

City of Colville  
Airport Board Minutes  
25 August 2014

The meeting began at 6:05 pm

In attendance:

Board Members: Steve Pietroburgo, Drew Hatch, Gary Brooks, Daron Tate, Bud Budinger, Harley Howell Jr.

Manager Dave Garringer. Absent: George Thomas, Dave Shaw, Jerry Sater

City Council: None

Public: Mr. Lynn Hartman

Budget: Dave briefed the Board on the status of 2014 budget line items. Repairs and Maintenance is overspent due to numerous needs during the year, while several line items have funds remaining. The City administration cut \$15,000 from the amount set aside for fuel purchase but Dave believes we may have enough to last the remainder of the fiscal year. There are insufficient unspent funds remaining to cover the estimated expense for electrical installation on the new hose reel so Dave intends to request supplemental funds in order to complete the work this year.

Old Business: None

New Business:

1. FY 2015 Budget Request: Dave briefed the Board on the need for a 2015 Budget submission by Friday, 29 August. The Board reviewed the 2014 Budget and discussed needs for the coming year. Dave listed some important maintenance needs, including air conditioner repair for the Airport Office (estimated to be \$500), repair of the VASI<sup>1</sup> and improvements to airport signage. The Board discussed other line items, including fuel for resale and utilities. After discussion, the Board reached consensus on a budget request commensurate with the 2014 budget with the exception of an increase in the Repairs and Maintenance line item to \$3100. The request will include, as well, the amount of \$70,000 for fuel for resale. This is an increase of \$10,000 over the final 2014 budget but still \$5,000 below the original 2014 budget. A justification for this

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<sup>1</sup> VASI- Visual Approach Slope Indicator, a two-light fixture which serves to aid pilots in maintaining the proper glide path to the runway. Particularly useful at night, the VASI at Colville Municipal is installed at the approach end of Runway 1.

increase will stipulate that any unspent funds from this line item will not be used for other purposes but returned to the City Treasury. Although Dave reported that City administration would like to see no budget increases, the Board is confident that the requested increase in fuel for resale represents an opportunity for increased net revenue and should be approved. Finally, the Board voted to include a request for an increase in utilities beginning with FY 2016. This request is intended to cover expenses associated with planned improvements to the grass runway, those primarily being water. Dave will prepare the formal budget request and distribute it to the Board for comment prior to submission on the 29<sup>th</sup>. Drew Hatch will assist in writing the justifications for any requested budget increases.

2. Capital Improvements: Mr. Doug Gadwa of Interstate Aviation (Moscow-Pullman Airport) has communicated to Dave his interest in investing some funds at Colville for the purpose of improving the transient parking area. Interstate commonly has an airplane based here under contract to the USDA Forest Service during the fire season. Mr. Gadwa would like to pave all or part of the transient parking area. The Board discussed the possibility of taking action and believes the first step would be a revision to the airport layout plan followed by placing the project on the City's Capital Improvement Plan. The Board also discussed taking some steps to bring water to the area of the grass runway in order to begin making improvements to that area. This would be in accordance with progress on the plan to promote fly-in golfing as well as other recreational flyers using the grass runway.

#### Airport Manager and Operations

- Dave reported that the airport crack sealing, patching and seal coating will take place the week of September 8-12, 2014. Some runway closures during that week are anticipated.

Meeting adjourned at 8:10 pm.

Submitted by Stephen Pietroburgo, Secretary