

**THUN FIELD ADVISORY COMMISSION  
MEETING SUMMARY**

January 16, 2018

A meeting of the Pierce County Thun Field Advisory Commission (TFAC) was held on Tuesday, January 16, 2018 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 6:30 pm. Members and staff introduced themselves.

| TFAC VOTING MEMBERS     |   |
|-------------------------|---|
| Present:                | J. Keith Kemper, Chair<br>Douglas Miller, Vice Chair<br>Mike Thompson<br>Lyle Sindlinger<br>John Hurlbut<br>Marshall Collins<br>Andrew Karlsson |
| Excused:                |   |
| TFAC NON-VOTING MEMBERS |   |
| Present:                |   |
| Excused:                | Nichole Weber, SHAC; Dan Roach, Pierce County Council District 1  |
| PIERCE COUNTY STAFF     |   |
| Present:                | Lauren Behm, Jay Simons, Lissa Smith, Cindy Willis  |
| VISITORS                |   |
| Present:                | Ten members of the public signed the attendance sheet.  |

**II. Approval of Meeting Summaries**

Motion (Sindlinger/Miller) passed unanimously to approve the meeting summary of November 16, 2017 as modified.

Motion (Thompson/Collins) passed unanimously to approve the meeting summary of December 6, 2017 as written.

### III. Visitors and Petitions

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

Doug Miller said he's the owner of SpanaFlight. A question arose about whether he can be impartial with regard to the fuel concession; he'll try to be as fair as possible. In the interest of transparency, he said it's his intention to bid on the concession. John Hurlbut asked if he'd recuse himself on any vote; Doug said it's a possibility. Mike Thompson asked if the TFAC will make a recommendation on bids or who is chosen. Lauren Behm said probably not. The TFAC made a recommendation to put the fuel concession out to open bid and asked that they be able to participate in determining requirements of the bidder. The TFAC could make a recommendation on the specifications and provide expertise/input so we get the best possible product.

Keith Anderson is a hangar owner. He noted that there have been a lot of break-ins lately, but the County seems to say it's your problem. There are three gates north of the fire station; the County should put concrete barriers there, but it hasn't been done. We have over five vacant hangars due to leaks; why aren't even temporary repairs made? The airport is losing income. There's no policy on volunteering. This airport is going in the wrong direction. The current administration is not doing anything to improve the airport. There's lots of talk, but no action, no accountability, and lots of money wasted. He would like to see these things addressed. The chair said some of these issues have been discussed, but haven't gained traction. Let's deal with them now.

Security issues/putting up barriers: Keith Kemper asked about the status. Jay Simons said we can't block the AWOS area. Lissa enters from this side, but during the winter, she enters off 110th because there's a lake inside the gate. Lyle Sindlinger suggested putting down 10 yards of gravel and some concrete blocks. Marshall said that area is secluded; if someone were to drive in with bolt cutters, they could park in there and get in without being seen. Lauren asked Jay to talk to the quarry to see about getting rock for inside the gate and to get ecology blocks in front of the gate. Keith asked when it could be done. Jay said he will call about rock and ecology blocks tomorrow. Mike Thompson asked about the existing wetland; would putting down gravel and ecology blocks be an issue? Lyle said it's just maintaining an existing road. Someone asked if the fire department needed access; Lauren said the fire department has its own gate. John Hurlbut said intruders are more likely to be seen if we force them to the closer gates. Lauren said we'll be installing three lights on each t-hanger beginning Saturday. The lights will use the existing hangar power. Mike asked about lighting the fences; Jay said to put lights on the fence would require stringing electrical line; he'll check with Traffic about surplus poles and a generator for a short-term solution. Keith asked Jay to get back to the TFAC and let them know when these two projects are completed (east side gate with gravel/barriers and the lighting project). Lauren said we've been discussing whether to put card readers inside the two automatic gates; we want to keep the gates open and the airport accessible to the community. When the gates are closed, it would be a deterrent if people couldn't get out without a card. Lyle said at Renton Field, you have to key in and out. Doug Miller said Auburn is having the same discussion. Lauren said that Guardian Gate is coming out soon; we'll ask for a quote for card readers and key pads. It would disable the sensors so you can't drive up and get out. FBOs can inform transients about key card requirements and suggest they leave cars outside the gates.

Lauren said we have a security expert on the TFAC—Andrew Karlsson. Let's keep this issue on the work plan. Andrew asked if there's a volunteer program for doing quick drive-throughs. Doug Miller said he drives the entire airport before he leaves, and other pilots and the sheriff deputies drive through at varying times in the early morning. Lauren said that's a good program to continue. Andrew said it has to be at random times. Lissa Smith said there are about ten people coming through at random times. Andrew said there are four components to good security: lights, staff/volunteers, cameras, and alarms. He said he oversees security for a carbon fiber facility in Frederickson. Several TFAC members offered to drive through the airport.

#### IV. Reports

- **Administration** – Lauren Behm, Interim Administrator, said we're looking at scheduling a pilot/tenant BBQ this summer to discuss issues with a broader audience. It may include training on where spill kits are located and how to use them, and stormwater Best Management Practices (BMPs) to share.

The second meeting of the Economic Development task force is scheduled for January 31; the goal of the group is to create a report that helps us tell our story to policymakers about why they should invest in this airport; they don't understand the asset that is Thun Field. We want to show them our plan about Phase I investment—why and how. It could be effective for getting funding and for the policymakers to take more notice of us out here. The timing is good because we're working in parallel with the master plan update. The MPAC met last Monday and discussed our mission statement for the master plan and airport for the next 20 years. As it gets finalized, we'll share it with the TFAC. We're working on the forecast for what critical aircraft will be and determine the fuel and runway infrastructure required. Doug Miller said an FAA report said we should nearly double the number of aircraft based here (up to 430); what are the roadblocks and how do we get rid of them? If corporate jets are to come here, we need a longer, wider runway.

Fuel concession: An Economic & Infrastructure Development Committee meeting has been scheduled for Tuesday, January 23 at 9:30 am at the County/City Building. Lauren will present the staff recommendation which is in alignment with the TFAC recommendation. TFAC members and the public may attend and provide testimony. She said she hasn't heard back from Michael Transue regarding the incorrect numbers in the study. She will request that the report be corrected. Michael needs to recognize it was incorrect so the Council has full information. Keith Kemper said there was a substantial amount of money paid for that incorrect data. John Hurlbut said when numbers are changed, it changes the entire report. The formula is only one error; the whole report is useless. Keith Anderson asked about replacement of the broken fuel pumps; there's no mention in the report. Are we going to incorporate that? Rod Wetherbee said we need at least two pumps; the tanks are fine, but the above-ground equipment needs work.

Lauren provided the current contract scope of work for fuel concession, as well as the RFP from 2005 and 2010. They're pretty consistent; is this still the direction we want to go? Lauren reviewed the scope. If a contractor spends more than \$2500, the County would reimburse him; we may want to raise that number. Maybe we should have the contractor propose what maintenance would look like. Someone noted that seven days a week should be included in the operation. Most fuel is self-service. John Hurlbut said it's written so an

FBO on field gets the fuel concession. He asked if that makes it a fair bidding process. Rod Wetherbee asked for an explanation of an RFP process vs. a bid. Lauren said a bid goes to the lowest bidder; an RFP is evaluated based on qualifications and the proposal—a proposal is scored on various issues. Keith Kemper said it would be better to open it to a broader base, but include a mechanism to subcontract repair work. Doug Miller said there's a requirement to check for contaminants and water in the fuel twice a day. Lauren noted that both the 2005 and 2010 RFP required that the contractor have a current lease with the airport. Lauren said there's not a minimum number of proposals required to call it a valid process. Keith said we don't want to restrict innovation from off-site people. John Hurlbut said as pilot, it makes sense to have someone on the field operate the fuel concession, but he was concerned about giving preferential treatment to the FBOs on the field. Lauren asked if there are others on field interested; Keith said we'll find out. If they couldn't fulfill the requirements, they'd be eliminated. Lauren asked if we should go with the 2010 RFP and determine a balance to get everything we need without being too restrictive. Marshall Collins asked if people are going elsewhere for fuel because the pumps are unreliable. Rod said it creates a bad experience for the customer and that gets shared with others. What's the cost to replace the pumps? Lyle asked if a new contractor shouldn't begin with good equipment; Lauren said that's a fair question. We have an interest in using REET money for investment in the fuel island. Lyle asked about costs for replacement pumps; we need four new dispensers. Lauren said we can get some cost estimates and will make it a priority for this year. Marshall said the people in this room know what the equipment problems are; would that be shared to provide a level playing field? Lauren said we could state the age of the pumps and their functionality. Lauren asked about the definition of repair in the RFP; 24-hour access. The 2010 RFP has the basic requirements; we need to do this quickly because the current contract expires June 15.

Lauren reviewed the maintenance projects for 2018 using REET money; it can't be spent on operational expenses. For 2018, we have \$525,000 for both airports with carryover money from 2017. Projects we must do: master plan grant match of 5% (\$17,500); the second payment to the Weed Board (\$25,000 for capital improvements made to the Thun house); loan repayment for design on the hangar project (however, our Director is hoping to negotiate it being paid from the General fund—with no promises). That would free up significant money for new projects. The remainder of the money will be spent on priority projects in the Gantt chart in your packet. Replacement of the fuel pumps is more a capital expenditure than maintenance.

Jay Simons presented his Operations & Maintenance report. We'll look into hot-mopping hangar roofs and putting lighting on poles—neither PSE nor Traffic wanted to do it along the road. The projects on the list are in order by start date. The main airport signs should be here anytime. Painting of the parking lot (done by Roads) is weather dependent. Mike Thompson asked about asphalt; Jay said none is planned and he took it off the list. The SpanaFlight building needs inside repairs; the sign on Meridian needs to be cleaned and painted; and there's the t-hangar lights and electrical work to be done. We will soon have an electrician on contract. Tomorrow, Jay will call for rock for the east gate and ecology blocks—the Road dept. can do that. For the hangar roof patching (cleaning and hot-mopping), we have a roofer on contract.

Keith Kemper asked about the volunteer program we discussed last spring for helping with maintenance around the airport; there was quite a bit of interest—what happened? Lauren

said we inquired with Risk Management and asked if we can have volunteers doing maintenance work and using County equipment. The new risk manager said no to volunteers; she didn't give any explanation. It may take a meeting between her and our director to explain what level of help we want. Andrew Karlsson said if Pierce Transit uses volunteers, why can't Pierce County? Lauren said she's not giving up on it. Lissa Smith said the County has a good volunteer program with service in many departments; it's only new to this department.

- **Commission Reports**

Viewing Area Report – Doug Miller said he and Nicole Weber are working with the Kiwanis and Rotary; they've tentatively both agreed to provide funds and are interested in helping. We have reached out to other business owners to contribute. It will give the airport a facelift. Volunteers could be used to get rid of dead trees. The viewing area would include a viewing/learning center with educational tools. When it built its viewing area, Bremerton Airport didn't ask for FAA permission, just forgiveness. Nichole is looking at educational toys scaled to fit us. Lauren had a conversation with the FAA; we'd need to determine where we want to put it and then submit a pen/ink change to the ALP to the FAA. Their compliance staff is amenable to the idea because parking lot spaces are not used for aviation. We need to get the approval process going (where the picnic table is) and expand that area by the fence. Keith Anderson asked about using the big grassy area; Doug said that's on the airport as opposed to outside the fence. Lauren said the grassy area would be a tougher sell for the FAA because there's direct access to the taxiway.

## V. **New Business**

- **Elections** – Lauren reminded the Commission that terms are for 12 months, but that a 2/3 vote could extend the terms of the existing officers if desired. She read the duties of the chair.

Doug Miller was nominated for chair, but he said he'd rather keep the existing leadership as it is. Keith Kemper said he'd be willing to continue serving if that's what the Commission wants. Motion (Hurlbut/Sindlinger) passed unanimously to extend existing terms another 12 months keeping Keith Kemper as chair and Doug Miller as vice chair.

- **2018 Work Plan** – Lauren said it includes the economic development task force, observation area, and working on security; are there any other hot topics or issues? The volunteer program was added. Someone asked about crack sealing; Jay said we'll evaluate the centerline of the runway and ramp. We're going to restripe the parking lot, but need to see what the master plan says, and we should consider where fiber optics would be installed. Jay will find out what we can do with FAA funds, or if Roads can do the parking lot and ramp. Roads can do the ramp area, but not the runway/taxiway.
- **Fiber Options at PLU** – Scott Bramhill with WAVE has an agreement with Spencer to bring in fiber optics; they want to consider all the customers on the airport who want service. He brought his engineer and head of construction; who's interested? There would be a mix of underground cable and some on power poles. We need a right of entry to Spencer approved by the County and need to consider whether we're running a single fiber or including other customers. We haven't reached out to other businesses yet, but will get around and talk to people and provide cost ideas. Scott is trying to determine the interest level and what level of service is needed. Phone and internet would be available. There is no limit to the network capacity. We may be able to speed service at the gas pumps. Rod

said they called WAVE's references and everyone said service was better than promised. It would be nice to have access to WIFI in hangars and faster internet service. Andrew Karlsson asked about options to connect later on (new hangar tenants) so that roads wouldn't have to be dug up each time. Scott said we need to determine how to engineer for now and down the road. Mike Thompson asked Scott to contact businesses, hangar owners, condo associations, etc. Contact Lissa Smith for a list. Lauren said we can do an email to all tenants and provide Scott's contact information. Scott said he'd really like to know about any existing conduit on the airport. Andrew asked about security options for cameras and alarms. Scott said they don't do them, but they could run on their networks. The County would need quotes for fuel island consideration. Shawn Pratt suggested a discount for tenants who put in camera systems to provide better security for the airport. Lauren said we have leverage only in County-owned hangars, and would need change to the County code for tenant improvements; it's not currently available in the code.

- **NW Aviation Conference Volunteers** – The conference is February 23-25 at the fairgrounds. Staff will be manning our booth and some TNAAC members have volunteered; we would welcome TFAC members to join us for 2-hour shifts, and we encourage everyone to attend.

**VI. Adjournment**

The meeting was adjourned at 8:46 p.m.

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

**TFAC Next Regular Meeting**

**Date:** April 17, 2018

**Time:** 6:30 PM

**Location:** Thun Field, Civil Air Patrol Building  
16915 103rd Ave. E.  
Puyallup, WA 98374