

**THUN FIELD ADVISORY COMMISSION
MEETING SUMMARY**

October 16, 2018

A meeting of the Pierce County Thun Field Advisory Commission (TFAC) was held on Tuesday, October 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 introduced themselves.

<i>TFAC VOTING MEMBERS</i>	
Present:	J. Keith Kemper, Chair Mike Thompson Lyle Sindlinger Marshall Collins Andrew Karlsson
Excused:	John Hurlbut, Doug Miller
<i>TFAC NON-VOTING MEMBERS</i>	
Present:	Nichole Weber, SHAC
Excused:	Dan Roach, Pierce County Council District 1; Hugh Taylor, Pierce County Council Alternate
<i>PIERCE COUNTY STAFF</i>	
Present:	Lauren Behm, Cindy Willis
<i>VISITORS</i>	
Present:	Eight members of the public signed the attendance sheet.

II. Approval of Meeting Summaries

Motion (Thompson/Karlsson) passed unanimously to approve the meeting summary as amended.

III. Visitors and Petitions

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

1. Doug Fratoni, Tacoma Events Commission (TEC), directs Wings & Wheels. He talked to Doug Miller about doing an airshow at Thun next year; we would start small with a car show, an airshow with aerobatics; he has ideas about whom to invite and will be looking for vendors and sponsors. It would run from about 11-4 either Saturday or Sunday. We'd relocate

planes in the tie-downs and invite local performers; larger planes can come from offsite to perform. The car show in Gig Harbor has up to 150 classic cars; we also feature live music, a beer garden, static displays, and food vendors with parking in the adjacent lot. We issue NOTAMS and a TFR; airspace would be shut down for a while for some takeoffs and landings.

Mike Thompson asked about his budget; Doug said \$50,000. Admission is charged; Wings & Wheels had over 5,000 people this year. We'd have announcer and possibly programs with ads. Nichole Weber suggested the Rotary might provide support. Doug said volunteers are imperative; we share proceeds with volunteer groups who help us with parking, gate admission, trash pick-up, etc. TEC is a non-profit; Doug has been doing airshows for 12 years. Lyle Sindlinger asked if any money goes back to the airport for future events; not yet—maybe someday. Doug said the County is supportive and provides staffing, set-up, parking plan, mapping, signage, porta-potties, and some security. More cost sharing makes for a better event. Doug wants community involvement and awareness of the airport for those who don't normally come here. For Wings & Wheels, they advertised on radio and social media, Facebook, Instagram, and posters. The reader board could be used to advertise. He did interviews for the Tribune and Peninsula Gate. The City of Gig Harbor sends out a *Gigabyte* online newsletter. Doug's suggested time of year would be the weekend following Wings & Wheels to bundle performer costs—perhaps July 13 or 14. By that time, we usually have good weather. Mike asked about PALS permit fees; aren't they waived? Lauren said no; there are fees for Fire, PALS, and Health. First time events are more expensive. The Fire Dept. charges to have personnel there. We had no noise complaints about Wings & Wheels, even with the jet car. The air boss looks at residences, roads, etc. There are usually two one-hour segments of flying. Marshall Collins noted that the 110th is the only residential access if the road were to be closed. Doug said we can offer incentives to impacted residents for free entry or parking to say thank you. We have had fly-ins at Thun (cubs and classics), but it's been 30-40 years since we've had an airshow.

All TFAC members were supportive and thought it would be good for the community. Someone asked if the dates are different than JBLM airshows so we're not conflicting. Doug Fratoni said that JBLM will have its runway shut down for 6 months, so they're not having an airshow. The Army is the lead agency and they don't like airshows, so don't have one scheduled for 2020 or the foreseeable future. Lyle Sindlinger said the summer is so short; there are so many fly-ins that they should be limited to every other year. Mike Thompson said there are car shows every weekend in the area. Lauren said we'll need to check the calendar and make sure the weekend you want is open. Doug said he needs help finding sponsors; Nichole will check with Boeing. Marshall said the flight schools might offer volunteers. Lyle said between now and our first meeting in 2019, Doug Fratoni should put together a budget, what you're looking for, number of volunteers needed, etc. The CAP is limited in what they're allowed to do, but they're on this airport. Doug said insurance is expensive; CAP members would require training to park airplanes.

2. Shawn Pratt noted that SIM is now also in Olympia; the business name there will change. He said they're expanding their 141 certificate there.
3. Paul Yarborough owns a hangar here; he put in a good word for Nigel. The airport is letting him go; he's a very capable worker around the airport. Lauren said Nigel is an extra hire for 6 months; that's the longest we can keep an extra hire in a calendar year.

4. Tom Heany is restoring an airplane and has gotten to know Nigel; he's been fixing things, mowing, cutting brush, repairing navigation aids and has probably saved his salary in repairs. It would be a mistake to lose Nigel. Lauren said we'll talk about our FTE structure; all we have funded and approved are six positions. We don't have a vacant FTE in Airport & Ferry to add another person. We can talk about how, if, and where to focus recommendations on the budget document. With the amount of work and staff we have, we can always use more help. Lauren would love to have additional FTEs on the team—the TFAC could make that recommendation if it so chooses. Usually our extra hires work from April-October doing mowing, maintenance, and weed eating. There's enough work for an additional maintenance person year-round at all facilities; unfortunately, in 2018, we don't have the budget to keep him employed. The extra hire person works at both airports and sometimes the ferry.

IV. Reports

- **Administration** – Lauren Behm, Administrator, reported on the following items: 1) Our Countywide emergency radios are located at each airport. They're kept in the admin office. Jay brought it out today; we'll find out how it's powered. It's used for talking to the Emergency Ops Center and coordinating with Roads, etc. It has no exterior antenna. Mike Thompson said we were told the radio cost is \$12-13,000/radio; Lauren said that includes maintenance and replacement costs. 2) Security patrols are finally scheduled to do tours of the airports; the security manager is setting the routes and will send us a proposal for approval; he's been on sick leave so that has delayed the project. We'll have four patrols/night and we'll make sure they can meet people on the airport. The price is still \$90/month. 3) AWOS security: the ecology blocks have not been working to deter access; we haven't installed blocks on both sides of the gate—we need equipment to move in conjunction with other backhoe work at the airport. If we can't arrange that, we'll have Roads move them. The security manager said he has an extra camera and could monitor the AWOS at no cost for installation, just a monthly fee. Keith Kemper asked about breaks with AWOS—what are they after? Lauren said the gate opens to airport property; they're just gaining access. Mike asked if we can coordinate with Roads regarding use of a backhoe; Lauren said we're working on it. Keith asked about FAA grant money to fill cracks; Lauren said the Capital Improvement Plan will be submitted Oct. 31; we're putting it together now and trying to schedule with WSDOT and the FAA planner/project manager to determine which projects go on the CIT for the next six years. 4) LED security lights – Lauren said they've been installed, but we didn't research those not requiring hard wiring; if more are needed, we'll look at that option. 5) Master Plan – we are still on hold awaiting FAA approval of the forecast chapter; they wanted more proof of critical aircraft – evidence that we have over 500 operations annually of that aircraft. We're working with the FBOs for anecdotal evidence for the FAA; once it's approved, we'll move forward. A questionnaire sent out last week and this week is essential to gathering data. Keith said we're pushing for light jets as our critical aircraft; the FAA is pushing back. We have one currently. That drives runway length. We also need Jet A fuel. Lauren said the FAA won't provide funding for fueling facilities. Marshall Collins asked about emergency services; Lauren said that teaming up with TIW is important to get more airport money—maybe get a DEM grant, loan, or partnership. 6) Master Plan runway extension options – there are roadway realignment impacts to roads and real estate—properties we'd have to purchase depending on runway length, also RPZ requirements. 7) The closing dates for each quarter vary – the third quarter

closed late, so the report was late arriving and being forwarded. We will still provide data for the TFAC meeting. 8) Water leak – we’re still working on it; we’re re-engaging with NW Cascade and FlowHawks; we want to install water meters and locate water lines and hope to find where it’s leaking. Mike asked about the trenching behind the County office building. Lauren said that SpanaFlight is installing fiber optics, so it’s a private pay. We checked with Kidder Matthews regarding market rates in this area for office space; we have a 6-year lease. Mike asked if the north gate been reprogrammed yet; not yet. The phone line has been repaired. Lissa will call the gate company, so has no time frame yet.

Lauren reviewed the Thun Field Project sheet. To install the water meters, we first must identify the water line. We’re finishing LED lights; we’ll be repaving a huge section of the parking lot and several other areas around the airport on Oct. 29 with Roads. Reroofing of Hangar Row 2 is ongoing on the north end and should be completed by the end of this week; Row 5 should be done within a week of starting. There’s been no beam replacement; we haven’t found structural issues on Row 2. The Building Official has been involved. We’re putting in crickets to create a slope for existing drainage and should get better flow rather than ponding. We’re also identifying cleanouts for those drains and the drainage system is being fixed. The parking lot painting is weather dependent this year. We have already talked about most projects on list. Lauren said it’s good to see what we’ve spent on projects this year and great to use REET money this year while we can. We have \$400,000 for roof repair; these two buildings are about \$250,000, so we hope to do one more roof this year if we can.

- **Commission Reports**

Mike Thompson asked about monitoring fuel concession; where are the reports filed? Can they be seen by the public online; Lauren said they’re not online. We report gallons of fuel sold/month. We can add the monthly airport performance reports to the website. Reports that show tank levels, leaks, etc. are kept by Lissa Smith in a notebook; that’s available to the public. The water is tested every day. Most responsibilities lie with the concessionaire as part of the contract. We currently have only 2-1/2 months of data – sales are up a bit since last year. We can look at percentages for year over year data. It takes a while to see differences with averages.

V. New Business

- **2018 – 3rd Qtr. Budget**

Lauren reviewed items that might raise questions. We’ve added an Estimate column. The Period Budget is year to date (3 quarters). Nick ran the variance against the Budget column. Keith said the variance needs to be run against Period Budget. Lauren said major changes between Estimates and the Budget column include the Sheriff’s lease - \$0 v. \$123,000. Lauren said we want to show revenue conservatively. We’re adjusting expenditures to flow with that change. We’re trying to true-up the forecast so it’s more accurate. Leases have increased slightly. Mike Thompson asked about quarterly billings for Thun Field Flyers; he said he was told he could not pay quarterly. Lauren said some tenants have requested quarterly billing; she was told it’s an option. Lyle Sindlinger said his billing was changed to quarterly. Lauren will inquire. Under Thun Capital, the state grant went down significantly because we’re not billing for the Master Plan until more work is done. Under the Salaries/Benefits line in both Admin and Ops, part of the issue is that the vacant FTE was adjusted down. No matter how staff charges time, sick/vacation is automatically allocated to Admin instead of Ops, so we had to shift

some money. Mike asked about the subcategories; Lauren said we hoped to track separate issues, so subcategories were created, but as we used the information, that designation didn't necessarily assist us. In certain categories it makes sense, but not for salaries/benefits. The REET replacement line is not showing any YTD collection – money is coming from the General fund to be transferred in at end of 2018; the Estimate amount needs to be updated because we have shifted money from TIW to PLU due to the roof projects. We will have money to cover projects on the other sheet. REET money is going away next year, but not in 2018. Keith asked where we'll end up at the end of the year. Lauren said Finance predicts we'll be at 96.5% coverage at PLU, 173.9% at TIW; the fund should come out in the black. TIW is trending revenue higher than expenditures. Airports are managed as one fund, so additional TIW revenue is covering operating costs at PLU.

- **2019 Budget**

Lauren said we held workshops with the Council to show how airports are beneficial to the County; we also presented a 6-year plan to the Council and Executive to do more roofs and doors. Her proposal submitted to the Executive in July included all that. However, the Executive must fund the entire County, not just Airport & Ferry. What you're seeing is what the Executive has approved for 2019. He submitted his budget to Council on Sept. 13; Council hearings will be in early November: we will get dates to the TFAC as soon as we know them to bring your testimony about the budget. The other way to provide your recommendation is through letters to the Council/Executive and to set up meetings with your councilmember. The next scheduled TFAC meeting is in January. Mike Thompson suggested a special meeting; Lauren said we could if you're not ready tonight, but it would have to be in the next couple weeks. Keith agreed that this is too quick. Nichole Weber said the ballot contains a 2-year budget cycle proposal; how would that affect us? Maybe Toby could provide some information. Lauren thinks it's a great idea; it would save time annually. We start budgeting in April and don't finish until November—then it starts again. We plan capital projects six years in advance. Maintenance projects are flexible, so we plan those year to year. Our budget is simple enough to make a 2-year budget cycle work.

Lauren reviewed the FTEs. The link in your email takes you to the whole budget document or you can find it on the website.

Lauren noted that the FTE reduction shows a closed vacant position; the Asst. Administrator position is not being funded and is proposed for elimination from our budget. If that concerns you, talk your councilmember about it. Mike Thompson said he doesn't like top-heavy government, but said we're at a disadvantage if we don't have a fulltime airport manager who is attuned to airports and how they operate. Lauren said the FTE that was eliminated was the Asst. Administrator. The Administrator position shows only .25 FTE because it was intended that person would work more on the ferry side with the Asst. Administrator focusing on the airport side. Keith said we should have a job description of what the Asst. Administrator would do; Lauren will provide that. She noted that the TNAAC would also like an airport administrator and they're working on a recommendation to keep the FTE. You might want to coordinate your advocacy with them.

Motion (Thompson/Karlsson) passed unanimously (6-0) to continue this 2019 budget discussion meeting to 2:30 pm on Thursday, November 1. Be sure to invite the absent TFAC members.

VI. Adjournment

The meeting closed at 8:20 pm.

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
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Submit comments online:	www.piercecountywa.org/thunfield (click on "contact us")