

## CARB Board Minutes

WSDOT-Aviation HQ – Microsoft Team Meeting  
Thursday, December 3, 2020 10:00 am – 11:30 am

The special meeting was called to order by Chair, JC Baldwin, at 10:03 a.m. Board members Richard Bogert, Jill Anderson, John Dobson, Andy Hover, Rich Mueller, David Fleckenstein, Board alternate Michael Echanove and Board Secretary/Loan Program Manager Dave Chenaur participated via video conference. Board member Jennifer Skoglund did not participate.

**Announcements:** JC Baldwin asked if there were any announcements. None were offered.

**Board Agenda & Schedule:** JC asked if there were any changes to the agenda and schedule. No revisions were requested. The agenda was approved, as drafted.

**Approval of October's CARB Minutes:** JC asked if everyone had a chance to review October's Board minutes. No revisions were received. Andy motioned to approve the minutes. John Dobson seconded the motion. The Board minutes were approved unanimously.

Chair JC continued to the next agenda item and asked Dave Chenaur, Aviation Loan Program Manager, to discuss the loan applications for re-consideration.

**Project Selection:** Dave reiterated the purpose of the special meeting was to finalize the disposition of the remaining \$105,000 available in loan funds. He stated the Board had requested additional information from two applicants: Kittitas County and King County Airport District #1 (KCAD). He also shared that we had received an additional application from the Port of Chelan-Douglas for a refueling truck that was received after the initial deadline of October 1, 2020. Evaluators had reviewed and scored the application and Dave had forwarded a copy of the Executive Summary to Board Members prior to the meeting. Andy asked about the timing of the submission and its eligibility being received after the deadline. Dave responded that the initial deadline of October 1<sup>st</sup> was a "soft" deadline, and that CARB policy was to allow late applications to be considered if they could be evaluated and scored before the Board met. In this case, the application was submitted too late to be considered at the last Board meeting on October 15<sup>th</sup>. Members discussed the application's eligibility and agreed it could be considered by the Board after reviewing the supplemental information provided by the existing applicants.

The Loan Program Manager summarized the responses requested by the Board for the following applicants:

**Kittitas County, Bowers Field – Hangar Utility & Taxilane Project \$485,000.** The project was to extend electrical service to four (4) proposed hangar sites and extend a taxilane to access new hangar sites. Kittitas County's Director of Airport Operations, Benjamin West, was asked if they were willing to accept partial funding of \$105,000 to initiate the project with an opportunity to re-apply for the remaining \$380,000 if additional loan funds were secured. Their response was affirmative. He supplied a new project scope of work with an engineer's cost estimate and repayment schedule for the \$105,000 partial award. The scope of work reduced the electrical conduit from 2000 linear feet to 950 linear feet and reduced the asphalt repaving from 150 cubic yards to 70 cubic yards. The taxilane portion of the project was eliminated. Dave C. shared a map of the airport property and ALP that identified the location of the seven (7) proposed hangar sites to be served by the electric utility extensions. These are H14A, H14B, H15A, H15B, H16A, H23, and H24.

The Board had also raised questions whether the Airport layout Plan (ALP) had been approved by FAA. The 2018 ALP submitted with the application did not contain approval signatures from either the County or FAA, as required. The Airport Director could not locate a signed copy of the ALP as requested, but was able to provide an email from the Acting Manager of FAA's Seattle Airport District Office approving the ALP and Master Plan sent to the Kittitas County Public Works Director dated November 15, 2018. A copy of the letter was shared with the Board. John Dobson was concerned that the number of hangar sites differed from the Binding Site Plan submitted in the application. Rich Mueller responded that it was common that slight variations can occur in the number or size of the hangar sites so long as the general purpose was retained. Modifications to the ALP can be subsequently made pursuant to actual construction.

Finally, the applicant was asked to clarify the submitted repayment plan and the discrepancy of fund sources identified to repay the loan. The Airport Director submitted a corrected repayment schedule for the reduced award including the repayment of interest originally omitted. He also identified that airport reserve funds would be the sole source for repayment. Three (3) out of the seven (7) hangar sites identified have paid lease deposits and will be ready for tenet-built hangar structures to be started if the project is selected for funding.

King County Airport District #1, Vashon Municipal Airport – Land Acquisition – App/Det Path \$120,000. Proposed project is to purchase two, approximately 10-acre land parcels adjacent to the south end of the airport runway under the approach/departure path owned by the Vashon Park District (VPD). KCAD Commissioner, Kaye Pierson, responded that the Vashon Municipal Airport would accept partial funding and believed they could complete the land acquisition project for \$105,000.

Since sales negotiations were described as “ongoing” and required the approval of the underlying grantor, Washington State Recreation and Conservation Office (RCO), who provided funds for the land purchase by VPD, we requested the status of negotiations and if the RCO supported the sale. KCAD responded that the RCO currently does not support the sale because they misunderstood the airport's intent to not extend the runway but rather to protect the departure/approach pathway and provided two documents for Board review. Dave shared a letter from the KCAD's lawyer that supplied an opinion which stated KCAD should be eligible and that the acquisition would retain the original preservation objective of the underlying grant. Dave then shared a letter from the RCO Grant Program Manger that contradicted the KCAD opinion on the sale. In summary, the RCO did not believe KCAD was eligible to acquire the property and that their intention did not meet the preservation objectives of the program. The RCO provided an alternative for KCAD to convert (replace) a like-kind property in exchange for the property to be acquired. This alternative would make the acquisition prohibitive. KCAD believed eventually the parties would come to a mutual understanding that the project would qualify for acquisition. Andy Hover agreed and commented that he had a similar experience with the County and the RCO on a grant-funded parcel and the County had to go through a conversion process. David F. thought there was too many unresolved issues with this project that would create significant delay. JC, John, Jill, and Michael concurred. Richard commented that if the VPD cannot sell the property and it cannot be developed, the airport approach/departure path would be secured regardless. Other members agreed.

KCAD was also asked to confirm how the loan repayment was intended to be made. KCAD responded that the loan would be repaid through cost savings from the Surface Water Management fees that are currently \$15,784 annually that would be reduced to \$289 after land acquisition. They also identified revenue from a Vashon Air Service's lease of \$26,000 annually.

Port of Chelan-Douglas, Pangborn Memorial Airport – Purchase Jet-A Refueler (truck) \$105,000. The project is to replace a 31-year old, 2,500-gallon mobile refueler with a 5,000-gallon refueling truck for

Jet-A fuel. The acquisition cost estimate is \$250,000 with \$145,000 budgeted using local funds. The project is ready to proceed immediately. The requested loan term is 5 years with no deferral period and repayment made from fuel revenue proceeds. The current refueling truck is beyond its useful life and is undersized for current demand. Replacing the vehicle will make refueling operations safer and more efficient. The project received an average score of 67.7.

Jill asked if the Port has requested funds before. The Program Manager, Dave C., replied “No, this was their first application”. Jill added she really liked this project and preferred to fund Kittitas County fully next biennium if funds were secured. Richard concurred and highlighted that they were providing considerable match and were willing to repay the loan in only 5 years. Andy asked for clarification on Kittitas project’s intent to proceed. Dave C. confirmed that Kittitas wanted to initiate the electrical service to hangar sites where deposits have been received immediately. Richard commented that Kittitas’s project not only would generate revenue immediately but would include a multiplier effect through increased airport related activity. David F. agreed. David also requested an explanation for the scoring differential between the Port of Chelan-Douglas and Kittitas County applications. Dave C. displayed one of the Port’s scoring sheets and pointed out that while they scored very well on most categories, they did not receive any points for two questions: “A specific private development or expansion is ready to occur and will only occur if the aviation facility improvement is made? (20 points)” and “Does the loan project result in the creation of jobs or private sector capital investment? (10 points)”. Andy commented that absent of any other factors, he was inclined to follow the scoring matrix for project selection. Rich agreed. Jill asked if there was money that may not be expended that could be redirected to these projects. Dave C. responded negatively since existing project budgets exceeded their funding requests. However, next Fall we will begin starting to receive repayments albeit in relatively small amounts. Michael shared concerns about Kittitas ability to partition the project incrementally. Dave C provided the engineer’s estimate for the reduced project scope. John thought that the estimate was reasonable but had other project concerns.

The Board continued discussion on the application’s project viability and disposition of the remaining \$105,000 in CARB funding. Based on comments presented, Andy motioned to award the remaining funds to Kittitas County Airport at \$105,000. Rich seconded the motion. After no further discussion, the Chair called the question with JC abstaining. Andy, Jill, Rich, John, and David voted affirmatively; Richard dissented. The motion passed and the Program Manager was directed to provide an Initial Offer of Financial Assistance (IOFA) to Kittitas County.

**Comments/Next Board Meeting:** JC asked if there were any closing comments. Secretary, Dave C., informed the Board that the CARB’s Letter of Support was sent to the Governor. The next online Board meeting was agreed to be scheduled on March 11, 2021 from 10 am to Noon. Andy asked if there was any future business to be considered. Dave C. asked for approval to survey stakeholders on the application process. The Board concurred and asked for additional outreach to the county and city associations, too. The status of awarded projects, review of policies and procedures, and future funding and legislation were also identified to be included in the next agenda. Board Secretary, Dave C., was directed to send out a meeting request notice. JC thanked the Board and the Program Manager for their participation.

The meeting was adjourned at 11:20 p.m.

\_\_\_\_\_ Date: \_\_\_\_\_  
David Chenaur, Acting CARB Secretary