 members of the public.

**SPECIAL MEETING**

**AIRPORT STUDY SESSION**

**COMMISSIONERS**

At 11:00 a.m. Chairman Wachsmith opened a Special Meeting to meet with Benjamin West, Director of Airport Operations for the Airport Study Session.

**ACCOMPLISHMENTS TO DATE**

Benjamin West, Director of Airport Operations explained to the Board his accomplishments since he started in the position.

**SITE PLAN DEVELOPMENT/ HANGARS**

Mr. West explained his plan for 10 hangars with proper site plans. Plan is currently in progress. Exploring different places for current hangars and future hangars. Keeping the current planned hanger spaces open for commercial hangars. Mr. West is asking to continue discussion on the site plan, 1 hangar in the works, 7-9 pilots that would like to have hangars built. He has had interest from other pilots that would like to lease hangars, possible investment on a T-hangar. There would be boundary line adjustments (BLA) in the binding site plan process. Public Works is working with Community Development Services. The site would need to be surveyed by a land surveyor. Plot line adjustment with a BLA makes this a 2-month process. Through this process Mr. West will continue utilizing the Airport Advisory Committee.

**CWU LEASE MAIN HANGAR**

Mr. West explained the 15-year lease extension for CWU that is currently pending. CWU needs the extension by April 1<sup>st</sup>, 2020. The lease is currently being worked on and initial discussions are being held between the Commissioners and Andreas Bohman, Vice President of Operations at CWU. Mr. West has a great plan for future development for both parties involved. There will be an update in 30 days. Lease opportunities are on-going.

**REQUEST SUPPORT STAFF**

**03/09/20 MINUTES**

**1**

**APPROVED**  
**3/17/2020**

Mr. West is working with HR to create an Administration Assistant job description and he will bring the request forward in a few weeks. This is a high priority for Mr. West because there is a need for a full-time person to help with the budget, grant documents, and answering the phones. Commissioner Wright asked Mr. West to bring forward the budgetary impact and his plan for the integration of the position.

#### **ADVISORY COMMITTEE DISCUSSION**

Mr. West explained that there could possibly be a separation of the Airport Advisory Committee, Non-air side vs Air side. The Strategic plan would be the driving force on choosing committees. The Board suggested asking the Committee what other structure they believe could be functional. Reduce the number of members, keep key players.

#### **CARB LOAN**

20-year 1% loan. Important because there is a lot of flight training with CWU now. Planning on re-doing the main runway, will need an alternative runway that is operational by then.

#### **STRATEGIC/ ECONOMIC DEVELOPMENT PLAN**

Mr. West stated the Master Plan process was done without strategic or economic development plans. He would like to get these plans in place with the stakeholders now. Kurt Addicott, Senior Project Manager for Century West, explained the purpose for strategic planning, what are the opportunities that are the right for the airport. A study of this nature shows the gaps in the regional market the airport could fill. Puget Sound is having heavy congestion, commercial congestion is impacting cargo in other industries. This will open opportunities for developments coming further east. Time frame would be 6 months to a year. Mr. West would like to see Bower's Field become a destination airport. Creating these plans gives options to make well informed decisions moving forward. Mr. West asked the Board to allow him to continue to move forward to work with Century West on this process. Funding for this would come from a commerce grant. Grant money is not guaranteed at this point. Commissioner Osiadacz asked that the process be brought through the Airport Advisory Committee. Commissioner Wright agrees that public input should be part of this process.

#### **OTHER BUSINESS**

Mr. West provided the Board his list of priorities, 1-5 scale for the priorities, 1 being highest priority. Safety issues were top priority. Mr. West is creating an informal plan to combat wildlife at the airport. Informal document that would be used to show people and in working with the USDA.

Foreign object damage equipment, Mr. West is looking for money in the budget for a FOD boss. He recently purchased a blower unit. CWU would sweep the runways but would cost \$900-\$1,800 a week. Mr. West

is currently working with Public Works to start bidding for mowing and is working with Noxious Weed to upkeep the area through the season. Flooding mitigation, Mark Cook, Public Works Director/ Interim Engineer stated there is need to go beyond the 20% flood mitigation design, to 60%. This would include offsite improvements.

Airside maintenance issues, several different types of grants will be utilized for these projects. Main Runway maintenance is scheduled for 2023. Mr. West is currently working with Public Works to create a crack sealing program, there is funding for this this year.

Lighting, Commissioner Wright asked if there are there areas that need to be completed right now? Mr. west says yes, there are things he will be fixing as they come up and as the budget allows.

Environmental Assessment is part of the rehab portion. An assessment helps with flooding mitigation, Mr. West is currently working with Century West on this item. Mr. Addicott from Century West walked the Board through the process of the current environmental assessment.

Capital Improvement Plan, Grant money will pay for all the projects. Completion of a Pilot lounge is put on hold, utilities are being put in. Mr. West will be putting the trailer in CWU Hangar parking lot. Moving parking across the street to make up for that space.

Fuel system has been looked at. There currently is an issue on the placement of the shut off valve.

Leasing, Mr. West is meeting with Neil Caulkins, Chief Civil DPA, tomorrow to come up with an airport lease plan. Addressing the issues and working with legal and enforcing the leases. Mr. West will come up with a process to update leases. Commissioner Wright asked to move this to a priority 1.


Business Park/ Industrial Park, Mr. West stated there are 3 lots ready to start marketing. Other lots have issues with flooding/ junk on the lots. He explains from a revenue standpoint it provides the money to work on project items.

Commissioner Osiadacz asked for a timeline on the listed goals. Commissioner Wright asked Mr. West to refine the list even further.


Commissioner Wright asked the Airport Advisory Committee how the past month has been? Marlene Pfeifer, Airport Advisory Committee Member stated the Committee asked for the review of Century West, Mr. West is working on it. Marlene stated the Committee still felt left out a lot.

Meeting adjourned at 12:00 p.m.

DEPUTY CLERK OF THE BOARD I

  
Taylor Crouch

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Brett Wachsmith, Chairman