

# **ARLINGTON MUNICIPAL AIRPORT**

## **AIRPORT COMMISSION MINUTES**

### **December 8, 2015**

Acting Chairperson Carlson called the regular meeting of the Airport Commission to order at 7:00 PM.

Commissioners present included Acting Chairperson Cheri Carlson, Don Munson, Ruth Gonzales and Chuck Clark.

Commissioners absent included AJ Chase and John Swizer,

Staff present included Airport Manager Dave Ryan, Tim Mensonides, Lorene Parker and Mary Hine.

Visitors included Steve Craigle, Duane Wilcoxon, Chris Raezer, Jan Schuette, Luke Nichols, Rich Nichols, Neal Karman, Bill Jensen, Jason Whitney and other interested individuals.

**Motion by Commissioner Clark, seconded by Commissioner Munson the minutes of the November 10, 2015 regular Commission meeting were approved as written. Motion carries unanimously.**

**Motion by Commissioner Munson, seconded by Commissioner Gonzales the minutes of the November 19, 2015 Workshop were approved as written. Motion carries unanimously.**

**Motion by Commissioner Munson, seconded by Commissioner Gonzales the minutes of the November 19, 2015 Special Meeting were approved as written. Motion carries unanimously.**

#### **SPECIAL USE REQUEST – DIRT BIKE SAFETY TRAINING, LLC**

Lorene explained that Dirt Bike Safety Training, LLC has requested the use of airport property from January to December 2016 to provide motorcycle training. The training will be held on the northwest side of the airport, in proximity of the old mill site. This area is on the airport's master plan as an event area. Participants from all over the northwest are projected to come to Arlington to attend the weekend long course.

This would be a new event on the airport, but similar training events have been held at the airport. The event is outside Subdistrict A of the Airport Protection District and is an allowed use. The applicant will be required to meet the insurance requirements, enter into a special use agreement and provide all necessary amenities and signage (portable toilets, trash facilities, etc.) The applicant will be required to restore the site at the conclusion of the training season. If warranted the applicant will be required to restore the site after every use. The applicant will set up an account with the City's water department and be billed for their water usage. Dirt Bike Safety Training is aware they will be unable to use the area during the Fly-In in July and scheduled bicycle race events and will also need to work with possible future events interested in the space. If there are a number

of complaints due to noise above the acceptable level, the Airport can decide to discontinue the Use Agreement with Dirt Bike Safety Training, LLC.

Fees for Dirt Bike Safety Training will include a land use fee of \$162.90 per day and an administration fee of \$100.00.

**Motion by Commissioner Clark, seconded by Commissioner Munson to approve Dirt Bike Safety Training, LLC request to conduct training at Arlington Municipal Airport subject to payment of the above fees, review/approval of the insurance policy and entering into a special use agreement.**

### **NEW LEASE - COMMUNITY & ECONOMIC DEVELOPMENT**

Dave addressed the Commission stating that the Community and Economic Development Department would like to enter into a month to month lease with the Airport for space formerly leased by WSDOT Aviation. CED will be occupying 2,000 square feet of the total office space.

**Motion by Commissioner Munson, seconded by Commissioner Gonzales to approve the month to month lease with Community and Economic Development of Suite B at the Arlington Municipal Office. Motion carries unanimously.**

### **NEW LEASE - GRAHAM CONTRACTING**

Dave explained that Graham Contracting has had a year to year lease with the Airport for several years. This property is used as a storage yard for construction equipment. Their lease expired although the “holdover” clause allows them to continue on a month to month basis until a new lease can be created. This month to month lease will provide that document and will not require renewal on an annual basis and will also allow the Airport to offer this property to a long term tenant should the need arise.

**Motion by Commissioner Clark, seconded by Commissioner Munson to approve a month to month lease with Graham Contracting. Motion carries unanimously.**

### **NEW LEASE - WILD BULE AVIATION**

Dave informed the Commission that Wild Blue Aviation has had a year to year lease with the Airport for several years. This property is used as a flight training and aircraft maintenance facility. Their lease expired although the “holdover” clause allows them to continue on a month to month basis until a new lease can be created. This month to month lease will provide that document and will not require renewal on an annual basis and will also allow the Airport to offer this Property to a long term tenant should the need arise.

**Motion by Commissioner Munson, seconded by Commissioner Clark to approve the month to month lease with Wild Blue Aviation. Motion carries unanimously.**

### **NEW LEASE - CONTECH ENGINEERED SOLUTIONS, LLC**

Dave explained that Contech Engineered Solutions (formerly Washington Culvert) is a long time airport tenant. They were previously on a “holdover” month to month agreement, and then in 2015 the Airport issued a one year lease. After several negotiating sessions with Contech, staff and legal counsel have crafted a lease both entities can agree upon.

Contech has expressed an interest in a five year term lease with a five year option. In exchange for this longer term lease, Contech has agreed to make improvements to the property totaling over \$140,000.00 including construction of a storm water detention vault, repairs to roofing and siding on the main shop building, and miscellaneous landscaping and parking improvements.

**Motion by Commissioner Clark, seconded by Commissioner Munson to approve the new five year lease with Contech Engineered Solution LLC. Motion carries unanimously.**

### **NEW LEASE - GLENEIL DIVERSIFIED INDUSTRIES, LLC**

Dave addressed the Commission stating that Gleneil Diversified Industries is a long term airport tenant. They were previously on a “holdover” month to month agreement, and then in 2015 the Airport issued a one year lease. After several negotiating sessions with Gleneil Diversified, staff and legal counsel have crafted a lease both entities can agree upon.

This lease with Gleneil will be for 5 years with a five year option. In exchange for this longer term lease, Gleneil has agreed to make improvements to the property totaling approximately \$27,000.00 and includes repairs to roofing and siding on shop buildings along 63<sup>rd</sup>, new fencing and miscellaneous landscaping improvements.

**Motion by Commissioner Gonzales, seconded by Commissioner Clark to approve a new five year lease with Gleneil Diversified Industries LLC with a five year option. Motion carrier unanimously.**

### **NEW LEASE - THE POINT CHURCH (OFFICE)**

Dave advised the Commission that The Point Church (office) lease has been an annual lease. Their lease for 2015 expires in December. This month to month lease is basically the same except that there is no expiration date. Either party can terminate the lease with 30 days’ notice.

**Motion by Commissioner Munson, seconded by Commissioner Clark to approve the month to month lease with The Point Church. Motion carries unanimously.**

### **NEW LEASE - STILLAGUAMISH VALLEY GENEALOGICAL SOCIETY (SVGS)**

Dave reported that this lease is for one-third of the old Oso Building to the SVGS in exchange for lease payments and improvements. Monthly lease totals \$750.00 and includes utilities. The proposal to lease this portion of the building will include interior and exterior repairs and will be open to the public as a genealogical library. This will be a month to month lease.

**Motion by Commissioner Munson, seconded by Commissioner Gonzales to approve the month to month lease with Stillaguamish Valley Genealogical Society. Motion carries unanimously.**

**RESOLUTION TO ADOPT AIRPORT LEASING POLICIES**

Dave pointed out that for just over a year, Airport Staff, City Legal Counsel and the Airport Commission have worked to update, modify and create these documents to use as our official guidelines in leasing property at the Arlington Municipal Airport. After many revisions, stakeholder input and legal review, they are now ready to be formally adopted.

**Motion by Commissioner Gonzales, seconded by Commissioner Munson to approve the Resolution to formally adopt the Airport Leasing Policy, the General Terms and Conditions and the Minimum Standards for Commercial Aeronautical Activity. Motion carries unanimously.**

**AUTHORIZATION TO SIGN SHORT TERM LEASE AGREEMENTS**

Dave addressed the Commission stating that the airport manager or his designee currently approves agreements for City owned hangars and tie-downs. This authorization will allow him to enter into short term lease agreements for the storage of vehicles and equipment without having to gain Commission approval. Many of these agreements are for month to month rentals. Staff proposes a \$500.00 per month maximum for these agreements.

**Motion by Commissioner Munson, seconded by Commissioner Clark to approve the authorization for the Airport Manager to sign short term lease agreements for less than \$500.00 per month. Motion carries unanimously.**

**PROJECT CLOSEOUT – 2015 AIRPORT PAVEMENT MAINTENANCE PROJECT**

Lorene reported that this request is for approval of the Project Acceptance Letter for the 2015 Airport Pavement Maintenance Project. The project involved pavement maintenance on the west ramp and its' corresponding taxiway as well as taxiway extension.

**Motion by Commissioner Munson, seconded by Commissioner Clark to approve the Project Acceptance Letter and authorized the Mayor to sign it. Motion carries unanimously.**

**INFORMATION / COUNCIL LIAISON UPDATE**

Evergreen Soaring made a presentation at the last Users Group meeting held December 1, 2015. The next User Group meeting will be held in 2 months.

Airport Movie Night is scheduled for January 13, 2016 at Aircore Aviation. Dinner at 6:00pm and “The Great Waldo Pepper” will be shown at 7:00pm.

Airport Open House will be held on Friday, December 11<sup>th</sup>, from 11-2.

The Airport Commission has a vacancy and 3 candidates willing to fill the position. Dave requested 2 Commissioners to be on the interview panel.

**Motion by Commissioner Munson, seconded by Commissioner Clark to adjourn the December 8, 2015 Airport Commission Meeting at 7:52pm. Motion carries unanimously.**