

Town of Concrete Airport Commission
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Town of Concrete
Airport Commission

Meeting Agenda

April 2, 2026 - 6 p.m.

**Airport Commission
Members**

Wiley Moore-Chair Pro-tem

Gregg Kuehn - Chair

David Lambert

Fred West

Karla Massingale - Council

1. Call Meeting to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Minutes – January 8, 2026 ([pages 1-7](#))
 5. Old Business
 - Attorney Memo ([pages 8-9](#))
 - a. Insurance Item ([page 10](#))
 - Pilot’s Lounge Improvements
 - Taxiway Improvements
 6. New Business
 - WSDOT – Tree Removal/Fencing Grant Application ([page 11](#))
 7. Other Business
 8. Announcements
 9. Next Meeting: July 2, 2026 6pm
- Adjournment

**Town of Concrete
Airport Commission
January 8, 2026**

Call Meeting to Order: The meeting was called to order at 6:00 p.m.

Roll Call: Airport Commission Members: Wiley Moore (Zoom), Gregg Kuehn, David Lambert, Fred West, and Councilmember Karla Massingale.

Audience Members Present: Theresa White, Mike Werner, Chris Edwards, and Jim Jenkins.

Audience Members Online: Val Stafford.

Staff Present: Clerk Treasurer Andrea Fichter, and Town Attorney Emily Romanenko (Zoom).

Minutes: October 2, 2025: Wiley made a motion to approve with a change in the last paragraph, first sentence of the minutes from Wiley to Gregg. Fred seconded the motion. The motion carried unanimously.

Old Business: Wiley stated that he would like to request that discussion be added to new business on how this commission will interface with the Council. Wiley stated that he would also like to add for discussion that this Commission does not limit public comment to three minutes.

Wiley also asked about the Council agenda and how that is set up for reporting on airport items and the Airport Commission. He also asked about having the Mayor assign a new airport manager and that be brought to the Council as well.

Greg stated that he would like to clarify Wiley's request for what he is requesting be added to the agenda. Wiley stated they should discuss tonight on making a recommendation to Council for a new airport manager to be appointed. Andrea and Emily both stated they could review the bylaws regarding any time limit for public comment.

Audience Mike Werner requested clarification from the Commission on what they would like to see from the Airport Committee and what he is supposed to be reporting on.

Discussion ensued on how the Council reports have worked in the past at Council and clarifying on what the Council wants from those who are reporting.

Attorney Memo: Emily apologized for not getting the draft lease to the town prior to this meeting. She stated with the holidays and scheduling with the other attorney, they were not able to get a draft lease done in time for her to review.

Emily reviewed the memo that had been provided and explained the lease changes that have been proposed. She stated the Commission can make a recommendation to the Council and the Council can choose to approve those but that current leaseholders would also still have to agree to those changes.

She stated the items that need to be reviewed and discussed are the 40-year term that is being proposed which would do away with the 5-year terms and the need to review rates every 5 years which has proven to be troublesome for all involved, the base rate needs to be determined, and the insurance items need to be determined as well. She also updated on the language that she is proposing for the buildings that basically just says the building/hangar was compliant when built and the town will not force them to make changes if the codes change after the fact.

Wiley stated that he would point out that we have been at this for a couple months and he can only imagine what the billable hours are between the two attorneys and he is going to say to the Commission, by the end of the night, we need to have something to bring to the Council and say this clock is running and it is costing a lot of freaking money. He stated that he is really disappointed that Emily did not have a product for them to review this evening, but he has reviewed the memo she provided, and he is prepared to discuss that.

He stated he would like to remind Emily that it was clearly stated that she was to start from the November 2024 lease work product from the workshops that were redlined as well as information provided by Trevor Lofstedt and he had the Council reiterate that was the information to start from. He stated when other items and percentages are brought up, that makes him uneasy.

Draft Lease/Rate Study: Wiley asked what it was that Emily had not got to them. Emily explained that she was hoping to have the draft lease that she and the other attorney had worked on ready by this meeting but was unable to do that with the holidays and their schedules not matching up.

Wiley stated that he does not understand how current leaseholders would still have to agree to sign a new lease. Emily stated that right now most leaseholders have a current lease that has been extended and they are under no obligation to sign a new lease and can argue that they already have a lease and can refuse to sign a new lease. She is hopeful that will not be an issue especially if the 40-year term is approved and that would mean that all leaseholders would get a brand-new lease with a brand new 40-year term.

Wiley stated the 40-yr term was already determined and he does not understand why this is being discussed still. Emily explained that no decisions or motions occurred at the workshops that were held and then the Airport Commission was formed and that is why it has come back to this Commission so they can make a formal recommendation to Council. Wiley stated the 40-year term is great but also need to know what the rest of the lease says as well. He would also like to remind everyone that leaseholders are leasing dirt. Emily explained that yes, they are only leasing dirt at a low lease rate with the intent that at the end of the term the town would take over the property and would be able to increase that revenue and if lease terms are started over at 40-years there is a definite benefit to the leaseholders, but the town has to wait longer for that increased revenue. Wiley stated that he would take exception to her saying the lease rate is low. He stated it has been low and it should be increased, and the leaseholders had offered higher lease rates.

Gregg stated that he believes if this change is going to be made then there also needs a benefit to the town. He stated he believes the current rates are too low. Wiley stated that he disagrees that rates are too low and requested that Gregg change his thinking. He stated the study suggested 12-15 cents so he would disagree that rates are low. Gregg stated that he was not going to argue about his opinion and his opinion is the rates are too low and he believes if the rates are increased that would benefit the airport and the town as well as the leaseholders, who would benefit from the improvements that could be completed due to the increase in revenues.

Karla stated that it sounds like everyone wants the 40-year lease term and why not just agree on a base rate with an annual increase amount. She stated that all costs are going to go up, nothing is going to go down.

Gregg stated that he believes the percentages need to be reviewed because those may not be enough over the course of 40-years. Wiley stated that what is in the lease right now is CPI with a 3% cap and he thinks they should just stay with what is in the lease right now.

Audience member Mike Werner stated that 7% sounds minimal at the beginning but over 40 years that amount will be astronomical. He stated he would suggest that the commission review the rate setting for other things at the airport, such as more lots, charging for helicopter use and more tie downs.

David stated that he would not be for a 40-year term. He stated he believes that a 10-year term would be better. Gregg explained the need for longer terms when trying to get financing to build a hangar.

Fred stated that the rent should increase annually to keep up with costs. He stated he believes 12 cents is too low but that maybe 15 cents would work, then increase it annually by the CPI.

Gregg stated he is hearing different opinions for the term length, and rates. He asked if anyone wanted to make a motion on one of the choices.

Wiley made a motion to increase the base rate to \$0.15 per square foot with a CPI annual increase with a 3% cap and a 40-year term. Fred seconded the motion.

Fred asked why there is cap on the CPI. He stated he believes it should be left as whatever the CPI is and not have a cap.

Wiley made a motion to amend his motion to remove the cap on the CPI.

Fred seconded the amended motion.

Emily stated the motion on the floor is a 40-year term, restarting everyone with a new lease with a \$0.15 base rate using the CPI for the annual escalator.

Discussion ensued on different lease terms and different term lengths. Discussion also ensued on the past CPI percentages.

The amended motion passed unanimously.

Wiley stated during the workshops that former Mayor Reed had brought up the suggestion of each leaseholder showing proof of insurance, but it had been agreed to not include that language. He stated the shared insurance that has been paid in past years was agreed upon to keep. Emily stated the lease has provisions that protect the town so she would be fine with not including the naming the town as an additional insured.

Wiley asked about the language regarding the buildings and if that is being added. Emily stated there is already language in the town code regarding non-conforming uses so if codes change after buildings are constructed the building owner would be protected.

Andrea stated that Emily will incorporate the changes into a draft lease and then this will come back to the Commission at the beginning of April and then it can go to Council at the second meeting in April.

2026 Airport Budget: Wiley discussed the budget and how he believes it works. Wiley stated in the fall Andrea starts working on the budget. He stated she creates a budget for each of the different funds. He stated once the town approves the budget, the budget is not really reviewed throughout the year. He stated Andrea provides a Treasurer's Report monthly but that does not break down the expenditures and how those are portioned out to the different funds. He stated Andrea budgets the back-office charges, and public works charges out to the different and he believes somewhat appropriately. He stated that he understands Andrea and Heathers wages and benefits being distributed to the Airport Fund, but the Public Works guys do not even mow the lawn at the airport anymore and there is a heck of a lot of money for public works in the Airport Fund. He stated he understands what she is trying to do which is to cover the cost of Public Works across the funds, but he would like to point out that the park fund does not get charged anything for wages and benefits.

Andrea explained there is not a separate Parks Fund, that the Parks Fund is included in the General Fund. Wiley stated then maybe the Airport Fund needs to be part of the General Fund. Andrea stated not according to the State Auditors. Wiley stated the airport is trying to support \$98,000 in budgeted expenditures and he calculated approximately \$60,000 in back office and public works charges that are included in that and the airport will never, ever bring in that type of revenue to support those expenditures.

Wiley stated that the Council chose not to accept an increase in lease rates for the last two years and spent money on a rate study, and attorney fees. He stated it is poor management of the airport and airport funds. He stated why is the airport being bad mouthed because they are not covering the back-office costs. He stated if the Council wants to give raises like they did last year, then that should be a General Fund problem and should not be an Airport Fund problem. Wiley stated we are not going to rewrite this year's budget but when the budget comes around again for next year, he is suggesting that as this year progresses, and when we get around to budgetary time again, we will hopefully have a council that is a little wiser on how this works.

He stated he wants the commission to understand that the airport is not here to pay for public works guys that do not come up and do anything at the airport.

Gregg asked Andrea how the salaries and benefits are figured. Andrea explained that salaries are reviewed at least every 5-years or if there is a major change in employees or positions change. She stated that each employee tracks their time for different months in the year. She stated it is tracked daily by the hour. She stated she then takes those numbers and puts all of the data into a spreadsheet and that is how the percentages are determined for each fund. She stated that salaries and benefits are distributed between the General Fund, Street Fund, Airport Fund, Sewer Fund, and Water Fund.

Fred asked what the intention is for discussing the budget tonight. Andrea stated the budget has already been set for this year.

Wiley stated that everyone is like oh the poor airport does not bring enough money in to cover the costs of the budget that Andrea writes but he stated that he believes the budget has a lot of soft costs. He stated he went through it and it looks like to him if you took the soft costs out then the revenue the airport brings in equals to about what the hard costs are. He stated this is a shell game and they should not fall for the shell game. He stated they have agreed that lease rates should go up and that is already been decided. He stated there are other things that can be done to create revenue.

Fred asked about the town's hangar and if the town's maintenance crew is renting the space from the airport. He stated if the town got their stuff out of that hangar, they could rent it out and could be generating revenue for the airport. He stated he believes the hangar should be contributing to the airport fund. He stated he does not believe the way the budget is being done in regard to the hangar is correct and it should be creating revenue for the airport.

Wiley stated that he agrees with Fred that the leaseholders should not be carrying the load for one of the lots especially one of the big lots. He stated he also has another suggestion, sell the damn hangar, and get \$300,000 for it and then the airport made them money. He stated the hangar is nice for the town, but the leaseholders should get some kind of credit for it.

Audience member Jim Jenkins asked what the Pilot's Lounge rents for. Andrea stated it rents for like \$60 or \$65 for 8-hours. Jim asked if that would be a way to determine rent. Fred stated he is not sure how much a hangar rents for, but he has been told the town could rent it for like \$2,000/mo. which be \$24,000 on the plus side for the airport fund.

Wiley stated we are not going to solve the budget issue tonight, but he requests that this commission pay close attention throughout the year and not buy into the oh woah is me that the leaseholders are not paying their way, because they are.

Airport Layout Plan (ALP): Wiley stated this was started back in 2020 and reviewed the history that got to the present document which he stated the document itself is not that bad. He stated he would make a recommendation to approve the ALP as is.

Gregg stated that he has a question on the grass runway and why that is not discussed in this document. Wiley stated that although some planes can land on the grass, the grass runway that he is referring to is actually a taxi way and not a runway. Wiley also discussed other items within the ALP. He stated this is an important planning document.

Wiley made a motion to recommend to Council to accept the ALP as currently written. David seconded the motion. The motion carried unanimously.

New Business: Improvements – Taxiway/Pilot’s Lounge: Gregg stated he wanted to start the conversation on taxiway improvements. He stated there are a lot of potholes and those need to be fixed. He stated he was told that someone had offered to have that area paved. Wiley stated they need to get the utility easements in place before doing that. Wiley and Gregg agreed to work on getting more information on the area in question and bring back more information to the Commission.

Gregg stated that maybe a work party could be scheduled to assist with painting the inside and outside of the Pilot’s Lounge. He stated there should also be some type of charge for when people fly in and use the facility. Wiley stated there is money in the Airport Reserve Fund for this work. Gregg stated he would be willing to donate money for the paint and his time so maybe those funds could be saved for larger items that may be needed at the airport. Gregg asked Andrea if there was any reason the Commission could not send out a letter to leaseholders to see who is willing to assist. Andrea stated she did not see any reason a letter could not be sent.

2026 Fly-In: Gregg asked who is in charge of the fly-in. Andrea stated that Concrete Events, a separate group is in charge of the fly-in. She stated she believes that Marla is still the president and Jon is the Treasurer.

Additional Tie Downs: Gregg stated they need to discuss where more could be placed. Andrea stated that she believes that Jon and Terry were working on this and had gotten information from the engineer on dimensions and what would be needed to place these. She stated they also increased the fees for tie downs this year. Gregg stated this is something the Commission could work on and also getting the fees reviewed.

Additional Lot Spaces: Audience member Mike Werner stated that he believes there is room on the south side of the runway to put in another 10-12 lots. Gregg, Mike, and Fred will walk the area and look at what would be needed. Wiley stated the clearing and grubbing, and security fencing is included on the town’s list for possible funding through WSDOT. Audience member Jim Jenkins stated that developing the south side could also improve the parking options as well.

Other Business: Wiley stated he believes the commission should suggest to the mayor to appoint a new airport manager.

Wiley made a motion to suggest the mayor appoint a new airport manager. Fred seconded the motion. The motion carried with David abstained.

Wiley stated that he would suggest that this Commission does not limit public comment to 3-

minutes. The remaining Commission agreed.

Wiley discussed the meeting in Leavenworth in May and that he believes someone should attend. Gregg asked that he send information to Andrea. Andrea stated she may be able to get the information from WSDOT as well.

Announcements: None.

Adjournment: Wiley made a motion for adjournment at 8:32 p.m. Karla seconded the motion. The motion carried unanimously.

Gregg Kuehn, Chair

Attest: Wiley Moore, Chair pro-tem

To: Concrete Airport Commission
From: Gregg Kuehn, Airport Commission Chair and Wiley Moore, Airport Commission Vice-Chair
Date: April 2, 2026
Re: Concrete Airport Lease Amendment Recommendations

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Proposed Motion: *"I move to direct staff to prepare a final version of the airport lease for Commission's consideration at the next Commission meeting based on the proposal herein."*

Background: The Concrete Town Council has directed the Airport Commission to evaluate potential updates to the template airport lease. The review was initiated to address administrative inefficiencies, long-term financial sustainability of the airport, and uncertainty created by the current lease structure.

The Airport Commission reviewed several points of discussion during their January 8, 2026 Commission meeting, including a vote on the initial term length (to be 40 years) and a base rental rate (to be 15 cents per square foot with an annual escalator to be tied to the Consumer Price Index). These changes would eliminate the need to reevaluate and renegotiate the rental rate every 5 years.

Since the January Commission meeting, feedback has been received on additional discussion points, and the purpose of this memorandum is to summarize the recommendations based on the feedback heard to-date with an intent to honor the work initially completed during the 2024 workshops. For reference, the "sections" referenced below correspond to the latest version of the 2024 lease that is currently in effect for all leaseholders.

Issue/Discussion:

1. Lease term length: Re-start all leases with a straight 40 year term. This option puts all current leaseholders on the same timeline. (Section 3). *Note that this item has already been voted on by the Airport Commission at the January 8, 2026 meeting.*
2. Extension term length: Add an option for an additional 40 year extension. (Section 3)
3. Increased base rental rate: Increase the base rental rate to 15 cents per square foot with an annual escalator tied to CPI. (Section 3). *Note that this item has already been voted on by the Airport Commission at the January 8, 2026 meeting.*
4. Payment of Town Insurance: Remove reference of pro-rata leaseholder payment of Town insurance. Instead, this amount will be accounted for in the increased base rental rate. (Section 5).

5. Rental Ability: Allow rental of hanger only for aeronautical use, as that term is defined by the FAA. (Section 7).
6. Construction Requirement: For leaseholders who have constructed a hanger, remove this language as it is no longer applicable. For leaseholders who have not yet constructed a hanger, this section will be revised to reflect the remaining time the leaseholder has left within the original 5 year period. (Section 7)

Additionally, three new discussion points were raised during the review of the lease and possibly warrant further discussion by the Commission:

1. Conduct a review for term consistency occur to ensure that terms are used consistently through the lease; for example, all references shall be to "Lessee" and "Lessor" or "Town" only.
2. Consider removing the final two paragraphs of Section 7, which provide for the improvements to become property of the Town upon the expiration or termination of the lease. (Section 7).
3. Consider modifying assignment provisions in Section 19 in the context of vacant lots versus improved lots.

Next Steps and Requested Commission Action:

The proposed amendments described above are intended to be narrow and focused on the primary issues identified during the 2024 workshops as well as three specific issues that have been raised during the review of the lease. The intent is not to create an entirely new lease but rather refining the 2024 discussion points raised during the workshops into a few specific and targeted amendments.

The Town Council has requested that the Airport Commission provide a recommendation on the lease amendments by June 2026; thus at the April 2, 2026 meeting, the Commission is asked to:

- Review the proposed modifications as set forth above;
- Provide direction as to whether to incorporate the proposed modifications; and
- Identify whether additional amendments should be considered as part of the lease update process.

Commission feedback will be used to finalize a draft lease template that will be brought back to the next Airport Commission meeting for subsequent vote for recommendation to Town Council.

Square Footage

50X50	23	60000
100X100	11	110000
A/B & 47/48 (100X50)	2	10000
34/35 & 36/37 (100X50)	2	10000
44 (100X50)	1	5000
C (65X50)	1	3250
17 (50X50)+1150sf Septic	1	3650
18 (50X50) +\$100	1	2500
19 (50X50) +\$100	1	2500
601A (80X90)	1	7200
601C (100X32)	1	3200
Total Square Footage of all Lots	45	217300

2026 Insurance Costs	SF	Cost Per Square
\$5,500.00	217300	0.02531063

Airport Aid Application

"A Steward for Washington's Aviation System"
PO Box 47312
Olympia, Washington 98504

Date of Request
3/2/2026

1 Applicant: Town of Concrete Applicant's Authorized Representative: Name: Andrea Fichter Title: Clerk Treasurer Address: 45672 Main Street Address 2: PO Box 39 City: Concrete State: WA Zip: 98237 Phone: (360) 853-8401 Cell: Email: andreaf@concretewa.gov	2 Project to be Managed by: Company: TBD Name: Address: Address 2: City: State: Zip: Phone: Cell: Email: <i>Find your legislative and congressional district at: http://app.leg.wa.gov/districtfinder/</i>
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3 Airport: NPIAS Non-NPIAS
 FAA Classification: Local / Basic Legislative District: 39th
 State Classification: Community Congressional District: 1st

4 No.	Project Name and Description (list in order of priority)	Total Project Cost	Local Funds	Aviation Division Funds	Federal Funds	Other Funds (Name Source)
1	Obstruction Removal Tree/stump removal on approximately 8.6 acres, debris removal, grading/leveling cleared area.	201,184.40	10,059.22	191,125.18	0.00	
2	Safety Enhancement Installation of approximately 3,760 linear feet of 8ft galvanized chain link plus 3 gates.	322,983.27	16,149.16	306,834.11	0.00	
3						
Totals		524,167.67	26,208.38	497,959.29	0.00	0.00

5 Does the airport have an up-to-date Master Plan or ALP Narrative Report? Yes No Date: 2/9/2026
 Does the airport have an approved Airport Layout Plan (ALP)? Yes No Date: 2/9/2026
 Was annual requirement to review and update Airport Information System (AIS) data met for the preceeding calendar year? Yes No
 Does the airport sponsor have policies to reduce greenhouse gas emissions? Yes No
 - If yes, submit a copy of the policies. Submitting copy via: Emailing - Electronic Document
 Submit signed acceptance of Airport Aid Grant Assurances. Submitting signed grant assurances via: Emailing - Electronic Document
 Submit adopted resolution; 1) Authorizing submittal of grant application, 2) Stating matching funds are available, and 3) Support of elected officials. Submitting copy via: Emailing - Electronic Document
 *Does not apply to private airport sponsors

6 Signature of Applicant's Authorized Representative
 *A signed application is not required when the airport's authorized representative submits the completed application (fillable form .pdf document) by email.

Andrea Fichter