

**KITTITAS COUNTY  
AIRPORT STUDY SESSION MINUTES  
BOCC CONFERENCE ROOM, 205 WEST 5TH ROOM 109 - ELLENSBURG  
Regular Meeting**

<b>MONDAY</b>	<b>11:00 AM</b>	<b>November 9, 2020</b>
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Board members present: Brett Wachsmith - Chairman, Laura Osiadacz – Vice Chairman, Cory Wright – Commissioner.

**Others:** Benjamin West, Ken Grannan, Greg Zemple, Neil Caulkins, Marlene Pfeifer, Brian McElroy, Terry LaRue, Mark Cook and Nancy Lillquist.

Meeting Called to Order by, Chairman Brett Wachsmith at 11:00 AM

**Lease with Centerfuse and Kittitas County Airport**

**Study Session**

Director of Airport Operations, Benjamin West introduced the idea of leasing a 3900 sq. ft. office and maintenance area from Centerfuse located on airport property. This would consolidate equipment storage and file storage with equipment storage and maintenance facilities. It also provides the Airport Department an office location with conference room for Airport Advisory Meetings and easy access to the airfield. Commissioner Wachsmith asked if this would reduce overall expenditures, Benjamin answered initially it would not. Commissioner Wright asked if there was an option for a lease-to-purchase option, and it was suggested this is an option in negotiating a lease. Benjamin believes there is earnings potential with the other 3 tenants currently leasing space from Centerfuse upon purchasing the building.

**Essential Equipment:**

Ken Grannan, Airport Coordinator presented a discussion establishing the need for essential equipment to manage the 1300 acres of property under the purview of the Airport Department. Working under contract or having to wait for Public Works isn't always the most efficient or cost-effective way to manage our airport lands. Ken showed appreciation for Public Works but is suggesting the Airport take responsibility for managing maintenance projects at the airfield. The airport recently purchased a Plow-Truck from Public Works and has developed a list of essential equipment necessary to properly maintain the airfield and associated property. Commissioner Wright asked if the list was in order of priority, and it was stated the entire list is of priority to maintain operations at the airport, with significant focus on mowing and snow removal equipment. Discussion led to the decision to provide a list of the highest priority equipment with a review of expenses associated with maintenance costs, manpower limitations and future projections of needs to accomplish these duties.

**APPROVED**  
11/17/2020

**Airport Advisory Committee Restructuring:**

**Study Session**

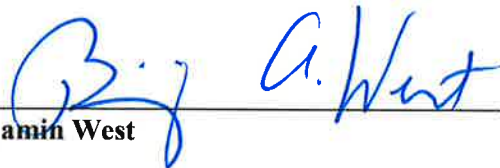
Benjamin West, Director of Operations presented an update on the AAC Sub-Committee and its progress in determining the areas of review by the AAC. The sub-committee has drafted a list of items the within their area of review and also items considered standard operations. A Resolution was suggested to dissolve the existing committee on December 31, 2020. The resolution includes limitation to 7 individuals and ability of the AAC to directly report to the Board of County Commissioners if their recommendations are not being presented by the Airport Director/Manager. The Resolution has been sent to Neil Caulkins dissolving the current Airport Advisory Committee and the opening of applications for new board members to be appointed by January 1, 2021.

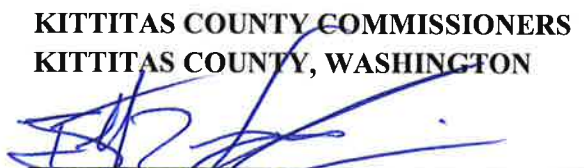
**Airport Goals:**

**Study Session**

Discussion of the airport goals as an update to the BoCC on progression at Bowers Field by Benjamin West. The goals included Airport Minimum Standards, Tracking of Critical Flight Operations, SRE (Snow Removal Equipment) Operations and Updated Lease Documents. Updates to tracking aircraft included questions about critical aircraft types and finding ways to more accurately track these critical operations. Staff will look into additional options. Questions were raised if the Airport Department was prepared to manage sidewalks and access points to prevent slips, trips and falls due to winter weather conditions. Staff informed the commissioners most access points to the airfield buildings were managed by tenants and any additional areas would be taken care of by staff. Regarding airport leases, Benjamin has been working with Greg Zemple on a weekly basis to produce an updated and appropriate ground lease.

**Meeting was adjourned by Chairman, Brett Wachsmith at 11:45 AM.**

  
Benjamin West

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**  
  
Brett Wachsmith, Chairman