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**REGIONAL AIRPORT BOARD
OF THE
COLUMBIA GORGE REGIONAL AIRPORT**

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

Friday, April 19, 2013 @ 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: March 15, 2013**
- V. Public Comments (items not on the Agenda)**
- VI. Board Member Comments (items not on the Agenda)**
- VII. Discussion Items**
 - A. Runway 31-13 Work Update**
 - B. Business Park Update**
 - C. Water District Update**
 - D. Property Tax Update**
- VIII. Action Items**
 - A. Management Contract Renewal**
- IX. Manager Report - Aeronautical Management, Inc.**
 - A. August Budget Report**
 - B. Additional Topics**
- X. Next Meeting Date: May 17, 2013**
- X. Adjournment**

**Minutes of the Board of Directors
Of the Regional Airport Authority**
March 15, 2013
Airport Terminal – Dallesport, Washington

CALL TO ORDER

Chairman Jim Wilcox called the meeting to order at 7:00 a.m.

ROLL CALL

Members present: Jim Wilcox, Dave Griffith, Dave Sauter, Debra Turner and Norm Deo. Absent: Tim McGlothlin and Terry Trapp. Staff members present: Chuck Covert, Rolf Anderson of AMI, Nolan Young City of The Dalles and Denny Newell of Klickitat County.

APPROVAL OF AGENDA

The Agenda was approved unanimously as presented.

APPROVAL OF MINUTES

The January 18, 2013, minutes were approved as presented.

PUBLIC COMMENTS

There were no Public Comments.

BOARD MEMBER COMMENTS

Jim Wilcox noted the Compassion Awards dinner that was held in the Airport Maintenance Hangar was very successful and well received. The nominees were able to have their picture taken with the FBO's cub aircraft.

DISCUSSION ITEMS

Runway 31-13 Work Update: AMI reported that the taxiway work that is scheduled for 2013 is proceeding. The two taxiways being built and improved will total approximately \$1,500,000. As part of that work a Biologist visited the site to look for any wet lands in the proposed construction areas. The Biologist has subsequently issued a report stating that there were no wet lands present in the relevant areas. That report has been sent to the FAA. It is hoped the taxiway construction will begin in late summer 2013.

Hangar Development/Drainage Plan Update: AMI reported that the Washington State Ecology Board requested that the area where future hangars will be built be surveyed for the presence of any wet lands. At the same time the Biologist visited the Airport to look at the taxiway areas, he surveyed the entire area that is covered by proposed future hangar development. After the survey he issued a report that stated there are no wet lands in that area. The report has been given to the Klickitat County Planning Department. Also as part of the Drainage Plan for that development area, Tenneson Engineering has completed the percolation tests where the drainage pond is planned. With this information the drainage plan can be designed.

ACTION ITEMS

Consideration of the 3013/14 Airport Budget: AMI and Nolan Young presented the Airport 2013/14 budget. Nolan noted that the Airport Agreement between the city and the county requires the Airport Board to approve a budget annually. Once approved by the Airport Board the budget goes to the City and County for their respective approvals. Nolan presented details on the income and expenses planned for the airport. Nolan noted that the Airport has recently paid off the debt on B and C hangars. The money that had been used each year to pay that hangar debt will now be used to pay the debt related to the planned airport business park. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the recommendation of the 2013/14 budget submitted by AMI and Nolan Young to the City of The Dalles and Klickitat County for their respective adoption.

Management Contract Review: AMI presented a copy of a letter addressed to Nolan Young and Dave Sauter noting that Jim Broehl has resigned from AMI. The management contract requires that the Board approve any change in the members of AMI assigned to managing the Airport. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the change in airport management with Rolf Anderson and Chuck Covert now handling all of the airport management and the resignation of Jim Broehl.

Nolan Young noted that the management contract with AMI ends on June 30, 2013. Nolan suggested that the City of The Dalles, which will be represented by Nolan Young, and Klickitat County, which will be represented by Dave Sauter, be directed by the Board to negotiate a new contract with AMI unless the Board would like to open the airport management to a broader review. After thorough discussion and upon a motion duly made and seconded, the Board unanimously directed the City and County to enter into negotiations with AMI for a new airport management contract.

Approval for removal of trees: AMI submitted estimates for the removal and/or topping of trees that intrude into the approach safety areas at the end of runways 13 and 7. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved acceptance of the bid by Cruz's Tree Service in the amount of \$6,420.00 for the removal and/or topping of the trees that intrude into the approach safety areas of the airport.

Business Park Amended Site Plan: AMI presented copies of the revised Site Plan for the Airport Business Park. The revisions reflect a modification of lot sizes and an effort to fit the planned flex space building. This Site Plan will be presented to the CERB Board on March 21, 2013, and it is expected the project can go out for bid in April 2013. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved forwarding this revised Business Park Binding Site Plan to the CERB Board.

MANAGER REPORT AMI

February Budget Report: The amounts exceeding the budget for Gas and Oil will be moved to the correct account. All other expense amounts are as expected. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the February budget report. AMI reported it had attended the "Working with a Public Board" seminar put on by the City of The Dalles as well as the "Budget Law" seminar put on by the Oregon Department of Revenue. AMI also reported on the status of the two pending Oregon bills related to drones. The bills are a concern because, especially Senate Bill 71 as originally drafted, they could significantly harm the "drone" businesses in Oregon.

NEXT REGULAR MEETING

April 19, 2013.

ADJOURNMENT

Chairman Wilcox adjourned the meeting at 8:16 a.m.

Jim Wilcox, Chairman

City of The Dalles

FUND 061	AIRPORT FUND	ACCOUNT	DESCRIPTION	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
				ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300			BEGINNING BALANCE	22,973	.00		206,757	315,210.63	153	275,679	39,531.63-
300	00 00										
300	**			22,973	.00		206,757	315,210.63	153	275,679	39,531.63-
300	***		BEGINNING BALANCE	22,973	.00		206,757	315,210.63		275,679	39,531.63-
330			INTERGOVERNMENTAL REVENUE								
330	00 00			5,416	.00		48,744	65,000.00	133	65,000	.00
330	10 00		OTHER WA	0	.00		0	.00		0	.00
330	20 00		PARKS & REC DISTRICT	0	.00		0	.00		0	.00
330	**			5,416	.00		48,744	65,000.00	133	65,000	.00
331			FEDERAL REVENUES								
331	20 00		FEDERAL GRANTS-PAA	193,083	.00		1,737,747	694,049.00	40	2,317,000	1,622,951.00
331	90 00		FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	**		FEDERAL REVENUES	193,083	.00		1,737,747	694,049.00	40	2,317,000	1,622,951.00
334			STATE GRANTS								
334	80 00		WASHINGTON STATE GRANTS	0	.00		0	.00		0	.00
334	90 00		STATE GRANTS, OTHER	291,666	1,660,289.93	569	2,624,994	3,175,798.90	121	3,500,000	324,201.10
334	**		STATE GRANTS	291,666	1,660,289.93	569	2,624,994	3,175,798.90	121	3,500,000	324,201.10
330	***		INTERGOVERNMENTAL REVENUE	490,165	1,660,289.93		4,411,485	3,934,847.90		5,882,000	1,947,152.10
340			CHARGES FOR SERVICES								
340	90 00		GENERAL GOVERNMENT	0	.00		0	4,422.00		0	4,422.00-
341	**		MISC SALES AND SERVICES	0	.00		0	4,422.00		0	4,422.00-
341	**		GENERAL GOVERNMENT	0	.00		0	4,422.00		0	4,422.00-
347			AVIATION FUEL SALES								
347	00 00		AVIATION FUEL SALES	583	754.32	129	5,247	5,592.30	107	7,000	1,407.70
347	**		AVIATION FUEL SALES	583	754.32	129	5,247	5,592.30	107	7,000	1,407.70
340	***		CHARGES FOR SERVICES	583	754.32		5,247	10,014.30		7,000	3,014.30-
360			OTHER REVENUES								
361	00 00		INTEREST REVENUES	125	.00		1,125	73.21	7	1,500	1,426.79
361	**		INTEREST REVENUES	125	.00		1,125	73.21	7	1,500	1,426.79

City of the Dalles

FUND	ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
FUND 061	AIRPORT FUND									
363	50 00	RENTAL REVENUES PROPERTY RENTALS	11,666	10,187.11	87	104,994	81,438.38	78	140,000	58,561.62
363	**	RENTAL REVENUES	11,666	10,187.11	87	104,994	81,438.38	78	140,000	58,561.62
369	00 00	OTHER MISC REVENUES	416	.00	.00	3,744	230.00	6	5,000	4,770.00
369	**	OTHER MISC REVENUES	416	.00	.00	3,744	230.00	6	5,000	4,770.00
360	***	OTHER REVENUES	12,207	10,187.11	109,863	81,741.59	146,500	64,758.41		
390	01 00	OPERATING TRANSFERS IN GENERAL FUND	5,416	5,909.00	109	48,744	53,181.00	109	65,000	11,819.00
391	**	OPERATING TRANSFERS IN	5,416	5,909.00	109	48,744	53,181.00	109	65,000	11,819.00
392	00 00	SALE OF FIXED ASSETS	0	.00	0	0	.00	0	0	.00
392	**	SALE OF FIXED ASSETS	0	.00	0	0	.00	0	0	.00
393	10 00	PROCEEDS - LT LIABILITIES LOAN/BOND PROCEEDS	20,833	.00	187,497	250,000.00	133	250,000	250,000	.00
393	**	PROCEEDS - LT LIABILITIES	20,833	.00	187,497	250,000.00	133	250,000	250,000	.00
390	***	OTHER FINANCING SOURCES	26,249	5,909.00	236,241	303,181.00	315,000	11,819.00		
		FUND TOTAL AIRPORT FUND	552,177	1,677,140.36	4,969,593	4,644,995.42	6,626,179	1,981,183.58		

City of The Dalles

FUND 062 AIRPORT DEBT SERVICE FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL		UNREALIZED	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE	8,558	.00		77,022	102,604.01	133	102,702	97.99
300	**	8,558	.00		77,022	102,604.01	133	102,702	97.99
300	*** BEGINNING BALANCE	8,558	.00		77,022	102,604.01		102,702	97.99
360	OTHER REVENUES								
361	INTEREST REVENUES	16	8.14	51	144	324.15	225	200	124.15-
361	** INTEREST REVENUES	16	8.14	51	144	324.15	225	200	
363	RENTAL REVENUES	7,631	8,053.10	106	68,679	70,009.90	102	91,572	21,562.10
363	50 00 PROPERTY RENTALS	7,631	8,053.10	106	68,679	70,009.90	102	91,572	21,562.10
363	** RENTAL REVENUES	7,631	8,053.10	106	68,679	70,334.05		91,772	21,437.95
360	*** OTHER REVENUES	7,647	8,061.24		68,823			91,772	21,437.95
FUND TOTAL AIRPORT DEBT SERVICE FUND		16,205	8,061.24		145,845	172,938.06		194,474	21,535.94