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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, February 21, 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: January 17, 2013**
- V. Public Comments (items not on the Agenda)**
- VI. Board Member Comments (items not on the Agenda)**
- VII. Discussion Items**
  - A. Business Park Update**
  - B. Pursuant to RCW 42.30.410 the Board will reconvene in Executive Session to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and to consider the minimum price at which real estate will be offered for sale or lease. Expected time 30 minutes.**
- VII. Action Items**
  - A. Otis Hangar lease rates and potential increase. Consider whether to raise the monthly lease rates for each hangar to \$180.00 per month.**
  - B. Review, discussion proposed recommendation of FY 14/15 Airport Budget for the City Council and Klickitat County.**
- IX. Manager Report - Aeronautical Management, Inc.**
  - A. January Budget Report**
  - B. Additional Topics**
- X. Next Meeting Date: March 21, 2014**
- XI. Adjournment**

**Minutes of the Board of Directors**  
**Regional Airport Authority**  
January 17, 2014  
*Airport Terminal – Dallesport, Washington*

**CALL TO ORDER**

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

**ROLL CALL**

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

**APPROVAL OF AGENDA**

The Agenda was approved unanimously as presented.

**APPROVAL OF MINUTES**

The October 18, 2013, minutes were unanimously approved as presented.

**PUBLIC COMMENTS**

There were no Public Comments.

**BOARD MEMBER COMMENTS**

Chairman Wilcox noted the open house held Wednesday, January 15, 2014. Approximately 60 people attended from the local community. Dave Griffith commented about the excellent attendance at the Business Park ground breaking ceremony.

**DISCUSSION ITEMS**

**Runway 31-13 Taxiway Improvements:** AMI reported the project has been winterized. Prior to winterization the entire west end of the project was completed and the area hydro-seeded. The winterization was negotiated with the contractor at no additional cost to the airport. This next spring the taxiway between A3 and the end of runway 31 will be completed and paved. The paving for that taxiway is scheduled for approximately April or May 2014.

Business Park Update: AMI reported that Tapani, Inc. has graded most of the site to its initial grade. That area will be hydro-seeded during next week. Tapani will spend approximately the next two months putting in the utilities. The water line is currently being installed to the Dallesport Water District. Then in the spring the roads will be finished and paved. This paving should happen at about the same time the taxiway is paved. The Airport is considering how to make the area between Dallesport Road and the Business Park nice for the long term. The County is considering if there is a way to put a walkway or other improvement along Dallesport Road and the Business Park, perhaps all the way to US 197.

**Expiration of Board Member Terms:** AMI provided a list of the terms held by the Airport Board members. The terms of Dave Sauter, Terry Trapp, Dave Griffith and Norm Deo ended on December 31, 2013. The County Commissioners have appointed Dave Sauter to another term. Terry Trapp's position is elected by the Airport Board. Dave Griffith's position is appointed by The City of The Dalles Mayor and AMI will refer that matter to the Mayor for his decision. Norm Deo's position is appointed by the County Commission and Dave Sauter will take that matter to the Board for its decision. Debra Turner announced that she is not going to continue on the Board after her term expires in 2014. After thorough discussion and upon a motion duly made and seconded, the Board unanimously reappointed Terry Trapp to the Airport Board for another term. After thorough discussion and upon a motion duly made and seconded, the Board unanimously reappointed Jim Wilcox as Chairman and Dave Sauter as Vice Chairman of the Airport Board for another term. Jim Wilcox and Dave Sauter abstained from voting on this matter.

**Lease Rate:** AMI reported that the lease rates for the Otis hangars have not been increased for some years. AMI will be presenting a recommendation to the Board to increase these rates at the next Board meeting.

Jim Wilcox suggested that during August 2014, the Airport invite the Federal elected officials to visit the Airport and show all of the improvements.

**ACTION ITEMS:** None

## **MANAGER REPORT AMI**

December 2013 Budget Report: The budget report for the most recent month was presented. The actual expenditure for insurance was exceeded slightly.

AMI presented ideas for a temporary sign for the Business Park and took suggestions from the Board. AMI also discussed the FAA decision on siting UAV test sites. Pendleton, as part of the Oregon, Alaska and Hawaii proposal was awarded one of the sites.

AMI also discussed the proposed legislation in Oregon to control UAV use and the recent FAA actions in controlling UAV commercial use at any altitude.

**NEXT REGULAR MEETING**

February 21, 2014

**ADJOURNMENT**

Chairman Jim Wilcox adjourned the meeting at 8:08 a.m.

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Jim Wilcox, Chairman

FUND	061 AIRPORT FUND	ACCOUNT	DEPT/DIV 6100 AIRPORT FUND/	CURRENT*****	YEAR-TO-DATE*****	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDDT
BA ELE OBJ	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	ENCUMBR.		
61	AIRPORT							
610	AIRPORT							
02	MATERIALS & SERVICES							
31	10 CONTRACTUAL SERVICES		0	20.00	0	.00	140.00-	0
90	CONTRACTUAL SERV-OTHER		9083	8571.41	94	.00	57571.54	47
34	10 ENGINEERING SERVICES		0	.00	0	.00	.00	0
50	SPECIAL STUDIES & REPORTS		0	.00	0	.00	.00	0
41	10 WATER & SEWER		375	.00	0	.00	2665.39	41
20	GARBAGE SERVICES		83	.00	0	.00	600.95	40
40	ELECTRICITY		600	1713.68	286	.00	2815.06	61
43	10 BUILDINGS AND GROUNDS		292	823.40	282	.00	10486.01	55
45	JOINT USE OF LABOR/EQUIP		133	.00	0	.00	1600.00	0
50	VEHICLES		500	31.58	6	.00	5419.94	10
51	GAS/OIL/DIESEL/LUBRICANTS		133	127.02	96	.00	824.29	49
46	10 PROPERTY TAXES		29	.00	0	.00	350.00	0
52	10 LIABILITY		750	.00	0	.00	1011.00-	111
30	PROPERTY		443	.00	0	.00	5322	6.84-
53	20 POSTAGE		25	52.44	210	.00	109.71	63
30	TELEPHONE		333	438.15	132	.00	2317.66	42
40	LEGAL NOTICES		62	.00	0	.00	671.87	10
54	00 ADVERTISING		1250	.00	0	.00	14495.00	3
57	00 PERMITS		83	.00	0	.00	15000	0
58	10 TRAVEL, FOOD & LODGING		708	.00	0	.00	1000.00	0
50	TRAINING AND CONFERENCES		333	200.00	60	.00	8500.00	0
70	MEMBERSHIPS/DUES/SUBSCRIP		83	515.00	621	.00	3530.00	12
60	10 OFFICE SUPPLIES		100	8.00	8	.00	485.00	52
69	50 MISCELLANEOUS EXPENSES		83	.00	0	.00	1172.04	2
80	ASSETS < \$5000		250	.00	0	.00	1000.00	0
02	** MATERIALS & SERVICES		15731	12500.68	80	.00	2760.01	8
03	CAPITAL OUTLAY						117216.63	44
72	20 BUILDINGS		8333	.00	0	.00	100000.00	0
30	BUILDINGS - HANGER		0	.00	0	.00	.00	0
73	30 IMPRVMTS OTHER THAN BLDGS		285580	1001318.79	351	.00	383628.55-	115
74	10 MACHINERY		0	.00	0	.00	.00	0
78	50 FIXED ASSET RECLASS ACCT		0	.00	0	.00	.00	0
03	** CAPITAL OUTLAY		293913	1001318.79	341	.00	283628.55-	111
610	** AIRPORT		309644	1013819.47	327	.00	166411.92-	106
61	** AIRPORT		309644	1013819.47	327	.00	166411.92-	106
DIV	6100 TOTAL *****		309644	1013819.47	327	.00	166411.92-	106
DEPT	61 TOTAL *****		309644	1013819.47	327	.00	166411.92-	106



FUND	DEPT	OB	SUB	DESCRIPTION	DEPT/DIV	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL	UNENCUMBR.	%
062	062	062	062	062	6100	AIRPORT FUND/	CURRENT*****	*****	YEAR-TO-DATE*****	*****	*****	*****	BUDGET	BALANCE	BUDGT
47				DEBT SERVICE											
470				DEBT SERVICE											
	04			DEBT SERVICE											
		79	15	BOND PRINCIPAL		0	.00	0	0	.00	0	.00	0	.00	0
				BOND INTEREST		0	.00	0	0	.00	0	.00	0	.00	0
		25		LOAN PRINCIPAL PAYMENTS		2083	.00	0	14581	25000.00	172	.00	25000	.00	100
		55		PRIN PMTS - K CO CERB LN		2333	.00	0	16331	.00	0	.00	28000	28000.00	0
		56		PRIN PMTS - K CO FY13/14		2500	.00	0	17500	.00	0	.00	30000.00	30000.00	0
		60		LOAN INTEREST PAYMENTS		625	.00	0	4375	285.74	7	.00	7500	7214.26	4
		65		INT PMTS - K CO CERB LN		416	.00	0	2912	.00	0	.00	5000	5000.00	0
		66		INT PMTS - K CO FY13/14		333	.00	0	2331	.00	0	.00	4000	4000.00	0
		80		RESERVE FOR FUTURE DEBT		3711	.00	0	25977	.00	0	.00	44536	44536.00	0
	04	**	**	DEBT SERVICE		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18
	470	**	**	DEBT SERVICE		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18
	47	**	**	DEBT SERVICE		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18
	DIY	6100	TOTAL	*****		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18
	DEPT	61	TOTAL	*****		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18
	FUND	062	TOTAL	*****		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18
				AIRPORT DEBT SERVICE FUND		12001	.00	0	84007	25285.74	30	.00	144036	118750.26	18