

**KITTITAS COUNTY  
AIRPORT STUDY SESSION MINUTES  
BOCC CONFERENCE ROOM, 205 WEST 5TH ROOM 108 - ELLENSBURG  
Regular Meeting**

<b>MONDAY</b>	<b>11:00 AM</b>	<b>May 9, 2022</b>
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Board members present: Commissioner Brett Wachsmith, Commissioner Cory Wright

**Others:** Ken Grannan, Codi Fortier, Brian Carlson, Mark Cook, Nancy

**Meeting Call to Order: Commissioner Cory Wright 11:05 AM**

**KRD Signature Protocol:**

KRD is requesting the County decide on who will be the authorized representative to sign the 7-21 PE forms. The two options for this form are each department head fill out their own 7-21 PE form and submit to KRD or all lands receiving water can be placed on one form and signed by all department heads or commissioners.

Director Grannan suggested that each department submit separate 7-21 PE documents for KRD.

Director Mark Cook of Public works suggested that the Airport and Public Works submit separate documents to KRD.

**FAA Grant Finds Match Allocations:**

Bowers Field Airport is set to receive 10.5 million dollars in grant money from now until 2026. Of the 10.5 million, \$9,900,000 has a 10% match requirement. This means the Airport needs to come up with \$990,000 to account for the requirement.

In order for the airport to pay that amount, Director Grannan proposed setting up a reserve fund for the matching funds. In order to do this, the money could be set aside from the general fund or out of ARP funding. Director Carlson, Budget and Finance Director, attended the meeting and recommended that the commissioners allow a portion of the 4.5 million dollars in non-allocated ARPA funds to be used for the 10% match as well as other general project funds.

Commissioner Wachsmith discussed the option of using the admissions tax. The tax has previously been reserved for public health however, that department didn't ask for any money from that fund, so it could be allocated to the Airport fund.

Commissioner Wright added his opinion which would be to set the airport up with a reserve fund and use the Admissions tax or the ARP fund. However, it would be more feasible to use the admissions tax. Commissioner Wachsmith agreed with Commissioner Wrights suggestion and Director Grannan noted that he will work with Director Carlson on getting a reserve fund set up for the airport.

**APPROVED**

6-7-2022

### **Office Relocation:**

Director Grannan gave a reminder to the Commissioners that the Airport office will be moving to Suite two (2) of the CenterFuse Business building. Allowing Blackbird Wraps to continue to grow as a business, and we are able to keep that business on the Airport. Before deciding to move, Director Grannan looked at other options such as the Miller Refrigeration building. However, the building is not up to code and would take longer to update. The Airport is changing the office suite numbers around so the Airport doesn't have to change their mailing address. Blackbird Wraps has agreed to this and both commissioners agreed as well. The monthly rent will be going down from \$2,942 to \$1,187. With the money the Airport is saving in rent we will use to secure a county owned building at the airport to store operational equipment.

### **Strategic Plan Action Plans:**

The Airport created an action plan that detailed the objectives of the strategic plan as well as the goals, who's responsible for getting the goal completed, and the completion date.

Director Grannan went on to explain all that the airport has currently accomplished or what will be accomplished here in the near future, and that included completing the minimum standards and setting the rates and fees for Airport Property, among others. The Airport will give quarterly updates on the progress of the Strategic Plan.

The only change Commissioner Wright requested was projected completion dates on the document to which Director Grannan agreed.

### **New Website Discussion:**

Director Grannan asked permission to start building a new website for the Airport and both Commissioner Wright and Commissioner Wachsmith enthusiastically agreed and said to let them know if the Airport runs into any trouble with IT. Following this, Commissioner Wachsmith commented on the links the current website for the Airport has and to not let the new website have so many links.

Director Grannan agreed on this and mentioned that the Airport is currently working on removing links that were not needed on the website. The next step is to go out for bid to website designers with experience designing aviation related websites.

### **OTHER BUSINESS**

No other business was brought to the meeting


Meeting adjourned at 11:36 AM by Commissioner Wright

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



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**Ken Grauman**



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**Laura Osiaiecz, Chairman**