

**THUN FIELD ADVISORY COMMISSION
MEETING SUMMARY**

May 18, 2017

A meeting of the Pierce County Thun Field Advisory Commission (TFAC) was held on Thursday, May 18, 2017 at 6:30 p.m. at the Civil Air Patrol building, Thun Field, 16915 – 103rd Ave. E., Puyallup, WA 98374.

I. Call to Order & Welcome

Chair Keith Kemper called the meeting to order at 6:31 pm. Members introduced themselves.

TFAC VOTING MEMBERS	
Present:	J. Keith Kemper, Chair Douglas Miller, Vice Chair Mike Thompson Lyle Sindlinger Marshall Collins John Hurlbut
Excused:	
TFAC NON-VOTING MEMBERS	
Present:	Jim Downs, SHAC; Nichole Weber, SHAC
Excused:	Dan Roach, Pierce County Council District 1; Hugh Taylor, Pierce County Council Alternate
PIERCE COUNTY STAFF	
Present:	Toby Rickman, Lauren Behm, Jay Simons, Lissa Smith, Cindy Willis
VISITORS	
Present:	Five members of the public signed the attendance sheet.

II. Approval of Prior Meeting Summaries

March 16, 2017 – Motion (Thompson/Sindlinger) passed unanimously to approve the meeting summary as modified.

III. Visitors and Petitions

(Public comments are limited to 3 minutes per person on non-agenda items.)

None.

IV. Reports

- **Operations and Maintenance** – Lissa Smith provided an update on the ceilometer. She sent it back to the manufacturer where the wiring was repaired; it's on its way back. The PAPI is operating intermittently; parts are available and will be on order soon.

Jay Simons talked about PLU projects planned for 2017: 1) Grinding and paving was done yesterday as an emergency repair on the runway and the asphalt north of SpanaFlight in front of Hangar 87 using 12 tons of asphalt. 2) We'll schedule a day with the Roads Division patch truck to use 4 tons of asphalt to fill potholes that Lissa has identified; they are mainly in the plane movement areas, with some in auto-driving areas. 3) We'll clean up the south end property near 103rd/172nd where debris and earth have been dumped, including cutting trees, brush cutting, mowing, and seeding. 4) We're building the fence taller and installing a gate between SpanaFlight and the Weed Board building. 5) Wings West building repairs will include windows, doors, insulation, and carpet. 6) We will fill the hole left by removal of the mobile home and backfill around the lights from the wiring & REIL project. Several of these projects are weather-dependent and will be prioritized by Roads' availability. All are budgeted and scheduled for completion this year. Doug Miller asked if Jay could provide the TFAC members with his schedule and do regular monthly updates; yes.

- **Administration** – Lauren Behm, Interim Administrator, has returned from maternity leave and is happy to be back. She provided a status of the Master Plan update for PLU; our management analyst is moving forward. The FAA and consultant have firmed up the scope of work, and the FAA concurred with the final scope on April 28; the grant application was made on May 1. Our consultants Mead & Hunt will provide a fee estimate, then we conduct a fee estimate third party review; then we'll do a final fee negotiation and submit it to the FAA, and then begin work on the Master Plan update. We need to form the citizens advisory committee and fill the 15-person membership. We have no firm date, but will begin in 2017 as soon as the fee estimate is negotiated. Public involvement will begin as soon as possible.

Mike Thompson said we should consider the areas recently modified by Council legislation for inclusion in public participation (Frederickson and Graham).

Lauren provided an update of the non-aeronautical use policy; it was included as part of the updated Airport Rules & Regulations and goes to an EIDC hearing on May 23 with a full Council hearing on June 6. Copies of the full document are on the website. All TFAC members were included on the interested parties list for that item. Check your spam filters and make sure that you include automail@co.pierce.wa.us as a safe sender so you can receive information on upcoming meetings. The final version adopts FAA policy and emphasizes that the policy applies to all areas on the airport designated as aeronautical use.

Lauren said that Toby had an idea to form an economic development task force consisting of TFAC members, businesses on and around the airport, and maybe Boeing or other local aviation businesses to talk about what Thun Field can be, and to find other economic development opportunities on the airport. We want to figure out how to support the aviation industry and how to support our airport. The County Executive is excited about this idea; he'll be inviting participation; let us know if you're interested. We're considering a short 3-month study to result in recommendations to implement. The timing is great

because we'll include the recommendations in the Master Plan update. TFAC volunteers included Keith Kemper, Doug Miller, Mike Thompson, and Marshall Collins. Lauren said District 1 Councilmember Dan Roach will be invited to participate also.

Doug Miller asked if we can get a big map of the ALP site plan to help us visualize the area. Lauren said the consultant can generate maps that we can have posted. The existing Master Plan is on the website, along with the ALP.

Mike Thompson noted that the AR&Rs have other changes besides the inclusion of the non-aeronautical policy; some are clerical and some procedural. Why is it necessary to prevent piggybacking when leaving through the gates; it seems a little Big Brotherish. If the gates are on timers and not sensors, then it makes sense. Lauren said we'll look into it and see if it needs to change. Mike said there were other minor wording changes which weren't presented to us and we didn't have the opportunity to comment. Toby Rickman said the other changes were technical; it's common to clean up a document when the Code is opened for changes.

V. New Business

- Fuel Concession – Michael Transue is a contracted staff person with the Performance Audit Committee; he also does budget work for the Council. The Council passed a trailer ordinance to have the Performance Audit Committee include an evaluation of the aircraft fuel service options at Thun Field—whether to keep it private or transition back to public management, to look at costs, feasibility, and consider timelines, etc. The ordinance requires that we communicate an update to the TFAC. We sent out a Request for Vendors (for projects under \$25,000) to get bids for an evaluation. We asked for four vendors to apply; two responded: Moss Adams and FCS. Their responses were largely the same, but with one significant difference: Moss Adams gave two comparable airports and FCS provided four. We chose the FCS Group as our contractor. They came out this week and looked at the fuel concessions and asked for data; we expect them to be done by mid-late July. Michael will come to the next meeting with an update.

Shawn Pratt said the fuel concession contract is up in July. Toby Rickman said our intent is to continue on monthly basis until we have a recommendation. Shawn asked when public comment would occur. Michael said we'll get a draft contract to be reviewed internally; once the report comes out and is accepted by the Performance Audit Committee, there will be opportunity to comment.

Mike Thompson asked if the fees for this study come out of our budget; no, Performance Audit is using its own budget.

- Hangars D/E – Toby Rickman, Deputy Director, stated that the hangar project has been cancelled for three reasons: 1) Given the timing required, the contract could not be signed without a supplemental budget in place. The low bidder would not honor his bid past May 2; we had no budget by then, so we lost our bidder. 2) We don't have the ability to do mortgages and we were counting on a property sale to pay for this; a previous effort in 2007-08 fell through due to the recession; a recent sale also fell through. The Finance Dept. said we could take out a loan, but would have to repay it next year and we have no way to do that. 3) We looked into the steel built kit hangars before and compared costs, but had

no level of engineering to say definitively that a rebuild was a better solution than a kit. We didn't have time to decide whether it was right alternative, and we didn't have support to go forward with the project. We will be trying to add money for repairs/maintenance to keep the hangar roofs from leaking. Maybe it makes more sense to demolish the existing hangars and put them where the tie-downs are, or build on east side of the airport. It's disappointing news, but is not a lack of commitment to invest in the airport. Doug Miller met with the County Exec who toured around the airport and walked away excited about the potential. We heard that a few people were notified about moving; we didn't send any letters out, and are sorry about any miscommunication that occurred.

Nichole Weber asked about the PLU signage project—will that move forward? Lauren said we need to pick that up and do it ASAP. It's a priority for her. We have a draft design and got input from the TFAC in February. That information was taken back to the designer. Maybe we'll have one more round of TFAC comment via email before moving ahead.

- Public Viewing Area – Lauren said we talked about this in February and need to have it come from a community grass roots effort. At TIW, Friends of Tacoma Narrows Airport was the driver, along with Rotary, to create the Rotary Aviation Zone. Is there any interest at PLU in championing a public viewing area—maybe starting a friends group or working with existing groups, tenants, and businesses? TIW used the local Rotary Club which donated labor and \$25,000 and some materials. Our staffing resources are down to 1 FTE now. We want to support this project, but it needs to be community-driven to be successful. Any volunteers? We'll be looking at the Master Plan and ALP to find the most suitable place to site it. We'll figure out a timeline, tasks, and regular meetings of the team.

Mike Thompson asked where it would fit in. Doug Miller said it has to be defined; he volunteered to start the conversation and Nichole Weber will help. Lauren said we can get photos of TIW and Bremerton's viewing areas or arrange a tour. One volunteer at TIW was a local artist who did the equipment layout. A landscape planner or artist to donate time would be valuable. Bremerton put in their playground without FAA permission. Someone suggested that it would be a good Eagle Scout project, or perhaps Young Eagles, CAP, or Clover Park student government.

- 2018 Budget Update – Toby Rickman reviewed Thun Field's budgeted expenditures and revenues. He said there's challenging news and good news: In 2016, the operating expenses/revenues were \$594,000 and \$462,000, respectively. We lost \$130,000 in operations costs in 2016. TIW made \$67,000 to offset some of it—it's all one fund. For 2017, expenditures were estimated at budget time at \$589,000 with revenues at \$522,000; however, we removed \$75,000 for the fuel concession. That puts us back to a \$140,000 loss. We laid off one half-time staff member in January and we haven't filled the administrator job. If we stay on track, it looks like we'll break even at PLU, but you never know with repairs and maintenance. We're cutting back wherever we can. For 2018, it still looks like a deficit of \$125,000. We need to look at economic development ideas. The way the County budgets, we have to budget as though we're fully staffed, even though FTEs are open. We approved Lauren Behm as the Interim Airport & Ferry Administrator through 2017; we're not giving up the administrator position yet. It's important to know where we are financially. On the capital side, the FAA pays for airside, and there's REET for groundside if the County matches it. The first 6% of REET goes to airports and is coming in better than

projected. We need it to pay the bills. When TIW was purchased in 2009, the LID project was 65% finished (safety area over Stone Drive); it's a \$15 million project. However, Tacoma had negotiated change orders and the County inherited a \$1.3 million deficit. We had a commitment to sell a property to pay off the loan. That sale fell through; currently our only source to repay the loan is REET money. We have enough to pay back \$500,000 this year, but we don't know how we'll pay back the other \$800,000. We also have to pay off design costs for the hangar project and need to figure out how to come up with solutions that won't impact airport budgets next year. We need to sell some property. The Elk Plain property is commercial, zoned MUD, but we're trying to find the right buyer. Toby said that Keith and Doug suggested a volunteer day to get the community involved instead of spending money to paint, landscape, etc. We'd love to work with a group if there's interest in pitching in and defraying some maintenance costs. Someone suggested Teen Flight might help. Keith Kemper suggested we scope out our needs and determine what volunteer labor could do—and distribute a task list to volunteers. The County would buy supplies and organize it. Doug Miller said seniors at Emerald Ridge have community service requirements and might help.

Keith Kemper asked about the decrease in professional services dollars; Toby said we're pushing the Master Plan to our consultant paid with FAA money, so that's a significant reduction. The professional services category includes consultants, inspectors, appraisers, etc. They're hired to do what we don't have expertise to do. AWOS maintenance comes out of that fund.

Lyle Sindlinger said the land lease revenue went down. Toby said it should be fairly stable—it's for long-term leases on land; he's not sure why it went down, but will check. Hangar leases probably won't go up. There's a potential that we're losing money on multiple buildings on the north end. The Sheriff's aviation group is in the old helicopter building. Lauren said we intended to lease out the decant station, but we realized we don't have a tenant for it, so are being more conservative with the 2018 revenue number. Roads used to lease it from the airport. The decant station is a valuable asset if you can find the right lessee. It's designated as a non-aeronautical use. Many cities/jurisdictions might want it.

Mike Thompson asked about building leases going down \$6000. He said the Talon Bldg. with a \$24,000 lease is missing; Toby said it should be included. Mike said \$60,000 seems low for four buildings; Toby said he'd check. We're working on some building leases, so may add \$25,000 to the revenue. Executive Dammeier was thrilled to visit the airport and look at opportunities; he met with the Sheriff, CAP, and some other interests. He wants us to come back with a plan to show it's viable. Mike Thompson asked that all airport businesses be alerted to his future visits.

- Open Government Training (self-directed) – The law requires that all commission members receive training in open government. Packets were distributed and an email will be sent so that members can easily go online and watch the videos. Once you complete training, please sign and return the form to Cindy Willis.
- Distribution of TFAC Volunteer Award 2016 – The TFAC as a group was nominated and won honorable mention at the Pierce County Volunteer Awards banquet this spring. Cindy distributed copies of the award certificate.

VI. Adjournment

The meeting was adjourned at 7:55 p.m.

TO CONTACT THE THUN FIELD ADVISORY COMMISSION regarding any items on this agenda or any other issues:	
Call:	(253) 798-7250 (Airport Administration)
Fax:	(253) 798-2740
Mail:	Thun Field Advisory Commission 2702 South 42 nd Street, Suite 201 Tacoma, WA 98409-7322
Email:	pctfac@co.pierce.wa.us
Submit comments online:	www.piercecountywa.org/thunfield (click on "contact us")

TFAC Next Meeting

Date: Thursday, August 17, 2017
Time: 6:30 PM
Location: Thun Field, Civil Air Patrol Building
16915 103rd Ave. E.
Puyallup, WA 98374