



PO Box 285 • Dallesport • Washington • 98617-0285
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**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 February 19, 2021 @ 7:00am

Red Hangar Airport Business Park

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of January 15, 2020

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. Visioning Meeting Priorities

VII. Discussion Items

A. Budget Report / Check Register

VIII. Management Report

IX. Adjournment

Next meeting: March 19, 2021



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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

January 15, 2021
Meeting held via Zoom
Meeting ID: 985 9906 5532
Passcode: 635 498

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Dave Griffith, Terry Trapp, Tim Urness, Jacob Anderson, Norm Deo

BOARD ABSENT: Tim McGlothlin

STAFF PRESENT: Airport Managers David Rasmussen and Aryn Rasmussen

CALL TO ORDER

The meeting was called to order by Jim Wilcox at 7:09 am.

ROLL CALL

Roll call was conducted by Airport Manager, six members present, one member absent

APPROVAL OF AGENDA

The agenda was approved as presented by unanimous consent with the following discussion item addition, board reappointments.

APPROVAL OF MINUTES

The minutes were approved as corrected by unanimous consent.

PUBLIC COMMENTS - None

BOARD MEMBER REPORTS – Jim commented that he continued to sign more leases as they were updated over the last month and that he joined Jake and Dave R. for a tour earlier this week. Tim U. thanked Dave R for his weekly updates to the board, they are very informative and helpful to the board members.

ACTION ITEMS

- A. Reed Hangar Proposal – Dave R briefed the staff report. The board has a copy of the draft lease pending review by the tenant and the City Attorney. They also received a copy of the hangar design plans. Russell Reed introduced himself, his primary concern is the length of the lease terms. He is interested in a lease that is longer than 40 years. The initial investment for his hangar is not feasible for him with only a 40-year lease. He wants to construct a modern updated facility with a closer to 100-year lifespan. Russell asked how the airport determines whether to buy out or demolish a facility at the end of the lease terms. Jim answered that the airport has reverted on two hangars and have not had any demolished. At this point the airport has no agenda of removing hangars. Jim stated that the board does not want to commit a future commission to a decision they made 60 years ago. Jonathon said we can always negotiate a new lease at any point in time, even if that is before the end of the 40-year period. The 40-year term is operating standard for the airport following FAA guidance and good practices. Tim U asked if we can negotiate the lease, Dave R said yes, this is just a draft based on previous ground leases. Jeff commented on TacAero’s ground lease and what language would give Russell the option to enter into more options. Jonathon said we could include a document with the lease explaining the board’s choice and decision to the future board about the tenant’s concerns and with the knowledge to make a decision at that point in time. Jonathan said the document can be very specific and clear with language too support interest of both the tenant and the airport. Russell commented that there is a difference between developing business and general aviation interests at the airport. Tim U commented that the airport needs to protect its interests if the situation changes significantly over time. Dave G asked about livening space in the hangar. Dave R and Russell both commented the plans are not intended for living space, just office space. Terry commented about concerns on changing the lease term standards and also concerns over allowing maintenance in the hangar. Russell responded the maintenance would follow FAA guidance for experimental pilots. Jim suggests considering recommending approval of plans and that Russell, Dave R and Jonathan work together to update the lease terms. Tim U asked Russell what he needs to move forward with the lease. Russell an additional 10 years on the lease would meet his requirements and the removal of language in section 4.2. Tim U moves to approve the building design and type structure. Dave G seconded. Motion approved unanimously, Tim McGlothlin absent.
- B. Visioning Meeting – Jim commented on the staff report. The Master Plan from 2010 is no longer effective and it would be beneficial to the airport and management team for the board and airport stakeholders discuss long term goals and priorities. Tim U requesting seeing some type of comparison between 2010 data and 2020 data. Dave R said he could provide ballpark numbers but the masterplan data is compiled by consultant. Tim U says that is fine. Dave R suggests February 5, 2021 at 7:00am for the meeting. The board agrees.

DISCUSSION ITEMS

- A. Board Reappointments – Terry Trapp has been reappointed by The City of the Dalles council. Jacob Anderson has been appointed by the Klickitat County Commissioners. Jim asks if any member would like to be chair, there are no volunteers. Jim will continue as Chair of the board. Jim asks Dave G if he will serve as Vice-Chair, Dave G. accepts.
- B. Budget/Check Report- Tim U. recommends an increase in next year’s budget for vehicle maintenance.

MANAGEMENT REPORT

Dave commented that he has started working on the budget for FY 21-22. He gave tours to Jake Anderson and Jonathan Kara this last week. He also had a very productive meeting with Jonathan and Ian from the FAA in regards to the Dallesport Water District Agreements.

EXECUTIVE SESSION

No action taken.

NEXT MEETING

The next meeting will be February 19, 2021 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 8:45 am.

SIGNED:

Jim Wilcox, Chair

Dave Rasmussen, Airport Manager



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AGENDA STAFF REPORT

MEETING DATE: February 19, 2021

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Visioning Meeting Priorities

BACKGROUND: The airport board held a visioning meeting on February 5, 2021 to identify issues and projects for the airport over the next 5-15 years. Following the meeting all attendees were asked to prioritize those projects in order to provide guidance to airport management on where to allocate time and resources in accordance with the management contract, airport budget, and FAA CIP timeline.

Below are the projects ranked by all members of the visioning meeting:

Rank	Project	Total
1	Grounds Maintenance	31
2	T-Hangar Development	37
3	Fuel Island Realignment	43
4	Development Proposal Criteria and Guidelines	45
5	Lease Terms (Standards, Flexibility)	47
6	Master Plan Update (2025)	55
7	Topographic Map with Utility Locations	56
8	Well Development as Revenue Stream	57
9	Fire Base Operations	59
10	Increased Use of Closed Runway (Heliport, Taxilane, etc.)	61
11	NE Corner Development	67
12	Modern Aesthetically Pleasing Facilities	72
13	Runway Extension (Webster Orchard Agreement)	98

Below are the priorities ranked by airport board members only:

Rank	Project	Total
1	Grounds Maintenance	16
2	Fuel Island Realignment	25
3	T-Hangar Development	25
4	Fire Base Operations	26
5	Lease Terms (Standards, Flexibility)	26
6	Development Proposal Criteria and Guidelines	27
7	Increased Use of Closed Runway (Heliport, Taxilane, etc.)	34

8	Master Plan Update (2025)	35
9	Well Development as Revenue Stream	40
10	Modern Aesthetically Pleasing Facilities	42
11	Topographic Map with Utility Locations	45
12	NE Corner Development	53
13	Runway Extension (Webster Orchard Agreement)	61

BUDGET IMPLICATIONS: No immediate implications.

COUNCIL ALTERNATIVES:

1. **Staff recommendation: Move to adopt priority list from visioning meeting group unless otherwise specified by the airport board.**
2. Move to adopt priority list from the visioning meeting group with the following changes, unless otherwise specified by the airport board.
3. Move to take no action.