

Snohomish County Airport Commission Regular Meeting
January 26, 2023
6:00 pm
10108 32nd Ave W, Building C3, Everett, WA (in-person attendance optional)
Microsoft Teams virtual meeting option available

Attendees

Council Member

Alicia Crank / Business Community (Chair)	Rosemary Wander / Council District #3
Mark Darrow / Airport Tenant (Vice-chair)	Glen Bachman / Business Community
Joseph Nguyen / Council District #2 (Secretary)	Valerie Hirshman / Airport Tenants
Matt Army / Council District #4	

Snohomish County Airport Staff

Arif Ghouse – Airport Director	Terry Ryan - Snohomish County Aerospace Economic Development Director
Pete McGuire – Airport Deputy Director	
Kristin Banfield – Airport Public Information Officer	

Call to Order

The regular meeting of the Airport Commission was called to order by Chair, Alicia Crank, at 6:08 PM.

Administrative Matters

- Commission motioned to approve the July 28, 2022, and October 27, 2022, meeting minutes. Motion was approved.
- Election of Airport Commission Officers
 - Commission motioned to select Matt Army as Chair, Mark Darrow as Vice-Chair, and Joseph Nguyen as Secretary. Motion was approved.

Airport Reports

Master Plan Update - Michael Tubridy

- Airport/Project Team Update:
 - Master plan committees' engagement
 - Several virtual and in person coordination meetings
 - Ongoing airport stakeholder engagement
 - Upcoming public open house
- Master Plan Study Update (Major Milestones)
 - Complete:
 - Existing conditions/inventory
 - Aviation forecast
 - Facility requirements
 - Alternatives
 - Capital investment plan
 - Implementation plan
 - Preliminary land use plan
 - 2 public open house meetings

- Environmental considerations
- Financial analysis
- On-going:
 - Airport Layout Plans
 - Final Documentation
- Upcoming
 - Public Open House (March 2023 - exact date TBD)

Commission member open position

- Tenant commission member (intended for a Boeing representative)

Airport Update – Pete McGuire

- 140,664 operations in 2022 (through November 2022)
 - GA: 85%
 - Commercial air service: 11-12%
- 550,000 commercial passengers in 2022
- Budget:
 - YE 2022 books will close end of April 2023
 - YE 2022 projecting \$6M-\$6.5M net income
 - 2023 Staffing
 - Budget: 92 employees
 - Actual: 82 employees
- Construction Projects:
 - 2023
 - Inner terminal ramp pavement improvement project \$9.5M
 - Runway guard lights \$0.6M
 - New admin building renovation \$7.74
 - Tenant wayfinding signage \$0.7M
 - 2023-2024 east ramp reconstruction \$5.5M
- Airport news:
 - Boeing:
 - Tour center open Thurs-Mon
 - Last 747 delivery
 - Fortive Corporate Hanger
 - Expected construction start 1Q23
 - Wartime Museum
 - Open in 2023

Airport Public Information Officer (PIO) Overview - Kristin Banfield

- Kristin shared information about background and roles & responsibility of a PIO
 - Role & Responsibility: manage information, build relationships, strategic communications
- Marketing:
 - Promote Paine Field
 - Grow the Paine Field brand
 - Share our successes

GA Badging Fee Discussion - Pete McGuire

- PAE has over 2,000 badge holders on the airport including Boeing, ATS, and Everett Community College A&P students, Propeller, Alaska, etc.
- Everyone who has access to the AOA required to have a badge. To support the volume, there are 2 fulltime Credentialling specialist

- Each badge requires a 15-minute appointment + additional 30 minutes to process paperwork and monitor training progress
- We are a county enterprise fund, which means we are self-supporting and do not receive local tax dollars, hence the charge for the badge
- \$20 annual fee goes toward offsetting the cost of the badge
 - Price breakdown:
 - Background check (for GA applicants it is a security threat assessment done by TSA) - \$5
 - Cost of the badge - \$3
 - Labor costs to product a badge - \$200+ per badge*

*Based on analysis by Finance Manager. Includes: salaries, benefits, specialized, photography equipment

Public Comment

None

Commission Reports/Comments

None

Meeting adjourned at 7:22 PM.