

**Park Advisory Board  
Meeting Minutes  
September 4, 2025  
Meeting called to order 5:30 PM**



**1. ATTENDANCE:**

**A. Park Board Members Present:**

Board Member, Jacob Powers  
Board Member, Gregory Webb  
Board Member, Don Mitchell

**B. Park Board Members Absent:** Board Member, Michelle Musgrave

**C. Staff Present:** J.C. Kennedy, Parks & Recreation Director

**2. Agenda Approval:** A Motion to approve the Agenda was made by Mr. Webb. Second by Mr. Powers. Agenda Approved.

**3. August 8, 2025 Minutes:** Motion to approve the minutes was made by Mr. Webb. Second by Mr. Powers. Minutes approved.

**4. August Revenue Report:** Mr. Kennedy presented data from the August Revenue Report.

**Membership Tracking** (AHRC Market Share Analysis 1,675 Total Members)

Monthly Memberships:	July = 1,135	August = 1,133
Annual, Semi Annual & 10 Punch Memberships:	July = 895	August = 897
Insurance Memberships:	July = 1,176	August = 1,215
<b>TOTAL MEMBERSHIPS ALL TYPES:</b>	<b>July = 3,206</b>	<b>August = 3,245</b>

Total Memberships All Types December 2024	2,814
Total Memberships All Types YTD 2025	3,245
Total Memberships All Types Increase	431
Percentage of Increase Year to Date	15.32%

<b>AUGUST</b>	Membership Revenue	\$117,115.30
	Membership Rate Average	\$43.17
	Members	2,713
	<b>Market Share</b>	<b>161.96%</b>

**Revenues / Expenditures Year to Date**

Revenues	\$1,388,497.99
Expenditures	\$1,499,132.55
Cost Recovery	92.62%
General Fund Subsidy	\$110,634.56

***\*Our Subsidy from the General Fund is \$107,397.28 less than it was in 2018 before the Recreation Center opened.***

***\*Our Subsidy from the General Fund is \$137,436.67 less than it was in August 2024.***

5. **AHRC Phase 2 Update:** Mr. Kennedy shared the preliminary plan set that SPVV Landscape Architects is working on for the project. The set was updated and now represents a 50% design for the project. There were several clarifications that SPVV requested during this update regarding basic questions about location of ADA parking, tree placement and preferred dugout style.
6. **Airway Heights Comprehensive Plan 20 Year Forecast Parks & Recreation Park Land and Capital Facilities Update:** Mr. Kennedy reported that he had a meeting with the Planning Department regarding the continuing updates to the Comprehensive Plan that they are working on. They are focusing mandated state updates regarding forecasts for the 6-year and 20-year Capital, Utility, Transportation, and Parks needs for the City. The City's consultant Framework, and their sub-contractor ECO Northwest have put together the following factors for consideration:
  - Population Allocation Increase by 2046 – 6,665
  - Housing Allocation by 2046 – 3,955 units across all income brackets

The City is required to plan for these allocations as part of a Land Capacity Analysis to determine if the City has sufficient land area for these forecasts. The Planning Department requested departments to review the impacts of these forecasts on the City's planning for capital investments, levels of service for Parks for the 2026 Comprehensive Plan. The Planning Department's work target is a completed preliminary draft by the end of this year.

Mr. Kennedy informed the Planning Department that Parks & Recreation was going to be starting the process of updating the Parks & Recreation Plan in 2026. In the interim the Park Advisory Board was asked to review Section VI of the Plan to adjust Level of Service (LOS) for park land and the population increases forecasted by the office of financial management. Mr. Kennedy reached out to the Recreation Conservation Office (RCO) and was put in contact with Nick Norton the Policy and Planning Specialist who reviews Master Plans submitted to RCO for compliance with grant eligibility. Mr. Kennedy reported that he was curious about whether or not the Spokane County ORV Park should be included in the Cities LOS.

Mr. Norton's Response:

"Typically, most cities will only include property that they own and/or manage in the more detailed considerations regarding available facilities, their conditions, management needs, and future development opportunities. However, I often see sections of parks master plans that will mention/list other recreational assets within the jurisdiction (or surrounding area), incorporate them in any spacial analysis regarding gaps in service, and include them as part of any level of service assessment. How much detail and how wide of a net they cast varies depending on the local context. I tend to think that is a beneficial approach, in that it recognizes that you don't really have the authority to do anything there, but what is there has a direct, meaningful impact on what you might want to do/prioritize."

With this advice Mr. Kennedy made adjustments to the population forecast through 2046 and made adjustments to the parks land LOS forecast. Then looked at the Capital Facilities element included in Section VI and split the table listing capital facilities into two tables representing the six year capital project forecast and a second table representing the forecast through twenty years. No changes were made to the Goals & Objectives as this will be done when the full update is made to the Master Plan next year. The changes that come out of the full update can

be incorporated into the Comprehensive Plan at a later date as the City has the authority to open the Comprehensive Plan up and make necessary additions annually as changes occur. Mr. Kennedy shared the changes with the board.

Table 1.1 forecasts the likely population change over the next 20 years. The methodology for determining this forecast was based on the number provided by the State of Washington's Office of Financial Management (OFM) and the numbers assigned to the city by Spokane County Board of County Commissioners. The numbers in table 1.1 below do not reflect the population incarcerated at the Airway Heights Corrections Center (2,258) as they do not pose an impact on the City's Park & Recreation infrastructure.

**Table 1.1** *Population Forecast for Airway Heights, 2026 – 2046*

<b>Year</b>	<b>Population</b>	<b>Year</b>	<b>Population</b>	<b>Year</b>	<b>Population</b>
<b>2026</b>	9,165	<b>2033</b>	10,731	<b>2040</b>	12,558
<b>2027</b>	9,426	<b>2034</b>	10,992	<b>2041</b>	12,819
<b>2028</b>	9,687	<b>2035</b>	11,253	<b>2042</b>	13,080
<b>2029</b>	9,948	<b>2036</b>	11,514	<b>2043</b>	13,341
<b>2030</b>	10,209	<b>2037</b>	11,775	<b>2044</b>	13,602
<b>2031</b>	9,165	<b>2038</b>	12,036	<b>2045</b>	13,863
<b>2032</b>	10,470	<b>2039</b>	12,297	<b>2046</b>	14,124

A park demand assessment was also completed comparing the population of Airway Heights to the park and recreation standards established by the City. Table 6.3 shows this comparison of what the City now has, using 2026 population projections from the Washington State Office of Financial Management (OFM), and what the City is expected to need in the future, using a 2046 population projection from OFM.

The following table, Table 6.5, outlines the proposed capital projects to be undertaken by the City of Airway Heights to fulfill the Parks and Recreation Master Plan. Indicated are specific projects to be undertaken by the City and their associated project schedule, project cost, and the likely funding source. In determining project costs, services such as planning, engineering, land acquisition, and construction are considered. Often times, these are large amounts that are scheduled over several years or paid through the use of local and private funds, as well as local, state, and federal grants.

**Table 6.5** *Proposed 6 Year Parks & Recreational Capital Improvement Projects*

<b>Project</b>	<b>Timing</b>	<b>Cost</b>	<b>Funding</b>
Airway Heights Recreation Complex Parking Expansion & Ballfield Fencing & Dugout Improvements	2026	\$397,000	Local

Sunset Park Pathway Reconstruction ADA Improvements	2026	\$175,000	Local RCO
Highland Village Neighborhood Park Expansion	2027	\$100,000	Local Developer
Recreation Complex Phase 2 Field / Court Development	2028	\$500,000	RCO Local
Sunset Park Maintenance Building Storage Yard Addition	2028	\$25,000	Local
Sunset Park Basketball Court/Skate Park Reconstruction	2029	\$500,000	Local RCO
Martella Field Fencing & Dugout Improvements	2029	\$40,000	Local In Kind
Neighborhood Park Development (2 to 5 acres)	2029	\$350,000	Local Developer
Landreth Park Playground Installation	2030	\$150,000	Local State
Neighborhood Park Development (2 to 5 acres)	2030	\$350,000	Local Developer
Recreation Staff Vehicle	Immediate	\$25,000	Local
Parks Capital Equipment Mowers	Immediate	\$45,000	Local
Parks Capital Equipment Right of Way Gator With Spray Unit & Plow	Immediate	\$48,000	Local
Parks Capital Equipment Right of Way Slide In Herbicide Sprayer	Immediate	\$17,500	Local
Parks Right of Way Capital Equipment Truck With Plow	Immediate	\$62,500	Local

**Table 6.6** *Proposed 20 Year Parks & Recreational Capital Improvement Projects*

<b>Project</b>	<b>Timing</b>	<b>Cost</b>	<b>Funding</b>
Neighborhood Park Development (2 to 5 acres)	2033	TBD	Local Developer
Recreation Complex Water Tower Painting Fence Screen	2033	\$250,000	Local
Parks Capital Equipment Truck	2033	50,000.00	Local
Parks Capital Equipment Mower	2033	45,000.00	Local
Sunset Park Maintenance Building Storage Yard Addition	2034	\$25,000	Local
Neighborhood Park Development (2 to 5 acres)	2036	\$350,000	Local Developer
Recreation Center Phase 2 – Child Watch, Youth Space, Child Care Expansion	2035	\$10,000,000	Local State In-kind
Neighborhood Park Development (2 to 5 acres)	2039	\$400,000	Local Developer
Neighborhood Park Development (2 to 5 acres)	2042	\$400,000	Local Developer

Neighborhood Park Development (2 to 5 acres)	2045	\$425,000	Local Developer
Recreation Center Phase 3 Indoor Court Expansion	2045	\$5,500,000	Local State In-kind
Recreation Complex Maintenance Shop/Shed	TBD	\$200,000	Local

7. **Park Advisory Board Resolution PB25-03:** Mr. Kennedy presented the Resolution to the board. "A PARK ADVISORY BOARD RECOMMENDATION OF APPROVAL TO THE CITY COUNCIL OF THE CITY OF AIRWAY HEIGHTS IN THE MATTER RELATING TO THE UPDATE TO THE PARKS & RECREATION MASTER PLAN SECTION VI REFLECTING UPDATES TO POPULATION AND HOUSING FORECASTS FOR THE 2026 COMPREHENSIVE PLAN AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO."

A motion to approve the Resolution was made by Mr. Webb. Second by Mr. Mitchell. Resolution PB25-03 was approved.

8. **Adjourn:** Meeting adjourned at 5:57 pm.