



**TACOMA NARROWS AIRPORT ADVISORY COMMISSION
 MEETING SUMMARY**

Tuesday, January 8, 2019

A regular meeting of the Pierce County Tacoma Narrows Airport Advisory Commission (TNAAC) was held on Tuesday, January 8, 2019 at 6:30 PM. The meeting was held at the Tacoma Narrows Airport office, 1202 – 26th Ave. NW, Gig Harbor, WA 98335.

✓ **Call to Order & Welcome**

Chair Wiley Moore called the meeting to order at 6:30 PM.

TNAAC VOTING MEMBERS	
Present:	Wiley Moore, Chair Kurt Grimmer, Vice Chair Bob Felker Larry Fickel
Excused:	Brad Pattison, Brian Durham, Al Abbott
TNAAC NON-VOTING MEMBERS	
Present:	
Excused:	Michael Perrow, City of Gig Harbor; Derek Young, Council District 7
PIERCE COUNTY STAFF	
Present:	Lauren Behm, Administrator Cindy Willis, Office Assistant
VISITORS	
Present:	Thirteen members of the public signed the attendance sheet.

✓ **Approval of Prior Meeting Summaries**

By motion (Grimmer/Fickel), the meeting summary for October 9, 2018 was approved unanimously.

✓ **Visitors and Petitions**

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

None.

✓ **Reports**

Tower Report – Dave Melander was not present, but Lauren Behm provided operations numbers for 2018: 93,873 compared to 89,281 in 2017.

Commission Reports – Wiley said the West Sound Pilots decided not to come tonight to make their presentation. Jim Posner is a leader of a Bremerton pilots association and he's trying to start a pilots group for the West Sound. If you're interested, give your name and number to Wiley and he'll pass it to Jim.

✓

Old Business

2019 Final Budget Review – Wiley said several TNAAC members met with CM Derek Young; he suggested we write a letter to Dennis Hanberg, so he sent an email. He and Brad went to the TFAC meeting and urged them to support TNAAC's position in requesting an airport manager. He asked Lauren to fill us in on what's happened since November. Here are Wiley's concerns:

1. ILS minimums have been raised for the last several months. The FAA has determined that trees need to be cut; this is having an economic impact on the airport. Lauren said tree obstructions were identified by WSDOT Aviation; we are doing an environmental assessment for preparation of a large-scale removal project in 2020. Approach minimums were impacted so we contacted the FAA; they identified that it was tall trees and Jay and Lauren are working with Pierce County staff who are coming tomorrow; they will flag trees causing issues, and on Thursday will begin removing trees; a vendor will take down the larger trees. We will create a map, verifying that each tree has been dealt with; that will provide justification to remove the minimum limits. Wiley asked if all identified trees are on airport property; Lauren said they all are; the majority are to the north and some further east. Wiley asked what we do to mitigate for the future. Lauren said the FAA doesn't notify us about NOTAMS, so we'll do a regular check. When we go through the larger project next year, we'll take down more and track those trees that might cause problems in coming years. There are currently around 40 over-height trees. Michael Murphy advised that we may need a forest practice permit (anything over 5000 board feet). Lauren said a survey is done every five years or so to identify obstructions. Wiley said the TNAAC should look at every building permit close to the airport; Dennis Hanberg should be able to institute review. Lauren said she has had that conversation; she'll meet with PALS managers to make sure that any land use issue on the airport or surrounding that could impact the airport will come to the TNAAC. No notice of the fire station building at Thun Field came to her, but Dennis is open to supporting a process change so the FAA can review plans before permits are issued. Lauren is working with the Tacoma Narrows Condo developer to be sure their building won't cause an incursion into the taxiway. John Vodry is building one more row at the south end; the FAA has requested environmental documentation. Our consultant is reviewing plans to see if they meet requirements. A 7460 form will be submitted to the FAA and we'll go from there.
2. Wiley said a tenant/business owner complained of rats due to the Hub's trash bin being moved. Lauren said she heard about it last week; we're going to get an exterminator for the existing issue. We have talked to the Hub manager about keeping their lease space clean; our staff will inspect it regularly. Best Management Practices for our stormwater permit require that all containers have good lids; we replaced a corroding dumpster. It's an issue, but we have plans moving forward.
3. Wiley asked about the status of lighting. Lauren said we switched to LED lights, so it's brighter. We haven't installed all lights yet; the only truck large enough to reach them is scheduled to come January 14 and we will install the remaining lights. There are three poles to the far south that we adjusted to shine on the roadway. Wiley said there's a street lamp on the west side of the post; it lights the wrong side. Lauren said an LED light is intended to

- be of equal or better lighting capability. PSE recommended it; it also saves power and there's a rebate. LEDs will cut the power bill considerably.
4. Wiley asked about the signage status. Lauren said at Thun Field, all signs are on airport property, so no permits were required. We're going through the permitting process for signs here in the ROW. The size of and number of characters on a sign require an administrative exemption to allow signs that contain business names, logos, etc. They approved two signs today; we expect other approvals will follow soon. Tomorrow Public Works staff will site pole locations for installation. We've already gotten a quote from Zumar for production. It takes 2-3 weeks to fabricate them, and then we'll schedule with Traffic to install them. We're trying to move forward ASAP. Wiley asked about a sign on Stone Drive; Lauren said that's not part of this project, but Dennis is interested with money available. We need to complete that project. Larry Fickel asked if the business owners have had input. Lauren said they've been contacted about what they want included. Wiley asked about the RAZ and what the Rotary wants it called. Lauren said they want it called the Rotary Aviation Zone. Wiley asked about the future of that area; Lauren said Bremerton got a letter telling them to tear out their playground; the FAA has lightly threatened us with the same. We have a 5-year approval for non-aeronautical use for the existing project. We've asked the FAA to have a conversation about it, but they said not until after our landside study for development of the west side is in progress. We're currently scoping for the landside study; it's really an abbreviated Master Plan. We'll discuss whether we want a permanent notation as non-aeronautical space. The FAA is concerned about the park district taking over that space if it's a park-type use. However, these types of areas don't get 4F designation (as federal parks), so we can tell the FAA not to worry about that. An airplane hangar won't fit there—it's not appropriate for that space, keeping the RAZ would be better for the community and is a justifiable use of the space. Bob Felker suggested we talk to our local congressmen to get involved. Lauren said Patty Murray has been supportive; her staff toured TIW late last year. Wiley asked about the timeframe and any stumbling blocks with the park subject matter. Lauren said the landside study will move forward; they release grants in May/June, so we may start the study and retroactively bill to the grant. Studies take nine months; we're using the same consultant who did the master plan so might be able to fast-track it; we may have a finalized study in 6-8 months. The updated ALP will be part of the study showing the RAZ as permanent. Larry Fickel asked about reaching out to Derek Kilmer; if he's on board, it might be advantageous. Wiley said let's be proactive about the issue. Rotary will find another use for the money if we don't act quickly.
 5. Wiley asked what's going on with a vehicle sitting by the tunnel on Stone. Lauren said there was a lightning strike that ruined the fire suppression system in the tunnel; it must be working or monitored 24/7; the County has contracted a security company to monitor it and will replace the breaker panel within 2-3 weeks. The tunnel is not under the airport's jurisdiction, so the money for monitoring and repair is coming from the Roads Maintenance group, not from the airport. Lauren said we're continuing to work with the Facilities Dept. who manages security for the entire County. Jay is meeting tomorrow with Securitas to plan out the final route for roving patrols; there will be one per night at random times and routes at a reasonable price; we can buy more trips if needed. Jay PerryCook asked about reported criminal activity; Lauren said there's been none reported to her lately. Wiley said Saturday morning, the gate was open, but when he came back in the afternoon, it was closed. Lauren said according to airport rules, the water tower gate is to be open during normal business hours Monday-Friday. Wiley reported finding the gate open on weekends, and Jay

PerryCook said sometimes it doesn't close. Jay said sometimes it's open odd hours and on holidays when no one is there. Dan Neil said it opens intermittently between 3-4 AM; that doesn't make any sense. Lauren said we'll have the gate vendor come out and look at patterns. Jay PerryCook said the gate is not secure and the design is horrible, so anyone can open it. We should require a gate code to get out. Safety is a big deal.

6. Wiley asked about vacant commission positions. Lauren said the Executive's office lost their constituent services person who vets applicants for all County boards and commissions; a new person was just hired. We have applications for each of the open positions, so they'll be moving forward soon. Lauren will meet the new person and build a relationship, so we can get good service.
7. Wiley asked what's coming up this year as far as building projects, taxiway, etc. Lauren said a condo hangar building will be built in 2019. The environmental document is complete for Eagle's site, but we haven't yet turned it into the FAA since they're on furlough; we need to change the area to non-aeronautical use. The caretaker's house has been demolished and some site prep needs to occur. We have an initial agreement about access through the southern gate. We'll have to do public notification and take comment about increased traffic on the road. The PALS planner doesn't think it will be an issue from engineering's standpoint. Jay PerryCook said access is already there, but the backup plan would be an approach south of the condo hangars on 26th; it's a steep hill, but could be done if necessary. Lauren listed other projects: a private developer wants to put hangars on the north end where planes are tied down in the grass; we're checking with the FAA, then will bring it to TNAAC. The FAA's main concern is direct access to the runway. We're continuing to work on opportunities to develop the west side. Lauren said we want the FAA to fund the taxiway piece and access road and some improvements, but the FAA wants us to finish the taxiway safety improvement project before giving us grant money (2024 would be the first year money would be available). The Exec and Economic Development Director are interested in the project; they're supportive and want to see it grow. Wiley asked about off-property projects. Lauren said there's a proposal for a hotel on the corner of 26th/Stone; the question is whether we can supply water for the hotel or if other sources are available. The area is designated as non-aeronautical. The final proposal would come to the TNAAC. There's been no interest in the property near the golf course; maybe we'll lease it out. Larry Fickel wanted to be sure there'd be no height or encroachment issues with a hotel. Lauren said the zoning code keeps buildings at acceptable heights. Bob Felker asked what happened with the task force for economic development at the airport; Lauren said no other meetings have been scheduled with the group due to workload issues.
8. Wiley asked about Warren Hendrickson's issues from the last meeting. Lauren said we need to be sure the FAA is OK with the proposed Columbia Helicopter Memorial before any money is spent. The other issue was the Washington Airport Managers Association's passport program where pilots could get stamps from each airport and receive prizes when their book is filled. Wiley said the kickoff for the passport program will be at NW Aviation. What can we do to create a stamp for TIW? Lauren said our communication designer can design something specific to TIW or we may ask Al Abbott if he wants to volunteer to work on it. The transient tie-down board at base of tower will be replaced with a business wayfinding sign and we will have a box installed for tie-down payments and picking up passport stamps.
9. Larry Fickel asked about community events, especially Wings & Wheels. Lauren is working with the Tacoma Events Commission on getting the contract signed for 2019. It'll be a 2-day event the Saturday/Sunday after July 4. Last year's estimated gate was around 5,000 people

- for the two days. Other planned events include the Tacoma Half Marathon, Galloping Gertie run, etc. Larry Fickel, President of Friends of Tacoma Narrows Airport (FoTNA), said they've been putting on an outdoor drive-in/fly-in movie night with the Juranich Brothers for three years. However, they lost money this year and couldn't get people to volunteer and have decided to shut it down; if you do it earlier in the summer, it's not dark enough, and later in the year, weather is an issue. He wanted kids to see what aviation is about, but it didn't work out, so we shut it down. The intent was as a fundraiser for FoTNA and the Gig Harbor Film Festival. Someone suggested moving it inside. Larry said he'd like to do it, but doesn't want to be the point person. Wiley suggested finding other ways to organize it—maybe hold it inside the Juranich hangar? Lauren suggested talking to Doug Fratoni and tapping into his volunteer pool. Kurt Grimmer said to get PenMet Parks involved because they do lots of events. Wiley said Bob Juranich is looking for events at his museum.
10. Kurt Grimmer represents PenMet Parks on the Commission. PMP signed a purchase and sale agreement for Performance Golf. They're going to put a bubble structure over the fairway, provide two indoor soccer fields, basketball courts, and open space for events. The current structure will house meeting spaces, and the putt-putt golf will stay. PMP will move its headquarters there. We hope to keep the two existing tenants there—Fox Island Brewing and Harbor Soccer. It won't require much land prep. We'll have 540 parking spaces. The County is extending Cushman Trail down 14th; across 24th is the PMP dog park with more parking. We want to connect the airport to the trail system, new hotel, and our indoor facility; we're looking forward to this new project and hope to have it ready by fall 2019. The driving range will go away. We're working with two consultants for managing the facilities and have met with a Seahawks person. Jay PerryCook asked about the space beyond the bridge over to 36th; a mountain bike park would be ideal there. Lauren said quite a lot of this area is beyond the RPZ; the FAA is shy about anything that could be deemed public park space.

2019 Budget

Lauren reviewed the 2019 budget sheet. She said capital revenue comes from grant dollars which fund the landside study and environmental assessment for the taxiway project on the south end. We get 95% paid by grant money; our capital expenditure is higher (we pay a 5% local match). That's why FAA has so many rules about projects that must be done first. Revenue includes leases: land, commercial, building, and hangars/tie-downs. On fuel, we receive a certain amount (6 cents per gallon) from both FBOs. Our monthly report shows gallons per month of sales; we could include the report in your packet on a quarterly basis or post it online. Fuel concessions are tied to FBO leases. The self-serve island is part of Tacoma Narrows Aviation; PAVCO is the other FBO. George Swift has updated equipment at the self-serve island. The County doesn't set fuel prices—that's up to the FBOs. Lauren said Administration includes salaries for office staff and overhead functions. Capital is payment for two projects scheduled in 2019. Operations is everything else: utility bills, more salaries, vehicles, maintenance; the projects are pulled out. The budget is a total for both airports. Wiley asked if Lauren could provide details on the projects list. Lauren said this list is not finalized; she wants to talk to the TNAAC about project ideas. Some 2018 projects are not yet completed. How would the Commission prioritize the list? Wiley said anything that provides revenue is a vital project. Lauren said the corporate hangar is vacant and rents for \$2300/month, but the carpet needs to be replaced (it's in the row of hangars where ATP is located). Hangar occupancy: there are three hangars not rented due to water issues; we fixed the doors, and now need to fix gutters. Other than those hangars, we're at 100% occupancy.

Our waitlist is around 21 people long. Wiley said tree removal is a high priority. Do preventive maintenance for future projects. Jay PerryCook said the condos should grade the catch basin. Waterproofing hangars on the north end would be important. Lauren said we're meeting with our door vendor to look at the best options for keeping water out while allowing ease of movement. Jay PerryCook wondered about the rotating beacon; Lauren said there's lead abatement associated with it. Larry Fickel asked about the percentage of the total budget that goes to TIW; Lauren said our revenue is about 50%, with expenditures slightly below that. This year \$135,000 subsidizes Thun Field. TIW made money; Thun didn't. In 2017-18, we finished the year in the black and put money in a fund balance. In 2018, we got general fund money to replace REET money taken away. Wiley asked about reserves; Lauren said our minimum reserve fund is \$300,000 and we have slightly more than that now. In the long term, we may wish to build it up to put into the west side development. The tower is fully funded by the FAA; it's not part of our budget and we don't maintain the building. Wiley said he was disappointed in the level of detail of this project list. Lauren said he should take those comments to Dennis. Kurt Grimmer said a budget is public information, so withholding it isn't good. He asked John Jolibois to talk to Derek Young about getting the whole budget. Lauren said the budget book online actually has even less detail. Public Works doesn't publish detailed information other than in the TIP and other capital programs. Wiley said we want to provide guidance on how airport money is used. Someone suggested the chair should write Dennis Hanberg and say we need to know these numbers; it should be out there for everyone to see. Wiley said we need it sooner than three months from now.

Airport Manager FTE Status – Lauren said the Council did not change what the Executive recommended in his budget to remove the FTE for an airport manager. The position is still not funded; Dennis is fighting for it and wants to see the position filled. Larry Fickel said we can't manage revenue without someone onsite to control what's being done. We need someone that knows how to run an airport with an FBO mentality; someone who can deal with the FAA, the County, tenants, and vendors. We need someone who has credentials and experience to put things in place and serve the tenants and the County. Jay PerryCook said there are people who have 4-year degrees in airport management and several schools with such programs. Wiley said we pushed that issue with CM Young and Dennis Hanberg. Nothing we're saying takes away from what Lauren has done, but we need someone with aviation knowledge. Larry Fickel agreed that this is not directed at Lauren. Dan Neil said most airports have a full-time onsite manager; many are lightning rods to take the heat. Lauren hasn't time for that with three locales to manage. Wiley said we've said it multiple times; he encouraged Lauren to send the message up the flagpole. Let's keep things moving. Lauren says she lives this every day. We continue to say this is important, knowing that the next budget is a 2-year budget, you'll want to meet earlier with CM Young and others and keep it in the forefront. Lauren said she was not told why the position cut; in the past, it was based on budget, but not now—more likely politics. Bob Felker asked if this position had been presented to the Council for a vote. John Jolibois said it was not put to a vote—it wasn't in the Exec's budget. We'd be glad to work with Lauren. Lauren said there's also a new councilmember in District 1 (where Thun Field is); you might want to speak to him also. Someone suggested that we could have Tim Mensonides speak to the Council to sell the concept of having an airport manager. Wiley asked how that could happen. Lauren suggested a written recommendation from WAMA about BMP, provide public testimony at a meeting, and set up another workshop with councilmembers again this year. Bob Felker said we need to get CMs to propose an addendum to the budget and put it to a vote to include the FTE.

Lauren will talk with John Jolibois and others to come up with a plan to have a workshop. It would be a supplemental budget request, not an addendum.

✓ **New Business**

Election of Officers - Lauren read from the TNAAC rules that said a chair/vice chair are elected for one year and they're to rotate between an airport user and community representative, but that can be suspended. Wiley said he'd be willing to continue as chair if the board wants to keep him in the position. Motion (Grimmer/Felker) passed unanimously (4-0) to keep Wiley as chair. Motion (Grimmer/Felker) passed unanimously to put Larry Fickel in as vice chair.

NW Aviation – booth volunteers – Lauren said we'll have an interactive paper airplane contest in the booth with prizes from the Hub; other businesses can donate as well or provide flyers for distribution. We need volunteers to work a 2-hour shift in the booth. Please let Cindy know of your availability.

✓ **Adjournment**

The chair adjourned the meeting at 8:30 p.m.