

CARB Board Minutes

WSDOT-Aviation HQ – Microsoft Team Meeting
Thursday, March 11, 2021 10:00 am – Noon

The meeting was called to order by Chair, JC Baldwin, at 10:02 a.m. Board members Jill Anderson, John Dobson, Andy Hover, Rich Mueller, David Fleckenstein, and Board Secretary/Loan Program Manager Dave Chenaour participated via video conference. Guests Richard Bogert and Representative Tom Dent also participated via video conference. New CERB Board member Michael Echanove was unable to attend due to technical issues. Board Member Jennifer Skoglund was excused.

Announcements: JC Baldwin welcomed the group. She recognized former Vice Chair Richard Bogert, who's term as the CERB Representative has expired. The Board praised Richard's work with CARB as an invaluable asset to the program. He was presented with a Certificate of Appreciation from the Board. Richard expressed his pleasure serving on the Board and indicated he would like to stay involved with the program, if possible. Program Manager, Dave Chenaour, suggested creating CARB Program Ambassadors to promote the program regionally and assist applicant's in developing projects. Several Board members appeared to like the idea. Dave will work with Richard and develop a framework for the Board to consider at the next Board meeting.

Dave C. announced that Michael Echanove is the new CERB representative to the Board. Michael has been serving as the alternate during the last two years. Michael has shown keen interest in the program and has attended most of the past meetings. He is the former Mayor of the City of Palouse and is a pilot.

Board Agenda & Schedule: JC asked if there were any changes to the agenda and schedule. Andy moved to accept the agenda; David F. seconded. The agenda was approved as drafted.

Approval of December's CARB Minutes: JC asked if everyone had a chance to review December's Board minutes distributed two months ago. No revisions were received. Jill motioned to approve the minutes. Andy seconded the motion. The Board minutes were approved with no objections.

Vice Chair Selection: With Vice Chair Richard's departure, the Board needed to select a new Vice Chair. JC asked if there were any nominations or persons interested in serving. Andy Hover was nominated by David F; Jill seconded. No other nominations were offered. Andy was selected unanimously to serve as the CARB's new Vice Chair.

Project Status: Loan Program Manager, Dave Chenaour, updated the group on the status of the loan agreements:

- 10 of 11 selected CARB projects are under agreement (90.9%).
- The City of Kelso accepted the IOFA for the Fuel Farm Improvement project and is in process of signing loan agreement GCB3436 for \$500,000.

Project Construction: The Loan Program Manager proceeded to update the Board on the status of projects under contract with CARB/WSDOT:

- 3 of 11 projects have been completed
 - Sequim Valley Airport - UST Removal Project \$15,000
 - Sequim Valley Airport - Access Road and Fueling Area Repaving Project \$70,000
 - Port of Port Angeles - Utility Extension & Hangar Development Project \$750,000
- Othello Municipal Airport 10-unit Hangar Project \$450,000.

- FAA determined prepared site penetrates “object free zone”; site being relocated approximately 10 ft.
- Pre-fabricated hangar structure completed awaiting delivery.
- City of Chehalis Above-ground Fueling Facility Project \$750,000 has ordered the fuel tanks and is going out to bid for site preparation.
- Pierce County Hangar Door Replacement Project \$750,000 initial bids received exceeded estimates and they are re-bidding project within two weeks.
- 4 of 5 remaining projects to begin this year:
 - Port of Bremerton Multi-purpose Building Project \$750,000.
 - City of Chewelah Fueling Facility Project \$425,000.
 - City of Moses Lake Fueling Facility Project \$150,000.
 - Kittitas County Hangar Utility Extension Project \$105,000.
- City of Kelso Fuel Farm Improvement Project \$500,000 granted 1-year delay to coordinate with FAA-funded repaving

Financial Summary: The Program Manager provided the Board a summary of the program expenses to date. Administrative costs of \$213,249.46, consisting mostly of the Program Manager’s salary, have been incurred. Expenditures are on target with the \$260,000 budgeted amount for administrative program costs.

\$1,426,731.60 has been disbursed to five (5) loan funded projects. That represents 30.1% of the \$4.74M in awarded loan funds. We are projecting another \$1.5M will be dispersed by June 30, 2021 leaving a balance of approximately \$1.5M for disbursement in the 2021-2023 biennium.

JC asked if there were any questions from Board members. No questions or comments were received.

Legislation: Member and Aviation Director, David Fleckenstein, updated the Board on the status of the aviation bills for the 2021 legislative session, including the CARB program. CARB bills, HB1030 and SB5031, have been proceeding through both the House and Senate with no objections. David F. commented on testimony given supporting the bills and the upcoming hearings scheduled. The Governor’s budget has included \$5M for the CARB program. The CARB program is also included in both the drafted House (HB1080) and Senate (SB5083) capital budgets. Hearings on the capital budgets is scheduled for March 22nd.

[Note: On March 22 & 23, HB1080 identified \$2.5M and SB5083 included \$5M in program funding]

David F. briefly discussed other aviation bills of interest, as follows:

- HB1198 extending the Commercial Airport Coordinating Commission (CACC);
- SHB1379 funding an Unmanned Aircraft Systems (UAS) position within the Aviation Division;
- E2SSB5141 a complex bill considering environmental justice with airport projects;
- SSB5329 allocating an additional 0.5% of the aircraft fuel tax to the Aeronautics Account; and
- HB1538 establishing an Aviation Airspace Advisory Committee.

During a break from a legislative committee, Representative Tom Dent briefly joined the meeting and thanked the Board for their work on the CARB program and commented that the program has been very popular with the aviation community.

Applicant’s Program Survey: The Program Manager shared a draft of nine (9) survey questions to ask former applicants of the CARB program. Questions ranged from program notifications, the application process, and program parameters. After Board members offered several revisions to the questionnaire,

the Program Manager was directed to develop an online survey and send it to loan applicants. The results will be presented to the Board prior to the next Board meeting.

The Program Manager will also develop a table comparing interest rates to interest revenue for the program in preparation for future discussion of program interest rates.

Comments/Next Board Meeting: The next online Board meeting was agreed to be scheduled for May 13, 2021 from 10 am to Noon. Board Secretary, Dave C., was directed to send out a meeting request notice and include Chris Herman from WPPA to future meetings. John Dobson inquired whether CARB needed to post meeting notices to the public. It was decided that CARB meetings announcements would be posted in WSDOT's Aviation Newsletter. JC asked if there were any closing comments. The Program Manager asked Board members if they would like to continue receiving news releases on the CARB program. The Board responded affirmatively. JC thanked the Board and the Program Manager for their participation.

The meeting was adjourned at 11:22 p.m.

_____ Date: _____
David Chenaur, Acting CARB Secretary