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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, January 18, 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. Commission Reorganization**
- V. Approval of Minutes: November 16, 2012**
- VI. Public Comments (items not on the Agenda)**
- VII. Board Member Comments (items not on the Agenda)**
- VIII. Discussion Items**
 - A. New Airport Board Members**
 - B. Water District Update**
 - C. Business Park Update/Flex Building Update**
 - D. 2013 Construction Projects**
 - E. Five year Capital Improvement Plan**
- IX. Action Items**
 - A. Initial Engineering expenses for a percolation test**
 - B. Tree Obstruction Removal**
- X. Manager Report - Aeronautical Management, Inc.**
 - A. December Budget Report**
 - B. Additional Topics**
- XI. Next Meeting Date: February 15, 2013**
- X. Adjournment**

**Minutes of the Board of Directors
Of the Regional Airport Authority**
November 16, 2012
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, Debra Turner, Terry Trapp and Norm Deo. Absent: Dave Griffith, Dave Sauter. Staff members present: Chuck Covert and Rolf Anderson of AMI and Dave McClure and Denny Newell of Klickitat County.

APPROVAL OF AGENDA

Upon Motion duly made and seconded the Agenda was approved unanimously with the addition of the proposed Oregon State University Use Agreement being added as an additional Action Item.

APPROVAL OF MINUTES

Upon Motion duly made and seconded the July 20, 2012, minutes were approved as submitted.

PUBLIC COMMENTS

There were no Public Comments.

BOARD MEMBER COMMENTS

There were no Board Member comments.

DISCUSSION ITEMS

- A. **RUNWAY 30-12 Upgrade:** AMI reported that the work on both contracts was complete as of October 7, 2012. There are just a few minor punch list items to complete and the runway will receive its second coat of paint next spring. The North contract was completed approximately \$400,000 under budget and it appears the South

contract will be completed approximately \$150,000 under budget. It is expected that these funds can be used next year to complete the two taxiways that were additives this year but not awarded due to budget issues. AMI also reported that the FAA has indicated there may be funds to rehabilitate the taxiway from A3 to A4 next year.

- B. Water District Update:** The Water District is in the processes of having completing the annexation of the airport and potential Sundoon property. The new pump house maybe ready to go out for bids in the next month or two.
- C. Maintenance Hangar Update:** The hangar is complete with only a few punch list items remaining. The Airport received the Temporary Certificate of Occupancy on November 14, 2012.
- D. Business Park Update:** The plans for the development are still in review between Klickitat County and Tenneson Engineering. It is hoped that project will be ready for bid soon, however the size of the lots may have to be reduced to keep the cost of the project within the available budget. It is not believed that the change is the lot sizes will affect the marketability.
- E. Flex-Building:** Denny Newell reported the application for the grant was submitted and a decision from Washington State is expected on December 4, 2012.
- F. Board Resignation:** Board Member Brad Mulvihill has resigned. The city of The Dalles will be appointing a replacement Board member.

ACTION ITEMS

- A. MASI Air 100, LLC Lease.** AMI presented the Board with the proposed lease for MASI Air. MASI intends to build a new 80' x 80' hangar for the new airplane. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the MASI Air 100, LLC lease and recommended that it be approved by the City of The Dalles and Klickitat County.
- B. Shearer Sprayers Lease Extension.** AMI presented the Board with the proposed lease extension for Shearer Sprayers. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the Shearer Sprayers lease extension and recommended that it be approved by the City of The Dalles and Klickitat County.

- C. **OSU Use Agreement.** AMI presented the Board with the proposed Use Agreement with Oregon State University. Under the proposed agreement OSU will continue to use the closed runway for motorcycle training a certain weekends. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the OSU Use Agreement and recommended that it be approved by the City of The Dalles and Klickitat County.

- D. AMI reported it had received a drainage plan intended to cover all of the proposed new hangars and buildings in the area near the Terminal and current hangars. That plan has been submitted to approved by Klickitat County There will need to be some improvements designed and built to comply with this plan however AMI does not yet have sufficient estimates on those costs to discuss with the Board. These estimates will be brought back to the Board at a future meeting.

MANAGER REPORT AMI

The budget report is normal with no unusual issues. After the Board meeting is adjourned the Board is invited to visit AAE and review their UAV prototype as well as view the new maintenance hangar.

NEXT REGULAR MEETING

December 21, 2012.

ADJOURNMENT

Chairman Wilcox adjourned the meeting at 7:20 a.m.

Jim Wilcox, Chairman

061 AIRPORT FUND

ASSETS

	DEBITS	CREDITS
101.00-00		949,578.45
104.00-00		
115.00-00	19,733.84	
115.20-00	.00	
130.00-00	.00	
136.00-00	.00	
150.00-00	345.92	
161.00-00	1,498,200.00	
162.00-00	641,702.71	
163.00-00	4,272,518.35	
164.10-00	.00	
164.20-00	.00	
164.40-00	.00	
164.90-00	92,097.67	
166.00-00	1,635,485.36	
169.00-00		
TOTAL ASSETS	3,433,456.76	3,777,048.64

LIABILITIES

201.00-00		.00
201.10-00		.00
202.36-00		.00
202.39-00		.00
203.00-00		3,614.36
205.00-00		.00
206.00-00		162,511.33
207.00-00		.00
208.00-00		.00
209.00-00		999.75
210.00-00		346,621.48
220.00-00		.00
229.00-00		.00
243.00-00		.00
TOTAL LIABILITIES	198,536.29	

FUND EQUITY

243.01-00		2,129,222.41
261.00-00		2,279,788.38
264.00-00		.00
265.00-00		37.73
RETAINED EARNINGS		830,536.17
TOTAL FUND EQUITY		3,578,512.35

TOTAL LIABILITIES AND FUND EQUITY

3,777,048.64

062 AIRPORT DEBT SERVICE FUND

----- DEBITS ----- CREDITS -----

ASSETS		DEBITS	CREDITS
101.00-00	CURRENT ASSETS / CASH AND INVESTMENTS	83,010.91	
115.00-00	CURRENT ASSETS / ACCOUNTS RECEIVABLE	8,965.00	
115.20-00	ACCOUNTS RECEIVABLE / ACCRUED ACCOUNTS RECEIVABLE	.00	
115.90-00	ACCOUNTS RECEIVABLE / ALLOWANCE-DOUBTFUL ACCTS		2,500.00
130.00-00	ASSETS / DUE FROM OTHER FUNDS	.00	
	TOTAL ASSETS		89,475.91

LIABILITIES		DEBITS	CREDITS
201.00-00	LIABILITY / VOUCHERS PAYABLE		.00
201.10-00	VOUCHERS PAYABLE / ACCOUNTS PAYABLE (MAJE)		.00
203.00-00	LIABILITY / AR SYSTEM/OVERPYMT/CREDIT		2,689.43
220.00-00	LIABILITIES / OFFSET BEGINNING BALANCE	102,604.01	
243.00-00	RESERVE ACCOUNTS / RESERVE ACCOUNTS		.00
	TOTAL LIABILITIES		99,914.58

FUND EQUITY			
243.01-00	RESERVE ACCOUNTS / RESERVE FOR ENCUMBRANCES		.00
	FUND BALANCE		189,390.49
	TOTAL FUND EQUITY		189,390.49
	TOTAL LIABILITIES AND FUND EQUITY		89,475.91

City of the Dalles

FUND 061 AIRPORT FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL ESTIMATE		UNREALIZED BALANCE	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE	22,973	.00		114,865	315,210.63	274	275,679	39,531.63-
300	**	22,973	.00		114,865	315,210.63	274	275,679	39,531.63-
300	*** BEGINNING BALANCE	22,973	.00		114,865	315,210.63	274	275,679	39,531.63-
330	INTERGOVERNMENTAL REVENUE								
330	00 00 OTHER WA	5,416	.00		27,080	32,500.00	120	65,000	32,500.00
330	10 00 PARKS & REC DISTRICT	0	.00		0	.00		0	.00
330	20 00	0	.00		0	.00		0	.00
330	**	5,416	.00		27,080	32,500.00	120	65,000	32,500.00
331	FEDERAL REVENUES								
331	20 00 FEDERAL GRANTS-FAA	193,083	.00		965,415	694,049.00	72	2,317,000	1,622,951.00
331	90 00 FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	**	193,083	.00		965,415	694,049.00	72	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	.00		1,458,330	168,558.22	12	3,500,000	3,331,441.78
334	**	291,666	.00		1,458,330	168,558.22	12	3,500,000	3,331,441.78
330	*** INTERGOVERNMENTAL REVENUE	490,165	.00		2,450,825	895,107.22	5	882,000	4,986,892.78
340	CHARGES FOR SERVICES								
341	90 00 GENERAL GOVERNMENT	0	4,422.00		0	4,422.00		0	4,422.00-
341	**	0	4,422.00		0	4,422.00		0	4,422.00-
347	00 00 AVIATION FUEL SALES	583	932.61	160	2,915	4,060.84	139	7,000	2,939.16
347	**	583	932.61	160	2,915	4,060.84	139	7,000	2,939.16
340	*** CHARGES FOR SERVICES	583	5,354.61		2,915	8,482.84		7,000	1,482.84-
360	OTHER REVENUES								
361	00 00 INTEREST REVENUES	125	.00		625	73.21	12	1,500	1,426.79
361	**	125	.00		625	73.21	12	1,500	1,426.79

City of The Dalles

FUND 061 AIRPORT FUND		*****		*****		*****		*****		*****	
ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE		
363	RENTAL REVENUES	11,666	8,260.11	71	58,330	45,107.71	77	140,000	94,892.29		
50 00	PROPERTY RENTALS										
363	** RENTAL REVENUES	11,666	8,260.11	71	58,330	45,107.71	77	140,000	94,892.29		
369	OTHER MISC REVENUES	416	.00		2,080	230.00	11	5,000	4,770.00		
00 00	OTHER MISC REVENUES										
369	** OTHER MISC REVENUES	416	.00		2,080	230.00	11	5,000	4,770.00		
360	*** OTHER REVENUES	12,207	8,260.11		61,035	45,410.92		146,500	101,089.08		
390	OTHER FINANCING SOURCES										
391	OPERATING TRANSFERS IN	5,416	5,909.00	109	27,080	29,545.00	109	65,000	35,455.00		
01 00	GENERAL FUND										
391	** OPERATING TRANSFERS IN	5,416	5,909.00	109	27,080	29,545.00	109	65,000	35,455.00		
392	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00		
00 00	SALE OF FIXED ASSETS										
392	** SALE OF FIXED ASSETS	0	.00		0	.00		0	.00		
393	PROCEEDS- LT LIABILITIES	20,833	250,000.00	1200	104,165	250,000.00	240	250,000	.00		
10 00	LOAN/BOND PROCEEDS										
393	** PROCEEDS- LT LIABILITIES	20,833	250,000.00	1200	104,165	250,000.00	240	250,000	.00		
390	*** OTHER FINANCING SOURCES	26,249	255,909.00		131,245	279,545.00		315,000	35,455.00		
FUND TOTAL AIRPORT FUND		552,177	269,523.72		2,760,885	1,543,756.61		6,626,179	5,082,422.39		

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								
300	00 00	8,558	.00		42,790	102,604.01	240	102,702	97.99
300	**	8,558	.00		42,790	102,604.01	240	102,702	97.99
300	***	8,558	.00		42,790	102,604.01		102,702	97.99
360	OTHER REVENUES								
360	INTEREST REVENUES	16	47.96	300	80	248.98	311	200	48.98-
361	00 00 INTEREST REVENUES	16	47.96	300	80	248.98	311	200	48.98-
361	** INTEREST REVENUES	16	47.96	300	80	248.98	311	200	48.98-
363	RENTAL REVENUES								
363	50 00 PROPERTY RENTALS	7,631	7,423.10	97	38,155	37,950.50	100	91,572	53,621.50
363	** RENTAL REVENUES	7,631	7,423.10	97	38,155	37,950.50	100	91,572	53,621.50
360	*** OTHER REVENUES	7,647	7,471.06		38,235	38,199.48		91,772	53,572.52
FUND TOTAL AIRPORT DEBT SERVICE FUND		16,205	7,471.06		81,025	140,803.49		194,474	53,670.51

DETAIL BUDGET REPORT BY CATEGORY
 42% OF YEAR LAPSED

FUND	OBJ	SUB	DESCRIPTION	DEPT/DIV 6100 AIRPORT FUND/		CURRENT*****		YEAR-TO-DATE*****		ENCUMBER.	ANNUAL BUDGET	UNENCUMBER. BALANCE	% BDDT
				BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL				
61	AIRPORT												
610	AIRPORT												
02	MATERIALS & SERVICES												
31	10 CONTRACTUAL SERV-OTHER			833	20.00	2	4165	100.00	2	.00	10000	9900.00	1
90	ENGINEERING SERVICES			8833	.00	0	44165	25784.69	58	.00	106000	80235.31	24
50	SPECIAL STUDIES & REPORTS			0	.00	0	0	.00	0	.00	0	.00	0
41	10 WATER & SEWER			0	.00	0	1875	.00	0	.00	4500	4500.00	0
20	GARBAGE SERVICES			375	.00	0	415	326.37	79	.00	1000	673.63	33
40	ELECTRICITY			583	79.61	96	2915	1813.62	62	.00	7000	5186.38	26
43	10 BUILDINGS AND GROUNDS			3937	241.77	42	19685	4322.89	22	.00	47250	42927.11	9
45	JOINT USE OF LABOR/EQUIP			133	903.84	23	665	929.08	140	.00	1600	670.92	58
50	VEHICLES			291	417.90	314	1455	.00	0	.00	3500	3500.00	0
51	GAS/OIL/DIESEL/LODRICANTS			0	188.21	0	0	678.24	0	.00	0	678.24	0
46	10 PROPERTY TAXES			1166	.00	0	5830	7542.30	129	.00	14000	6457.70	54
52	LIABILITY			725	.00	0	3625	8451.67	233	.00	8700	249.00	97
30	PROPERTY			496	.00	0	2480	4839.67	195	.00	5954	1114.33	81
53	20 POSTAGE			66	32.40	49	330	108.35	33	.00	800	691.65	14
30	TELEPHONE			291	130.52	45	1455	1559.15	107	.00	3500	1940.85	45
40	LEGAL NOTICES			62	.00	0	310	.00	0	.00	750	750.00	0
54	00 ADVERTISING			1250	.00	0	6250	.00	0	.00	15000	15000.00	0
57	00 PERMITS			83	.00	0	415	833.00	201	.00	1000	167.00	83
58	10 TRAVEL, FOOD & LODGING			500	.00	0	2500	.00	0	.00	6000	6000.00	0
50	TRAINING AND CONFERENCES			250	.00	0	1250	.00	0	.00	3000	3000.00	0
70	MEMBERSHIPS/DUES/SUBSCRIP			83	.00	0	415	50.00	12	.00	1000	950.00	5
60	10 OFFICE SUPPLIES			100	.00	0	500	.00	0	.00	1200	1200.00	0
69	50 MISCELLANEOUS EXPENSES			83	.00	0	415	.00	0	.00	1000	1000.00	0
80	ASSETS < \$5000			208	.00	0	1040	.00	0	.00	2500	2500.00	0
02	** MATERIALS & SERVICES			20431	2014.25	10	102155	57318.36	56	.00	245254	187935.64	23
03	CAPITAL OUTLAY												
72	20 BUILDINGS			0	.00	0	0	.00	0	.00	0	.00	0
30	BUILDINGS - HANGER			22500	149428.66	664	112500	259442.87	231	.33	270000	6637.80	98
73	30 IMPRVMTS OTHER THAN BLDGS			508977	.00	0	2544885	2322965.68	91	.08	6107725	1659456.24	73
74	10 MACHINERY			0	.00	0	0	.00	0	.00	0	.00	0
78	50 FIXED ASSET RECLASS ACCT			0	.00	0	0	.00	0	.00	0	.00	0
03	** CAPITAL OUTLAY			531477	149428.66	28	2657385	2582408.55	97	.41	6377725	1666094.04	74
610	** AIRPORT			551908	151442.91	27	2759540	2639726.91	96	.41	6622979	1854029.68	72
61	** AIRPORT			551908	151442.91	27	2759540	2639726.91	96	.41	6622979	1854029.68	72
DIV	6100 TOTAL *****			551908	151442.91	27	2759540	2639726.91	96	.41	6622979	1854029.68	72
DEPT	61 TOTAL *****			551908	151442.91	27	2759540	2639726.91	96	.41	6622979	1854029.68	72

FUND 062 AIRPORT DEBT SERVICE FUND		DEPT/DIV 6100 AIRPORT FUND/		*****YEAR-TO-DATE*****		ANNUAL		UNENCUMBER.		%	
BA ELE OBJ	ACCOUNT	CURRENT	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BGET	
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BGET	
47	DEBT SERVICE										
470	DEBT SERVICE										
04	DEBT SERVICE										
79	BOND PRINCIPAL	13000	50000.00	385	65000	50000.00	77	156000	106000.00	32	
25	BOND INTEREST	475	4017.01	846	2375	4017.01	169	5700	1682.99	71	
50	LOAN PRINCIPAL PAYMENTS	2083	.00	0	10415	.00	0	25000	25000.00	0	
60	LOAN INTEREST PAYMENTS	625	.00	0	3125	.00	0	7500	7500.00	0	
80	RESERVE FOR FUTURE DEBT	22	.00	0	110	.00	0	274	274.00	0	
04	DEBT SERVICE	16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
470	DEBT SERVICE	16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
47	DEBT SERVICE	16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
DIV 6100	TOTAL	16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
DEPT 61	TOTAL	16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
AIRPORT FUND		16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
FUND 062	TOTAL	16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	
AIRPORT DEBT SERVICE FUND		16205	54017.01	333	81025	54017.01	67	194474	140456.99	28	