

**KITTITAS COUNTY  
AIRPORT STUDY SESSION MINUTES  
BOCC CONFERENCE ROOM, WEBEX  
Regular Meeting**

<b>MONDAY</b>	<b>11:00 AM</b>	<b>April 11, 2022</b>
---------------	-----------------	-----------------------

Board members present: Commissioner Brett Wachsmith, Commissioner Cory Wright, and Chair Laura Osiadacz

**Others:** Neil Caulkins, Codi Fortier, Ken Grannan, George Long, Amy McGuffin, Jen Nelson, Terry LaRue.

**Meeting Call to Order: Chair Laura Osiadacz 11:00AM**

**Operational Documents:**

Director Grannan began the meeting by discussing operational documents of the Airport. The first document that was discussed was Title 9. Title 9 is determined to be a guiding document for the minimum standards and rules and regulations, outlining all of the definitions needed to know. Title 19 will go out to the public after it has been presented to the AAC. The next document discussed was the minimum standards. The changes made to this document are as follows: Added purpose, intent, policies and applicability for adding aeronautical services on the airfield. As well as changes to the fuel service requirements and FBO documents. Changes that will be made to the minimum standards will be getting rid of the employees' paragraph, changing insurance requirements, as well as putting in a section on hot fueling.

The last document discussed was the rules and regulations on the airfield. This document refers back to the minimum standards and it is mostly referring to the airfield as well as provide recommendations for ground movement. What has been added to the document is what constitutes flammable material and how to properly dispose of it, what the flowage fee will be for the airfield, spill prevention and control plan, base aircraft registration, and what the procedure will be for adding cameras on the airfield.

Director Grannan also brought up the concern of hot fueling and whether it would be allowed on the airfield, and it was determined that it would not unless a personal truck was used. Commissioner Wright brought up some concerns regarding the documents that he requested be fixed. The first was putting an index into Title 19, edit the formatting in all of the documents so it looks consistent. Another concern that was brought up was to pull the references to ordinances from other airports.

Chairman Osiadacz commended the airport on all of their hard work

**APPROVED**  
5-17-22

**OTHER BUSINESS**

Director Grannan discussed the development of a stand-alone website for the Airport and that we will be moving forward once we have approval from IT.

The Airport is currently looking for other fuel suppliers and facilities for the future. The Airport is looking more into this avenue after the military brought up a concern about using our fuel system.

Meeting adjourned at 11:43AM

  
\_\_\_\_\_  
**Ken Grannan**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
\_\_\_\_\_  
**Laura Osiadacz, Chairman**