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**Agenda for the
SPECIAL MEETING OF THE REGIONAL AIRPORT BOARD
OF THE
COLUMBIA GORGE REGIONAL AIRPORT**

(Established cooperatively between the City of The Dalles, Oregon and Klickitat County, Washington)

Friday, November 6, 2017 @ 7:00am

Meeting to be Held at the Airport Terminal in Dallesport, WA

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of Minutes: August 18, 2017**
- V. Public Comments (items not on the Agenda)**
- VI. Board Member Comments (items not on the Agenda)**
- VII. Discussion Items**
 - A. DNR Lease**
 - B. Mr. Englund's Hangar Update**
 - C. Flex Space Update**
- VIII. Action Items**
 - A. Selection Committee's Recommendation for FBO 7:30 AM**
 - B. Selection Committee's Recommendation for Airport Manager**
- IX. Management Report**
 - A. Budget Report**
- X. Next Meeting December 15, 2017**
- XI. Adjournment**

**Minutes of the Board of Directors Special Meeting
Regional Airport Authority**

August 18, 2017

Airport Terminal – Dallesport, Washington

CALL TO ORDER

Chairman Jim Wilcox called the meeting to order at 7:02 a.m.

ROLL CALL

Members present: Tim McGlothlin, Tim Urness, Dave Griffith, Terry Trapp, Jim Wilcox, Norm Deo and Dave Sauter, Terry Trapp. Absent:

Staff members present: Rolf Anderson and Chuck Covert of AMI, Julie Krueger of the City of The Dalles and Matthew Klebes of the City of The Dalles.

APPROVAL OF AGENDA

Chairman Wilcox requested that the discussion of the Englund hangar be moved up prior to Public Comments due to the fact some people attending the meeting needed to leave early. With that change the Agenda was approved unanimously as amended.

APPROVAL OF MINUTES

The July 19, 2017, Minutes were unanimously approved.

DISCUSSION ITEM

Mr. Wilcox started the discussion of the lease with Mr. Englund. The Board had an extensive discussion of this matter and the entire discussion is transcribed on the attached Exhibit 1 in order to completely cover all of the discussion.

After thorough discussion and upon a motion made and seconded the Board unanimously recommended that the City and County to allow Mr. Englund to move forward with the hangar construction provided that the lease be concluded in 15 days and that the lease include a provision for long-term maintenance

PUBLIC COMMENTS

None.

BOARD MEMBER COMMENTS

Mr. Urness reported that the drag race had gone well and there was a good turnout. The Airport share was \$2,133.60 and the Boy Scouts received \$1,200. The Board requested that AMI compose a letter on behalf of the Board thanking the BPA and Wilson Construction for their cooperation.

DISCUSSION ITEMS

Minutes of the Board of Directors – Columbia Gorge Regional Airport

August 21, 2015

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Mr. Morgan discussed his proposed road easement and development. He stated the road would be constructed to County standards and was widened from 40' to 60'. Mr. Morgan stated the County had approved the location where his road enters onto Dallesport Road. Mr. Morgan stated his attorney was working with Gene Parker on the agreement. The Board invited Mr. Morgan to the next Board meeting to discuss the road further.

The Board listened to a presentation from Blokart Windsurfing about using the closed runway for wheeled windsurfing rigs. The Board discussed the issue of potential liability from this use and other issues including the possibility that Blokart Windsurfing could hold an event on the closed runway similar to the drag races or the windsurfing events held in the Gorge. The Board invited Blokart Windsurfing to attend future Board meetings as he develops more ideas for this potential use.

AMI presented suggestions for controlling the use of the closed runway including raising the rates for some of the users, restricting the location on the runway where certain events are held such as drift cars, limiting the time of the use for noise issues and requiring a damage deposit from the users. The Board suggested a \$1,000 deposit for all users to cover potential damages and other costs and suggested that the Airport review the City of The Dalles Festival Park Agreement as a model for a future written agreement with all of the users. The Board suggested the hours of use be limited to 9:00 am to 6:00 pm and the fee be raised to \$400 to \$500 per day for most of the users. The Board also suggested reviewing potential camping fees for some of the runway users. Any use would require specific restrictions such as no fires, including charcoal fires and other considerations. The Board requested that AMI bring a formal proposal for the Board to review at the next Board meeting.

Manager's Report

AMI reported that it had not received a copy of the Budget for the previous month but was confident all expenses were normal.

The Board requested that AMI look into the issues involving an RV site on the Airport and to place that issue on the Agenda for the next Board meeting.

AMI reported that RUTE Foundation Systems had been to the Airport looking at a proposed site on the Airport. AMI had just received some information from RUTE the day before but did not have sufficient information to discuss it with the Board at this time. AMI expected this issue will be on next month's Agenda.

NEXT REGULAR MEETING

September 15, 2017

ADJOURNMENT

Chairman Jim Wilcox adjourned the meeting at 9:06 a.m.

Jim Wilcox, Chairman

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	.00	1,030,166.00	1,030,166.00	.0
TOTAL BEGINNING BALANCE	.00	.00	1,030,166.00	1,030,166.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	.00	65,000.00	65,000.00	.0
061-0000-330.10-0 OTHER WA	.00	.00	.00	.00	.0
061-0000-330.15-0 OTHER OR	.00	.00	100,000.00	100,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	165,000.00	165,000.00	.0
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	9,914.99	90,000.00	80,085.01	11.0
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	700,000.00	700,000.00	.0
TOTAL FEDERAL REVENUES	.00	9,914.99	790,000.00	780,085.01	1.3
<u>STATE GRANTS</u>					
061-0000-334.80-0 WASHINGTON STATE GRANTS	.00	.00	3,000.00	3,000.00	.0
061-0000-334.90-0 STATE GRANTS, OTHER	.00	.00	.00	.00	.0
TOTAL STATE GRANTS	.00	.00	3,000.00	3,000.00	.0
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0 MISC SALES AND SERVICES	.00	4,333.60	3,000.00	(1,333.60)	144.5
TOTAL GENERAL GOVERNMENT	.00	4,333.60	3,000.00	(1,333.60)	144.5
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	1,133.30	4,951.52	10,000.00	5,048.48	49.5
TOTAL AVIATION FUEL SALES	1,133.30	4,951.52	10,000.00	5,048.48	49.5
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	.00	1,547.46	5,000.00	3,452.54	31.0
TOTAL INTEREST REVENUES	.00	1,547.46	5,000.00	3,452.54	31.0

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

AIRPORT FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>RENTAL REVENUES</u>					
061-0000-363.50-0	.00	64,867.10	125,000.00	60,132.90	51.9
	.00	64,867.10	125,000.00	60,132.90	51.9
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	.00	13.23	10,000.00	9,986.77	.1
	.00	13.23	10,000.00	9,986.77	.1
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	.00	17,727.27	65,000.00	47,272.73	27.3
	.00	17,727.27	65,000.00	47,272.73	27.3
<u>SALE OF FIXED ASSETS</u>					
061-0000-392.00-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
<u>PROCEEDS- LT LIABILITIES</u>					
061-0000-393.10-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	1,133.30	103,355.17	2,206,166.00	2,102,810.83	4.7

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

AIRPORT DEBT SERVICE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0 BEGINNING BALANCE	.00	.00	23,530.00	23,530.00	.0
TOTAL BEGINNING BALANCE	.00	.00	23,530.00	23,530.00	.0
<u>INTEREST REVENUES</u>					
062-0000-361.00-0 INTEREST REVENUES	.00	638.99	1,800.00	1,161.01	35.5
TOTAL INTEREST REVENUES	.00	638.99	1,800.00	1,161.01	35.5
<u>RENTAL REVENUES</u>					
062-0000-363.50-0 PROPERTY RENTALS	.00	36,530.00	143,640.00	107,110.00	25.4
TOTAL RENTAL REVENUES	.00	36,530.00	143,640.00	107,110.00	25.4
<u>SOURCE 391</u>					
062-0000-391.61-0 TRANSFER FROM AIRPORT FUND	.00	.00	68,437.00	68,437.00	.0
TOTAL SOURCE 391	.00	.00	68,437.00	68,437.00	.0
TOTAL FUND REVENUE	.00	37,168.99	237,407.00	200,238.01	15.7

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10 CONTRACTUAL SERVICES	220.00	260.00	6,400.00	6,140.00	4.1
061-6100-000.31-90 CONTRACTUAL SERV-OTHER	9,538.24	18,751.48	119,200.00	100,448.52	15.7
061-6100-000.34-10 ENGINEERING SERVICES	.00	.00	.00	.00	.0
061-6100-000.41-10 WATER & SEWER	850.00	1,395.00	9,000.00	7,605.00	15.5
061-6100-000.41-20 GARBAGE SERVICES	.00	.00	600.00	600.00	.0
061-6100-000.41-40 ELECTRICITY	.00	445.09	14,000.00	13,554.91	3.2
061-6100-000.43-10 BUILDINGS AND GROUNDS	724.79	821.29	23,500.00	22,678.71	3.5
061-6100-000.43-45 JOINT USE OF LABOR/EQUIP	.00	.00	1,800.00	1,600.00	.0
061-6100-000.43-50 VEHICLES	.00	.00	6,000.00	6,000.00	.0
061-6100-000.43-51 GAS/OIL/DIESEL/LUBRICANTS	71.37	130.26	3,000.00	2,869.74	4.3
061-6100-000.46-10 PROPERTY TAXES	.00	.00	10,000.00	10,000.00	.0
061-6100-000.52-10 LIABILITY	.00	8,080.00	7,988.00	(92.00)	101.2
061-6100-000.52-30 PROPERTY	.00	11,226.82	12,073.00	846.18	93.0
061-6100-000.53-20 POSTAGE	43.70	43.70	300.00	256.30	14.6
061-6100-000.53-30 TELEPHONE	268.54	537.06	4,000.00	3,462.94	13.4
061-6100-000.53-40 LEGAL NOTICES	.00	.00	500.00	500.00	.0
061-6100-000.54-00 ADVERTISING	.00	.00	15,000.00	15,000.00	.0
061-6100-000.57-00 PERMITS	.00	568.88	2,000.00	1,431.12	28.4
061-6100-000.58-10 TRAVEL, FOOD & LODGING	.00	.00	8,500.00	8,500.00	.0
061-6100-000.58-50 TRAINING AND CONFERENCES	.00	.00	4,000.00	4,000.00	.0
061-6100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	1,000.00	1,000.00	.0
061-6100-000.60-10 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.69-80 ASSETS < \$5000	.00	.00	3,000.00	3,000.00	.0
061-6100-000.72-20 BUILDINGS	.00	.00	100,000.00	100,000.00	.0
061-6100-000.72-30 BUILDINGS - HANGER	238,418.93	658,964.76	1,025,786.00	366,821.24	64.2
061-6100-000.73-30 IMPRVMTS OTHER THAN BLDGS	.00	.00	400,000.00	400,000.00	.0
061-6100-000.74-10 MACHINERY	.00	.00	.00	.00	.0
061-6100-000.78-50 FIXED ASSET RECLASS ACCT	.00	.00	.00	.00	.0
TOTAL AIRPORT	250,135.57	701,224.34	1,779,447.00	1,078,222.66	39.4
<u>AIRPORT</u>					
061-9500-000.81-62 TO AIRPORT DEBT SERVICE	.00	.00	68,437.00	68,437.00	.0
061-9500-000.88-00 CONTINGENCY	.00	.00	358,282.00	358,282.00	.0
TOTAL AIRPORT	.00	.00	426,719.00	426,719.00	.0
TOTAL FUND EXPENDITURES	250,135.57	701,224.34	2,206,166.00	1,504,941.66	31.8

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	75,000.00	75,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	.00	76,925.00	76,925.00	.0
062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS	.00	.00	25,000.00	25,000.00	.0
062-6100-000.79-55 PRIN PMTS - K CO CERB LN	.00	25,000.00	275.00	(24,725.00)	9090.9
062-6100-000.79-60 LOAN INTEREST PAYMENTS	.00	.00	25,000.00	25,000.00	.0
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	6,750.00	6,375.00	(375.00)	105.9
062-6100-000.79-66 INT PMTS - K CO FY13/14	.00	.00	.00	.00	.0
062-6100-000.79-80 RESERVE FOR FUTURE DEBT	.00	.00	28,832.00	28,832.00	.0
TOTAL DEBT SERVICE	.00	31,750.00	237,407.00	205,657.00	13.4
TOTAL FUND EXPENDITURES	.00	31,750.00	237,407.00	205,657.00	13.4