



**AIRPORT COMMISSION
MINUTES OF REGULAR
COMMISSION MEETING**

TIME: 7:00 PM

DATE: January 10, 2023

PLACE: Eatonville Visitor Center

CALL TO ORDER

Chairman Adams called the meeting of the Airport Commission to order at 7:02 pm.

ROLL CALL

Chairman Adams called the roll. The following were:

Present: Commissioner French, Chairman Adams, and Commissioner McNary

Not Present: Commissioner Henricks. Commissioner Schuerman no longer on the board

Also Present: Utility Clerk Wendy Perry and Town Administrator Seth Boettcher

OPENING CEREMONIES

Chairman Adams led the assembly in reciting the Pledge of Allegiance to the American Flag.

AGENDA APPROVAL

Commissioner French moved to approve; Commissioner McNary seconded the motion. All were in favor.

APPROVAL OF 12/13/2022 MINUTES

Commissioner French moved approval of the minutes from 12/13/2022. Commissioner McNary seconded the motion. All were in favor.

CITIZEN COMMENTS: NONE

AIRPORT MANAGER REPORT

Commissioner French stated that Commissioner Henricks is working with the military requesting that they call ahead before landing their helicopters at the airport. He is working with an FAA representative to determine the tree heights, specifically for Mountain Crest home association for future tree growth. New lights have arrived. He helped inform local Jensen Road private airport new owners with a private helicopter issue and local air space knowledge. He would like an update from Town Administrator Boettcher as to when south of airport will be level for the kiosk. Town Administrator Boettcher informed the Commission that the Town's crews have had a very busy season. Chairman Adams suggested that the Commission could get the ground prepared for the kiosk. He would like information on how to spread the word to Town businesses for information to be included in the kiosk for pilots to use when walking into town.

UNFINISHED BUSINESS**DISCUSSION: High School Students update**

Town Administrator Boettcher questioned if the Town needs to be involved or if this is something that volunteers can proceed with. Chairman Adams stated that he was asked to research the required language for the Council to approve the same process the school uses to appoint students to the school board. Town Administrator Boettcher asked if they needed to have an official capacity on the seat to get credit and said that the process would require a council vote.

DISCUSSION: Growth Management Participation Process/Contributions

Chairman Adams would like to volunteer to represent the Airport Commission at the Planning Commission for processes relating to airport.

DISCUSSION: Status of runway incursion penalties forwarded to Council

Chairman Adams asked the Commission if they wanted to move forward with the legal process of implementing financial penalties now or incorporate it into municipal code development later. They decided to move forward now. Commissioner McNary motioned to move forward with the legal process now, Commissioner French seconded it. All were in favor.

DISCUSSION: 2023 DOT Aviation Grant/ Loan Cycle Application (s)

Commissioner French motioned for a formal request for support from Council to apply for the grant application to DOT and Homeland Security for security gates for vehicle controls with estimated project costs of \$125,000 with a 5% match. Chairman Adams seconded it. All were in favor.

DISCUSSION: Swanson Field dedicated Lawnmower

Chairman Adams asked if the Town could purchase a dedicated lawnmower for the airport. Commissioner McNary asked if the Town could do the mowing. Town Administrator Boettcher informed the Commission that the Town is already spread thin committed to maintaining other public areas. Commissioner McNary asked if the Commission could rent the lawnmower from the Town.

DISCUSSION: Develop Maintenance and Operation Schedule

Chairman Adams asked for commission members to put together a maintenance schedule.

DISCUSSION: Airport Manager Contract

Move into next meeting since Commissioner Henricks is not present.

DISCUSSION: Pierce County "Land Amenity" ax .0134% Parcels – Discussion

Chairman Adams recapped last month's discussion of this tax.

DISCUSSION: Power Line Marker Balls: Identify size with reflector tape and order

Chairman Adams asked Town Administrator Boettcher how to move forward with purchasing the marker balls. Town Administrator Boettcher said they need to send the information to the Town.

NEW BUSINESS**DISCUSSION: Airport Section in EMC**

Chairman Adams would like something in the Town Municipal Code outlining the Town's responsibilities to the airport's operation. The Commission decided to talk about how to implement language that perpetuates the existence of the airport at the next study session on January 17th.

DISCUSSION: 2023 DOT Aviation Grant and CARB low interest loan cycle application(s)

Town Administrator Boettcher asked to meet with Chairman Adams to go over the Airport Layout Plan and explain the proximity restriction issues. Chairman Adams asked if he could assign Robert Thomas to explain restrictions to Town Administrator Boettcher.

DISCUSSION: 1st annual state of the Airport report to Town Council

Chairman Adams reviewed the enabling legislation for the Airport Commission, and they are required to do a State of the Airport for Town Council in February.

DISCUSSION: Develop Swanson Field Business Plan

Deferred to study session on January 17th.

DISCUSSION: Airport Layout Plan Update

Deferred to study session on January 17th.

DISCUSSION: Reflecting cones at edge of Eagles field and reflectors on parking lot poles

Commissioner French suggested this so they could see the edge of the field better. There was discussion as to how to keep them in place and visible.

DISCUSSION: FAA camera request

Chairman Adams sent an application to FAA to set a camera out at the airport so anyone could see the weather conditions and aid in safety. They have not gotten back to him.

STAFF COMMENTS

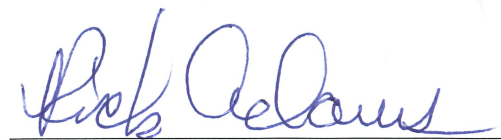
Town Administrator Boettcher asked to talk with Chairman Adams further about the level of formality that needs to happen at Commission meetings. To clarify which items will be action items, to make a motion and discussion items for a policy in development. He requested to meet with Chairman Adams before the next meeting.

COMMISSIONER COMMENTS

Chairman Adams: Study Session scheduled for 7 pm, January 17th at the Visitors Center, Michael Shuerman resigned due to family responsibilities and Kimberly Ireland has applied to fill his position.

ADJOURNMENT

Chairman Adams adjourned the meeting at 8:19 pm.



Rick Adams, Chairman

ATTEST:



Wendy Perry, Utility Clerk