

**KITTITAS COUNTY
AIRPORT STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, WEBEX
Regular Meeting**

MONDAY	11:00 AM	April 12, 2021
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Board members present: Chair Brett Wachsmith, Vice-Chair Laura Osiadacz, Commissioner Wright

Others: Judy, Pless, Neil Caulkins, Mandy Buchholz

Meeting Call to Order: Chair Brett Wachsmith 11:00AM

Equipment Purchase Update: Director Grannan presented the recently purchased and delivered equipment consisting of a rear flail mower, rotary mower and John Deere tractor. Also mentioned was the pending purchase of a 20' high speed rotary broom from Spokane International and a Rolba snow blower from Felts Field in Spokane. Director Grannan discussed the cost savings in finding this equipment which was a significant savings from the initial purchase price of used equipment. Based on the savings he felt this deal could not be passed up and proceeded to negotiate a purchase price of \$35,000 for both items. Director Grannan asked the Board of County Commissioners to help him find funding for this equipment. Director Grannan also expressed the need for a maintenance and storage facility for the equipment on the airfield and will be presenting that request in the next month. The Auditors office will look to see if the county could find funds to help in the purchase. Also, neither item was slated for the 2021 Budget, however the snow blower was scheduled for 2022. Commissioner Wright expressed his appreciation to Spokane for the equipment and the importance of having appropriate equipment for snow removal.

Organizational Documents Update: Director Grannan discussed having a minimum standards/design standards preliminary draft to present the BoCC in May. The initial draft will be presented to the AAC at the upcoming meeting.

Snow Removal Plan is currently being revised with the lessons learned from the 2020-21 winter season. With the addition of the new equipment and staff we will revise the existing plan. Commissioner Wachsmith asked to clarify the lesson learned in snow removal and some of the issues that need to be addressed in the coming year.

Safety Plan: This is a very comprehensive plan and will take a bit longer to complete. Airport staff is looking at all areas of operations and airport use to create a most appropriate safety plan moving forward.

Rates and Fees will be completed as soon as the final appraisal document is completed from AMCG. The Strategic Plan is moving along and is about ¾ complete at this time with our

mission, vision, value statements and goals determined. The airport will be finalizing the plan over the next several weeks.

Staff Training Program: Director Grannan is focusing on implementing a safety and training plan for the airport. He discussed a couple airport specific training programs for new employee's that will be the baseline for the departments training program.

OTHER BUSINESS:

Draft Goals- Director Grannan discussed the current goals as prepared by the strategic planning committee to confirm BoCC concurrence.

Grants – Working on the completion and updating of all grants from 2020 with the FAA and WSDOT.

Moving Meeting Dates – Director Grannan discussed that it would be easier to change the Airport Advisory Committee meeting from week 2 to week 3. Our plan would be to hold the meetings at the new airport office.

Minimum Standards – Further discussion regarding moving the Minimum Standards from county code when the new standards are complete. This discussion will need to be moved to another date with more background information to make a formal determination.

Video: Commissioner Wright suggested prepping some information for an informational video on the airport.

Meeting adjourned at 11:30AM



Ken Grannan

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Brett Wachsmith, Chairman