

PRELIMINARY AGENDA FOR REGULAR MEETING

July 5, 2023

EXECUTIVE SESSION

10:00 AM

To discuss one matter related to Personnel Evaluation & one matter related to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, pursuant to RCW 42.30.110 (1)(c) & (g). No action is expected to be taken in the public session as a result.

REGULAR MEETING WORKSHOP

11:00 AM

WPPA Guide Chapter 8.

I. OPEN SESSION

12:00 PM

Pledge of Allegiance

PUBLIC COMMENT

Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit comments in writing to the Chief Executive Officer.

CONSENT ITEMS

All matters listed under Consent Items have been distributed to each member of the Commission for review, are considered routine, and will be enacted by the motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

A. Approval of Minutes of the Special Meeting on June 21, 2023.

B. Approval of Checks

NEW BUSINESS/DISCUSSION ITEMS

C. Grove Field Instrument Approach-Chief Executive Officer David Ripp

PUBLIC COMMENT

Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit comments in writing to the Chief Executive Officer.

STAFF REPORTS & COMMENTS

D. Chief Executive Officer & Directors

COMMISSIONER REPORTS & DISCUSSION

ADJOURN

Regular business and meetings that may be attended by members of the Commission:

<u>Date</u>	<u>Meeting</u>
July 24-25 th , 2023	WPPA Commissioner Seminar

(*Denotes events that in which two (2) or more Commissioners may attend)

Join the meeting on the Conference Call Line: (253) 215-8782

Meeting ID: 829 0393 6339, Password: 154722 or via this video link:

<https://us06web.zoom.us/j/82903936339?pwd=U01pdWY1V0tES3dMZWFkNjJNbUNVZz09>

MINUTES OF THE REGULAR COMMISSION MEETING

PORT OF CAMAS-WASHOUGAL

June 21, 2023

By: Mackenzey Johnson, Administrative Assistant

A Regular Meeting of the Commissioners of the Port of Camas-Washougal was held in person and virtually at the Port Office at 24 South 'A' Street, Washougal, Washington on Wednesday June 21, 2023, at 12:00 pm.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer David Ripp, Director of Finance Krista Cagle, Director of Business Development & Real Estate Derek Jaeger, Director of Facilities Eric Plantenberg, Attorney Carolyn Lake, Administrative Assistant Mackenzey Johnson, and members of the press and public. The public has access in person and through a designated Zoom conference call line or video link.

At 12:00 following the Pledge of Allegiance, Commissioner Spencer called to open the Regular Session public meeting to order. This meeting is being video recorded, and the chat function has been disabled.

PUBLIC COMMENT #1:

No comment.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on June 6, 2023, and electronic payments and the issuance of general fund checks 8855-8881 in the total amount of \$279,285.26 were presented for approval. After a brief discussion, a motion was made by Commissioner Keister and seconded by Commissioner Marshall, the minutes and electronic payments and checks were carried unanimously.

NEW BUSINESS / DISCUSSION ITEMS:

Grove Field Instrument Approach- Chief Executive Officer David Ripp:

Chief Executive Officer David Ripp presented the Grove Field Instrument Approach. An instrument approach is an approach made to an airport by an aircraft on an IFR flight plan when the visibility is less than 3 miles, or the ceiling is at or below the minimum initial approach altitude. Ripp stated that he wanted to start the basic discussion for the future of Grove Field. Ripp also said he needed to make sure the runway at Grove would meet standards as far as length is concerned for this to be put into effect. Commissioner Spencer commented that he thought it may be a good option to ask local pilots to sit on a committee of sorts so this would possibly come to fruition since they have more knowledge on this topic. Ripp stated that Grove Field is a seasonal airport because of the weather in our area and this could help Grove become an airport that pilots use year around. In general, each specific instrument approach specifies the minimum weather conditions that must be present in order for the landing to be made. Ripp also stated that having an instrument approach may help FlyIt so they could teach their students how to fly in all 4 seasons. Ripp stated that there has also been talk of getting a weather station at Grove. A weather station would be able to generate weather data in a

variety of ways and provide real time conditions for pilots. Ripp commented that this topic will continue to be spoken about and that The Port is planning on doing more research and will further present it from there.

2024 Rates & Fees- Director of Finance Krista Cagle:

Director of Finance Krista Cagle presented the proposed 2024 Rates & Fees. The Airport lease rates are suggested to increase by 6.5 percent in 2024 while the Marina suggested increase is 5 percent. At the last meeting Cagle suggested the Airport lease rates would increase by 5 percent but upon further analysis, she stated that 6.5 would be more fitting. That analysis is based on inflation and maintenance. The Marina dock boxes will increase to reflect a leasehold tax from \$20 to \$23. Marina quarterly electric will reflect an increase from \$25 to \$30. Another fee for the Airport that is suggested to change is the replacement key & lock for the hangars. The fee will reflect a \$35 increase in 2024. The Port will also suggest an increase for the certified mailing fee. Currently the fee is \$10 and is suggested to change to \$20. A new suggested fee for 2024 will include a ticket of \$25 for non-EV cars parked in the charging station. That fee is the same as those who park at the marina with intention to launch their vessel without purchasing a daily launch permit ticket. Cagle stated that The Port will also be changing the waitlist for the Airport in 2024. Currently, the Airport tenants have priority over the waitlist. Cagle suggests that the waitlist will change to a date-based system. Approval will be requested during action items.

Westlie Ford Lease Addendum-Director of Business & Real Estate Derek Jaeger:

Director of Business & Real Estate Derek Jaeger presented the Westlie Ford Lease Addendum. Westlie Ford is a long-term tenant of the Port of Camas-Washougal. They are requesting an additional third, 5-year option to extend their current lease to December 31, 2035. Westlie is currently adding extensive utilities and EV Chargers to their operations and would like to have this option to extend given the investments made. Their current lease is active through December 31, 2025, with a second 5-year option, which carries the current lease to 2030. All remaining lease language held the same with rate to be determined on appraisal or agreed upon amount. Approval will be requested during action items.

PUBLIC COMMENT #2-

Bob Martilla, a Washougal resident as well as a Grove Field Airport tenant commented on the instrumental approach. Martilla stated that when the weather conditions are poor Troutdale will not allow you to land at Grove per not having an approach. Martilla stated that having this approach would be important in several ways. He stated that it may make a difference in funding for the airport as well as making it safer. Martilla thought having a weather station would also be a great idea for the airport. He also stated that if we did get a weather station that it would need to be well maintained and calibrated.

Rick Andersen, owner of FlyIt Academy added that not having an instrumental approach at Grove Field affects his business negatively. He stated that any poor weather condition makes it so that his students cannot take flight. Andersen stated that most of the time the weather reporting from Troutdale is a good indicator, but it is a bit different at Grove because it is at a higher elevation and more forested. Andersen said a student at FlyIt recently bought a weather station and is planning on installing it at Grove soon. It will only be able to detect the precipitation and wind direction on the ground level, however. Andersen stated that the weather conditions that matter for pilots are the conditions above the trees. Andersen also stated that he thought the Port, his company FlyIt and

CWAA could pair up and speak to NOAA about potential funding for a weather station in the future.

ACTION ITEMS:

2024 Rates & Fees:

Commissioner Spencer requested formal approval of the 2024 Rates & Fees as presented during discussion items. Upon motion by Commissioner Marshall by Commissioner Keister and carried unanimously, the approval of the 2024 Rates & Fees effective June 21, 2023.

Westlie Ford Lease Addendum:

Commissioner Spencer requested formal approval of the Westlie Ford Addendum as presented during discussion items. Upon motion by Commissioner Keister seconded by Commissioner Marshall and carried unanimously, the approval of the Westlie Ford Lease Addendum effective June 21, 2023.

STAFF REPORTS & COMMENTS

Chief Executive Officer-

Chief Executive Officer David Ripp stated that the June 20th bid opening for the Community Solar Project went well. Ripp stated that Matt Babbit was happy to report CPU received two bids yesterday. The lowest bidder came in at \$1.60 per watt. Ripp stated that this is slightly less than the estimate of \$1.70 per watt that they were using. Ripp stated that the CPU team is excited to get the project started. Ripp also stated that he had been having discussions with David Scott regarding the Port and City potentially having an interlocal agreement for the city to manage cleaning out the stormwater catch basins. Ripp stated that this could save the Port time and money. Ripp also said that the Port office was closed yesterday, June 19th for observed holiday Juneteenth. He stated that the closing of the office for this holiday was approved during last year's commission meeting.

Director of Facilities-

Director of Facilities Eric Plantenberg stated that the Port staff are gearing up for the 4th of July event.

Director of Finance-

Director of Finance Krista Cagle stated that the kickoff date for new accounting software Caselle has moved. Cagle stated that it was originally supposed to take place in July but because of an audit that is happening next week and other staffing situations, they have pushed out the date to August 7th. Cagle also commented on the 4th of July event happening at the Port. Live music will start at 6pm and fireworks start at 10pm.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Keister

Commissioner Keister stated he recently attended the City of Washougal meeting and they spoke about the 32nd underpass project. The underpass is now funded and moving ahead with design. Keister stated the project should be completed in 3-5 years. Keister also stated that Mayor Stuebe is currently meeting with the Polish Sister city, and we should hear more when he returns from his trip. Keister also spoke about the City of Washougal and their efforts to increase and establish bike lanes. He said that the City of Washougal was in conversation about signage for bike lanes,

mapping for future bike routes and mapping for foot paths in the city. Keister stated that City Council member David Fritz is leading the bike lane effort. Keister suggested that it would be great for the Port to support them in their effort. Keister also talked about the Washington Public Ports Association. He stated that WPPA is under new leadership and Eric Ffitch is realigning the existing committees. Keister stated that he is on the Marina committee. Keister said that WPPA has been evaluating what they can do for the ports that are involved. He commented that they had recently asked what our marina, as well as others, needed help with or what the marina at the Port of Camas Washougal would benefit from. Keister stated he would like to meet with Director of Facilities Eric Plantenberg to discuss this further. Keister added that he had also attended a recent meeting where they spoke about shovel ready sites for future development in the area. They also discussed the decrease in teens and early twenties persons entering the work force.

Commissioner Marshall

Commissioner Marshall wanted to give thanks to Chief Executive Officer David Ripp for the Juneteenth update. Marshall stated that the Parkersville group met last night and de-briefed about the Parkersville Day event earlier in June. Marshall spoke about the existing 5 Heritage trees being worked on. She stated it's an Eagle Scout project to improve the area below the trees and optimize their health. Marshall also stated she attended the City of Camas meeting last night and viewed the North Shore design planning. Marshall also wanted to thank David Ripp again for the Community Solar Project update. Marshall thought it was great that the bid came in lower than expected and she is excited to see the project move forward. Marshall also wanted to give a shout out to the Port staff for the installation of the air quality monitors. Marshall thought it was great to check out those on the Purple Air website. Marshall thought it is a great community tool.

Commissioner Spencer

Commissioner Spencer stated he had been having discussions with Clark County Council member Sue Marshall about the annexing of the airport. Spencer stated that Sue Marshall said the annexing made sense especially if everyone else was on board. Spencer also stated that he recently went to the Port of Vancouver's TIF ribbon cutting event. Spencer said it was a great event to network at. He said he talked to Senator Cleveland during the event and that they spoke about the desire for an instrument approach at the airport.

The regular meeting Adjourned at 1:07 PM.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners