

**Snohomish County Airport Commission Regular Meeting**  
**July 28, 2022**  
**6:00 pm**  
**10108 32<sup>nd</sup> Ave W, Building C3, Everett, WA (in-person attendance optional)**  
**Microsoft Teams virtual meeting option available**

**Attendees**

**Council Member**

Mark Darrow / Airport Tenant (Vice-chair)	gg Ortega / Council District #1
Joseph Nguyen / Council District #2 (Secretary)	Glen Bachman / Business Community
Matthew Faletti / Business Community	Peter Bro / Council District #5
Matt Arny / Council District #4	Dennis Bradford / SnoCo at Large
Valerie Hirshman / Airport Tenant	Rosemary Wander / Council District #3
	Tom Hoban / SnoCo at Large

**Snohomish County Airport Staff**

Arif Ghouse – Airport Director	Kristin Banfield – Public Information Officer
Pete McGuire – Airport Deputy Director	Nick Landgraff – Airport Business Manager
Josh Marcy – Deputy Director, Operations	

**Call to Order**

The regular meeting of the Airport Commission was called to order by Vice-Chair, Mark Darrow, at 6:00 PM. Roll call and council members present introduced themselves.

**Administrative Matters**

Commission motioned to approve the April 28, 2022 meeting minutes. Motion was approved.

**Airport Reports**

**Master Plan Update from Michael Tubirdy**

- Completed:
  - Existing conditions/inventory
  - Aviation forecast
  - Facility requirements
  - Preliminary alternatives
  - Preliminary land use plan
  - Two public open house meetings
- In-work:
  - Refined alternatives
  - Capital investment plan
  - Implementation plan
  - Environmental considerations
  - Financial analysis
- Around the corner:
  - Airport layout plans
- Master Plan Schedule and Milestones 2022:

- o Currently at 'Airport Layout Plan' phase

### **Airport Update from Josh Marcy**

- New airport staff
  - o Steve McLean (maintenance supervisor)
  - o Frank Luong (IT systems analyst)
  - o David Olieri (Asst. Fire Chief)
  - o Kennedy Vessey (Operation Specialist)
- New positions filled
  - o Engineering
  - o Maintenance-mechanic
  - o Maintenance-Tech III
  - o Badging
- Tenant update
  - o Taxi lane echo reconstruction project underway
  - o Runway maintenance August 2022
  - o New admin office
    - Behind schedule
    - Bid and permit sets due Aug. 30, 2022
  - o Commercial terminal
    - 18 flights/day
      - ~1000 passengers/day
  - o Kenmore Air, new airline servicing flights to San Juan Islands from PAE
- **Commercial Aviation Coordinating Committee update by Arif Gouse**
  - o Submit final report June 2023
  - o Identified 6 airports to accommodate growth
    - PAE is 1 of the 6 sites under consideration
    - Commission to narrow down to 1 site by June 2023
  - o New greenfield airport still under review by committee
- **2023 Budget Update from Nick Landgraff**
  - o March-June Airport Budget planning
  - o End of June - budget closes to department level
  - o July-august - executive budget presentation and review period
  - o July - airport commission review
  - o Revenues
    - Land & building leases & license
    - Storm water facility
    - Surface water management
    - Utility fees
    - Public facility district, future of flight Boeing
    - Boeing joint use agreement - 2-year extension
    - Terminal gross revenue sharing - terminal
    - Miscellaneous other fees: law enforcement & ARFF reimbursement
    - Airport User fee
  - o Increased Revenues
    - New revenues
      - Lease stepped rate increase
      - Reversion of hanger C11 (county owned)
      - Capstone Partners NW, LLC

- Alaska Airlines Lease Hanger C1 & Renovation
  - Sheriff's Department Lease (MOU)
- Potential Revenue Increases
  - C1 & C23 Vacant properties
  - User Fees could increase
- o Expenses
  - Salaries & benefits
  - Supplies
  - Information Technology
  - Repair & Maintenance
  - Utilities
  - Travel & training
  - Debt service
  - Capital improvement program
- o Capital improvement program
  - Grant funds \$14.1M
  - Buildings \$14.3M
  - Other improvements \$2.2M
  - Equipment \$550k
  - Land acquisition \$6.5M
  - PFC Capital Projects \$10.45M

### **Public Comment**

Public comment was given by Dan Davids.

### **Commission Reports/Comments**

- Mark Darrow: Would like the commission to get engaged in the budget planning effort earlier in the process
- Danny Bradford: Would like to get the commission involved earlier in the budget planning process, to get adequate input and perspectives considered
- Matt Arny: Would like to have a commission review session for the master plan, would like to have budget presentation ahead of the commission meeting
- Gregg Ortega: Questioned how to get more details on GA development from the airport masterplan?
- The Commissioners were not able to approve or disapprove the Airport Budget due to the fact that the Airport did not include the Airport Commission budget sub committee members in the budget process.
- The Commission expressed concern about the details of the Master plan when L&B was asked about including runup areas to help integrate GA traffic with commercial traffic. L&B had not considered or seemed to understand the need for runup areas.

### **Adjournment**

The meeting was adjourned at 6:55 PM.