



PO Box 285 • Dallesport • Washington • 98617-0285
• Airport Management • 509-767-2272
airporttd@gorge.net

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

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

Friday October 18, 2019 @ 7:00am

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

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of September 20, 2019

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. Pacific Coast Cherry Packers

VII. Discussion Items

A. Life Flight Parking

B. Budget Report / Check Register

VIII. Management Report

A. Buildings/Grounds

IX. Adjournment

Next meeting: November 15, 2019



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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

20 September, 2019

PRESIDING: President Jim Wilcox

BOARD PRESENT: Norm Deo, Russ Brown, Dave Griffith, Tim Urness, Terry Trapp

BOARD ABSENT: Dave Sauter

STAFF PRESENT: Airport Manager Aryn Rasmussen, FBO Manager Darrin Lacock

CALL TO ORDER

The meeting was called to order at 7:05 am.

ROLL CALL

Roll call was conducted by Airport Manager, Dave Sauter absent.

APPROVAL OF AGENDA

No corrections to agenda, approved by unanimous consent.

APPROVAL OF MINUTES

No corrections to minutes, approved by unanimous consent.

PUBLIC COMMENTS

No public comments.

BOARD MEMBER REPORTS

No board member reports.

ACTION ITEMS

No action items.

DISCUSSION ITEMS

Hangar Lease Rate Schedule – Aryn reviewed the staff report. The airport is in the process of updating all hangar tenants' leases and the new lease includes a clause that all lease rates will be reviewed annually at the start of the new fiscal year on 1 July.

Russ recommended that we keep rates at market value. Norm agreed and added that we should make an effort to follow our market and not the metropolitan areas. Jim suggested getting information from other similar airports such as Pendleton, Hermiston, John Day, Madras, Bend, etc. Jim also recommended that long term tenants be brought up to market rate slowly and not all at once. Jim asked for volunteers for a committee to further review and develop a rate schedule. Jim volunteers himself and Chuck Covert to be part of the committee. Terry Trapp also volunteers to be on the committee. Aryn will schedule a date for the meeting.

Budget/Check Register – No comments.

MANAGEMENT REPORT

Apron Project – Aryn updated the board that due to the FAA funding timeline and the contractor recommendation construction for the project has been moved to Spring 2020. The FAA is aware and in agreement with this course of action. The contractor has also agreed to hold their bid prices until the Spring. The airport still needs to get the fuel tanks vents and emergency shut off switch moved closer to the terminal building.

Russ asked that since we are pushing construction back to the spring that we work to get the runway fixed from the accident before the winter weather arrives.

Water System Update – The committee met on 9/10/19 and reviewed all of the water proposals/bids. We realized we should have met prior to going out for bids to have a proposed plan for the engineers. However, we came up with a good plan of what the airport requirements are so Aryn will send those back to the engineers to get a rebid.

Darrin suggested getting an additional line installed for the fire crews. Aryn will meet with Darrin and Scott from DWD to add this to the plan.

DWD Well Transfer – Aryn is gathering all past communication with previous FAA project manager to submit to the new project manager. She also needs to finalize the letter of justification for the transfer of airport assets for FAA approval.

The FAA sent the final airspace approval letter for the TacAero hangars on 9/19/19.

NEXT MEETING

The next meeting will be 18 October 2019 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 7:47 am.



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AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: October 18, 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Pacific Coast Cherry Packers Facility Development

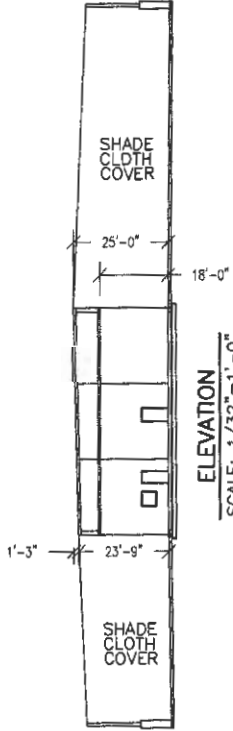
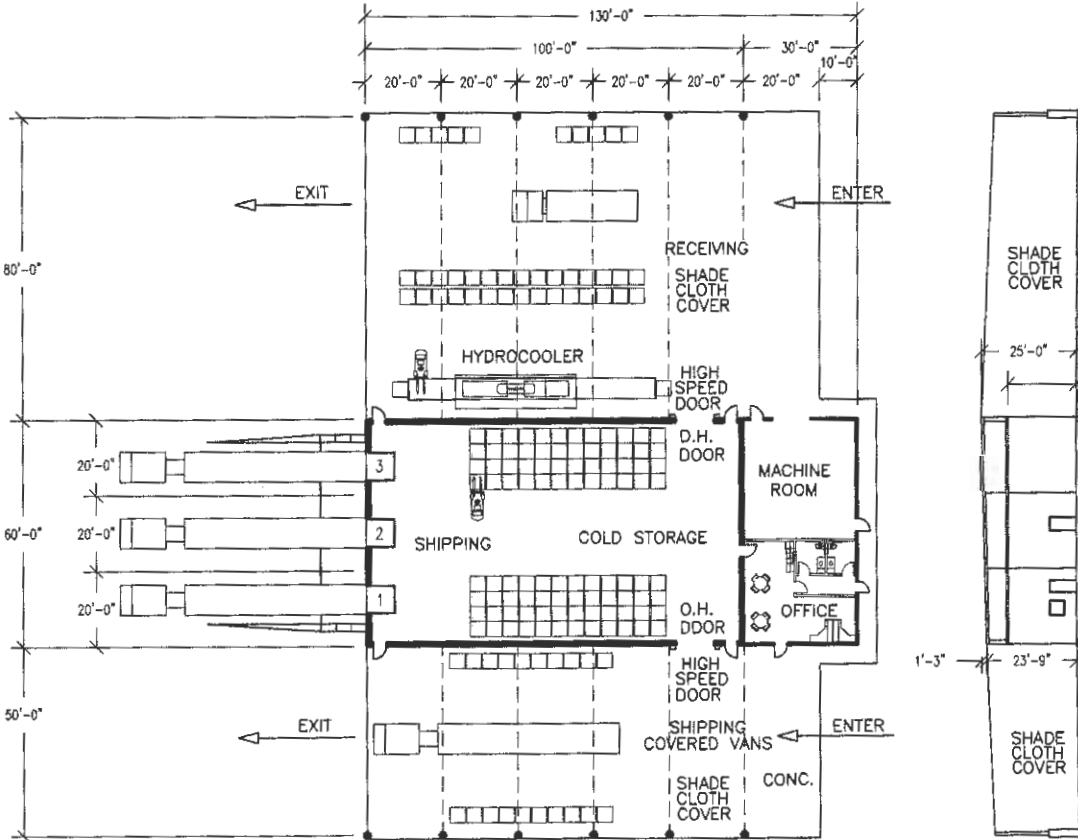
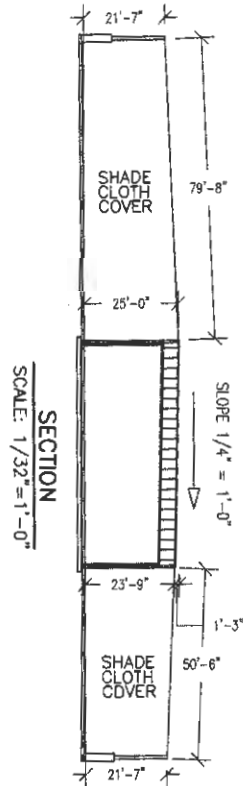
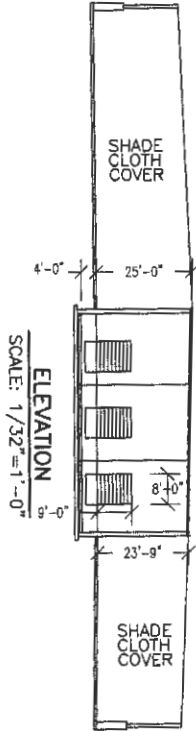
BACKGROUND: The Pacific Coast Cherry Packers want to build a packing and hydrocooling facility in the Columbia Gorge Regional Airport business park. The facility would be to the specifications shown in Attachment 1.

A draft copy of the ground lease between Pacific Coast Cherry Packers and The Columbia Gorge Regional Airport is currently being reviewed by the city attorney

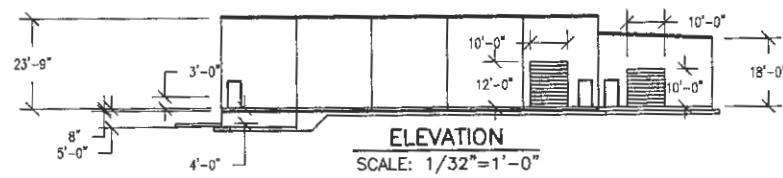
BUDGET IMPLICATIONS: Increased rental revenue of \$1,116.00/month (\$13,392.00/yr)

COUNCIL ALTERNATIVES:

1. **Staff recommendation: Move to approve the Pacific Coast Cherry Packers building design pending approval from the FAA (ALP Pen & Ink Change).**
2. Move to approve the Pacific Coast Cherry Packers building design with the following specified changes pending approval from the FAA (ALP Pen & Ink Change).
3. Move to take no action.



FLOOR PLAN
SCALE: 1/32"=1'-0"



ELEVATION
SCALE: 1/32"=1'-0"

R. S. CAMERON CONSULTING YANINA, WASHINGTON E-MAIL bob@rcameron.com PH (509) 952-5589	
DATE: 8/27/18	DESIGNER: RSC
DATE: 8/28/18	PROJECT: RECEIVING AND HYDROCOOLING FACILITY PACIFIC COAST CHERRY PACKERS
SHEET NO: 1	DATE: 9/11/18
FLOOR PLAN TUM WITH SAN. PANELS	

Attachment 1

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	318,689.21	343,666.00	24,976.79	92.7
TOTAL BEGINNING BALANCE	.00	318,689.21	343,666.00	24,976.79	92.7
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	32,500.00	65,000.00	32,500.00	50.0
061-0000-330.10-0 OTHER WA	.00	11,144.46	.00	(11,144.46)	.0
061-0000-330.15-0 OTHER OR	.00	.00	100,000.00	100,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	43,644.46	165,000.00	121,355.54	26.5
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	196,372.33	1,800,000.00	1,603,627.67	10.9
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	.00	.00	.0
TOTAL FEDERAL REVENUES	.00	196,372.33	1,800,000.00	1,603,627.67	10.9
<u>STATE GRANTS</u>					
061-0000-334.80-0 WASHINGTON STATE GRANTS	.00	.00	.00	.00	.0
061-0000-334.90-0 STATE GRANTS, OTHER	.00	.00	150,000.00	150,000.00	.0
TOTAL STATE GRANTS	.00	.00	150,000.00	150,000.00	.0
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0 MISC SALES AND SERVICES	.00	.00	2,500.00	2,500.00	.0
TOTAL GENERAL GOVERNMENT	.00	.00	2,500.00	2,500.00	.0
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	.00	1,297.98	11,500.00	10,202.02	11.3
TOTAL AVIATION FUEL SALES	.00	1,297.98	11,500.00	10,202.02	11.3
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	524.44	1,827.53	8,345.00	6,517.47	21.9
TOTAL INTEREST REVENUES	524.44	1,827.53	8,345.00	6,517.47	21.9

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RENTAL REVENUES</u>					
061-0000-363.50-0	17,157.37	42,799.75	177,338.00	134,538.25	24.1
	17,157.37	42,799.75	177,338.00	134,538.25	24.1
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	505.81	2,005.81	5,800.00	3,794.19	34.6
	505.81	2,005.81	5,800.00	3,794.19	34.6
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	5,909.09	17,727.27	65,000.00	47,272.73	27.3
	5,909.09	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
	24,096.71	624,364.34	2,729,149.00	2,104,784.66	22.9

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0 BEGINNING BALANCE	.00	70,118.58	63,197.00	(6,921.58)	111.0
TOTAL BEGINNING BALANCE	.00	70,118.58	63,197.00	(6,921.58)	111.0
<u>INTEREST REVENUES</u>					
062-0000-361.00-0 INTEREST REVENUES	160.53	338.45	9,800.00	9,461.55	3.5
TOTAL INTEREST REVENUES	160.53	338.45	9,800.00	9,461.55	3.5
<u>RENTAL REVENUES</u>					
062-0000-363.50-0 PROPERTY RENTALS	16,810.00	49,880.00	168,253.00	118,373.00	29.7
TOTAL RENTAL REVENUES	16,810.00	49,880.00	168,253.00	118,373.00	29.7
<u>SOURCE 391</u>					
062-0000-391.61-0 TRANSFER FROM AIRPORT FUND	.00	.00	.00	.00	.0
TOTAL SOURCE 391	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	16,970.53	120,337.03	241,250.00	120,912.97	49.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10 CONTRACTUAL SERVICES	20.00	60.00	1,200.00	1,140.00	5.0
061-6100-000.31-90 CONTRACTUAL SERV-OTHER	9,795.00	19,590.00	117,534.00	97,944.00	16.7
061-6100-000.32-10 AUDITING SERVICES	2,500.00	2,500.00	6,050.00	3,550.00	41.3
061-6100-000.34-10 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.41-10 WATER & SEWER	.00	.00	9,300.00	9,300.00	.0
061-6100-000.41-20 GARBAGE SERVICES	.00	.00	250.00	250.00	.0
061-6100-000.41-40 ELECTRICITY	3,766.70	4,482.33	10,000.00	5,517.67	44.8
061-6100-000.43-10 BUILDINGS AND GROUNDS	997.97	2,059.41	20,000.00	17,940.59	10.3
061-6100-000.43-45 JOINT USE OF LABOR/EQUIP	.00	.00	1,000.00	1,000.00	.0
061-6100-000.43-50 VEHICLES	66.39	66.39	6,500.00	6,433.61	1.0
061-6100-000.43-51 GAS/OIL/DIESEL/LUBRICANTS	283.06	738.85	2,200.00	1,461.15	33.6
061-6100-000.46-10 PROPERTY TAXES	.00	.00	13,000.00	13,000.00	.0
061-6100-000.52-10 LIABILITY	.00	9,684.00	9,500.00	(184.00)	101.9
061-6100-000.52-30 PROPERTY	.00	11,255.75	13,000.00	1,744.25	86.6
061-6100-000.53-20 POSTAGE	.00	53.00	300.00	247.00	17.7
061-6100-000.53-30 TELEPHONE	569.88	854.82	1,800.00	945.18	47.5
061-6100-000.53-40 LEGAL NOTICES	.00	.00	250.00	250.00	.0
061-6100-000.54-00 ADVERTISING	.00	.00	10,000.00	10,000.00	.0
061-6100-000.57-00 PERMITS	.00	.00	1,000.00	1,000.00	.0
061-6100-000.58-10 TRAVEL, FOOD & LODGING	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-50 TRAINING AND CONFERENCES	.00	.00	1,800.00	1,800.00	.0
061-6100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	500.00	500.00	.0
061-6100-000.60-10 OFFICE SUPPLIES	.00	.00	750.00	750.00	.0
061-6100-000.69-50 MISCELLANEOUS EXPENSES	.00	.05	1,000.00	999.95	.0
061-6100-000.69-80 ASSETS < \$5000	.00	.00	4,500.00	4,500.00	.0
061-6100-000.72-20 BUILDINGS	.00	.00	100,000.00	100,000.00	.0
061-6100-000.72-30 BUILDINGS - HANGER	.00	.00	.00	.00	.0
061-6100-000.73-30 IMPRVMTS OTHER THAN BLDGS	2,961.20	18,701.20	1,958,745.00	1,940,043.80	1.0
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	20,960.20	70,045.80	2,293,179.00	2,223,133.20	3.1
<u>AIRPORT</u>					
061-9500-000.81-62 TO AIRPORT DEBT SERVICE	.00	.00	.00	.00	.0
061-9500-000.88-00 CONTINGENCY	.00	.00	435,970.00	435,970.00	.0
TOTAL AIRPORT	.00	.00	435,970.00	435,970.00	.0
TOTAL FUND EXPENDITURES	20,960.20	70,045.80	2,729,149.00	2,659,103.20	2.6

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	80,000.00	80,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	.00	73,550.00	73,550.00	.0
062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS	25,000.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-55 PRIN PMTS - K CO CERB LN	.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-60 LOAN INTEREST PAYMENTS	2,458.90	2,458.90	2,200.00	(258.90)	111.8
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	6,000.00	6,000.00	.00	100.0
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	29,500.00	29,500.00	.0
TOTAL DEBT SERVICE	27,458.90	58,458.90	241,250.00	182,791.10	24.2
TOTAL FUND EXPENDITURES	27,458.90	58,458.90	241,250.00	182,791.10	24.2