

4S2 Airport Advisory Committee
27 May 2021
4:00 PM-5:30 PM
WAAAM Picnic Area

MINUTES

PRESENT: See circulated attendance sheet.

REGRETS: FBO Representative

ABSENT: None

CALL TO ORDER/OPENING REMARKS

- The meeting was called to order at 4:05 PM.

APPROVAL OF THE MINUTES FROM LAST MONTH

- No specific motion was made to approve the minutes from last month. Quick verbal discussion of the meeting minutes took place with no resulting edits or comments.

ADDITIONS TO THE AGENDA

- None

APPROVAL OF THE AGENDA

- Agenda was approved with the swapping of topics to ensure all AAC members were present for "Issues" and "Updates". "Airport Vision Plan- Review Draft" was moved to the later portion of the meeting.

BUSINESS ARISING OUT OF THE PREVIOUS MEETING

- No previous business was discussed.

ITEMS DISCUSSED

- Michael brought up the discussion topic of the need for a new committee chair as Ken Newman will no longer be able to fulfill the duties. Tor nominated Dave Koebel to fill this role. Adam seconded the motion. Unanimous vote by the AAC in favor of Dave Koebel filling the role of committee chair. Dave mentioned some reservations due to a somewhat inconsistent schedule.
- John suggested the idea of appointing a backup committee chair to fill in if Dave was unavailable due to scheduling conflicts. Dave motioned to nominate Tor Bieker to act as backup committee chair if needed. Margo seconded this motion and the AAC voted unanimously in favor of Tor being the backup committee chair.
- Port Property Manager- Michael brought up that the Port Board has been interviewing for the position to backfill Anne's job as Port Property Manager. This individual will act as a liaison between the Port and the Airport, much as Anne did. Michael will stay on for the time being filling the role he currently holds.
- Fuel Tank Acquisition- A draft contract has been created for the movement of fuel services from the South Ramp to the North Ramp. With this will come the acquisition of a new fuel tank. There is a significant lead time for the fuel tank which pushes the installation dates somewhere between late August and early September. Bud brought up the fact that the WAAAM fly in will be taking place in early September. The installation of the fuel tank needs to be complete prior to the fly in or hold off until after.
- Commercial Hangar Design- Progress is continuing for this project.
- AWOS Upgrade- The AWOS has been upgraded and now reports Wind/Visibility/Pressure/Weather/ and Barometric Altimeter setting. The location of the AWOS is still in the same place it has always been.
- Wind Sensor, Alternative Location- Michael made the motion to nominate an AAC member to act as an advisor to Bill (AWOS) regarding wind sensor and its location. AAC approved this motion. Tor nominated Dave to act in this capacity. John seconded the motion and the AAC voted unanimously in favor. Dave gave the recommendation to have Michael and the Port Board get with our engineers for advice.
- Runway Lights- The AAC has previously motioned to activate the pilot controlled lighting at 4S2. The rollout of this decision was not complete and the switch to turn our medium intensity runway lighting from always on at night to pilot controlled was never moved. FAA publications already show 4S2 and being

pilot controlled for lighting. Internal correspondence to 4S2 tenants can be released which notifies individuals of the switch to pilot controlled lighting. (MEIL, 5 clicks on the mic to operate)

- Flush mounted edge lighting. This is still requested. Soaring club suggests that 10 lights would be sufficient. Moving to this type of lights not only helps with glider ground operations but also with snow removal operations.
- Engineering Selection Process- The Port is currently reviewing proposals for a new engineering firm. Two proposals have been received, one from Century West who currently holds the contract, and one from Precision Approach Engineering. This contract would be for 5 years. Michael discussed the desire to have a volunteer from the AAC to read through the two proposals and score them to aid the Port in deciding who is awarded the contract. Tor volunteered to fill this role.
- FBO Proposal- There was one proposal submitted to the Port for the 4S2 FBO contract. This was submitted by TacAero. Michael hinted that the Port would like to have a decision by the June 22nd Port Board meeting. Michael would like to send the FBO proposal out to the AAC for their input. Inputs, comments, and suggestions will need to be provided to Michael well in advance of June 22nd.
- WAAAM- Visitor attendance continues to increase as restrictions are reduced. The fly in has not been officially announced but behind the scenes the talk is that this event will happen and we should be planning as if it will happen.
- Soaring Club- Currently looking for a new tow plane. The club has had a tow plane on loan which has allowed them to continue operating. The club has created a Summer Junior High School program which will consist of 4 sessions focused on ground lessons and simulators. One member of the soaring club is looking to work with the FAA to establish an aerobatic box in the surrounding area.
- Updated Strategic Business Plan Review- The AAC used the remainder of the meeting to go through the strategic plan that has been updated to address comments from the last meeting. Discussion was mostly centered around wording in sections rather than content. Suggestion was made to change the section titled Vision to Mission Statement. Within this section, the words transportation and recreation were recommended to be replaced with General Aviation. Under the strategies section "d" the word "provide" was recommended to be changed to "maintain". "F" was recommended to be moved to follow "j". Lettered bullets in the Actions section show two "b's"

ACTION ITEMS

- Michael will send out a copy of the FBO proposal to all AAC members.
- Tor to review the two engineering proposals and score per the Port grading rubric.
- Strategic plan to be updated with discussed changes or edits.

ADJOURNMENT

- Meeting adjourned at 5:32PM.

NEXT MEETING DATE

- Next meeting is set for 24 June 2021, location TBD. Agenda will be sent out prior.