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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)

Wednesday, June 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: May 8, 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 Update**
 - B. Business Park Update**
- VIII. Action Items**

None
- IX. Manager Report - Aeronautical Management, Inc.**
 - A. May Budget Report**
 - B. Additional Topics**
- X. Next Meeting Date: July 19, 2013**
- X. Adjournment**

**Minutes of the Board of Directors
Of the Regional Airport Authority**
May 8, 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, Tim McGlothlin and Debra Turner. Absent: Terry Trapp and Norm Deo. 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 April 19, 2013, minutes were approved as presented.

PUBLIC COMMENTS

There were no Public Comments.

BOARD MEMBER COMMENTS

There were no Board Member Comments.

DISCUSSION ITEMS

Business Park Update: AMI reported that the plans have been completed and Klickitat County is working on the contract documents. It is hoped the project will be ready to bid by the end of May 2013. Mr. Sauter suggested that the roads in the business park be dedicated to Klickitat County through an easement, since their ownership cannot be transferred to Klickitat County. Once they are transferred through an easement the County will be able to provide maintenance on those roads. AMI was asked to confirm that an easement will be acceptable to the FAA, and if it is, to work with the County and City to handle these easements prior to the bid documents being completed. After thorough discussion and upon a motion duly

made and seconded, the Board unanimously approved a recommendation that the Airport work with the City and County to prepare an easement between the County and Airport for public access to the roads in the business park. Mr. Wilcox requested that AMI schedule a ground breaking for the start of construction work on the Business Park.

Emergency Response Plan: AMI reported that it was working with the Dallesport Fire District No 4 to create a draft of an Emergency Response Plan. In turn Klickitat County is working with the City of The Dalles Fire Department on that plan as the two departments have a standing agreement on working cooperatively at the Airport since both the County and the City each own the Airport. AMI expects to bring that plan to the Board at its next meeting.

Runway 31-13 Work Update: AMI reported that they met with Precision Approach Engineering (“PAE”) and the design work is being finalized along with the contract documents. It appears that the contract will be ready to be advertised for bids toward the end of May 2013.

ACTION ITEMS

Consideration of the Airport Management Agreement: Mr. Wilcox noted that the revisions included in the draft of the Agreement presented to the Board today have addressed his concerns. Mr. Wilcox suggested that in the “Scope of Work” document under the section on marketing and development having AMI work cooperatively with the Port of Klickitat, the Port of The Dalles and MCEDD be added. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved a recommendation that the County and City adopt the Airport Management Agreement as now drafted with the inclusion in the Scope of Work the responsibility of working with the Port of Klickitat, the Port of The Dalles and MCEDD.

MANAGER REPORT AMI

April Budget Report: All of the year-to-date expenses are as expected except the telephone, electricity and property taxes. These items are being addressed in next year’s budget. AMI continues to work with Gorge Net about recurring problems with the internet and phone system at the Airport. Noting the phones are not currently working at the Airport. Mr. McGlothlin noted that the equipment at the Airport was not commercial grade and the connectivity to the micro dish is failing at times in the winds. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the April budget report.

NEXT REGULAR MEETING

June 21, 2013.

ADJOURNMENT

Chairman Wilcox adjourned the meeting at 7:35 a.m.

Jim Wilcox, Chairman

061 AIRPORT FUND

		DEBITS	CREDITS		
ASSETS					
101.00-00	CURRENT ASSETS / CASH AND INVESTMENTS	411,381.76			
104.00-00	CURRENT ASSETS / INTEREST RECEIVABLE	.00			
115.00-00	CURRENT ASSETS / ACCOUNTS RECEIVABLE	5,904.85			
115.20-00	ACCOUNTS RECEIVABLE / ACCRUED ACCOUNTS RECHLE	.00			
130.00-00	ASSETS / DUE FROM OTHER FUNDS	.00			
136.00-00	ASSETS / RENT RECEIVABLE	.00			
150.00-00	BONDS / BONDS ISSUANCE COSTS	345.92			
161.00-00	FIXED ASSETS / LAND	1,498,200.00			
162.00-00	FIXED ASSETS / BUILDINGS	641,702.71			
163.00-00	FIXED ASSETS / IMPRVMS OTHER THAN BDDGS	4,272,518.35			
164.10-00	MACHINERY AND EQUIPMENT / FURNITURE & FIXTURES	.00			
164.20-00	MACHINERY AND EQUIPMENT / OFFICE EQUIPMENT	.00			
164.40-00	MACHINERY AND EQUIPMENT / VEHICLES	.00			
164.90-00	MACHINERY AND EQUIPMENT / OTHER EQUIPMENT	92,097.67			
166.00-00	FIXED ASSETS / WORK IN PROGRESS	1,635,485.36			
169.00-00	FIXED ASSETS / ACCUMULATED DEPRECIATION		3,433,456.76		
	TOTAL ASSETS			5,124,179.86	
LIABILITIES					
201.00-00	LIABILITY / VOUCHERS PAYABLE		.00		
201.10-00	VOUCHERS PAYABLE / ACCOUNTS PAYABLE (MAJE)		.00		
202.36-00	PAYROLL LIABILITIES / COMPENSATED ABSENCES		.00		
202.39-00	PAYROLL LIABILITIES / LONG TERM DISABILITY LTD		.00		
203.00-00	LIABILITY / AR SYSTEM/OVERPMT/CREDIT		2,456.64		
205.00-00	LIABILITY / NOTES PAYABLE		.00		
206.00-00	LIABILITY / RETAINAGE PAYABLE		105,609.22		
207.00-00	LIABILITY / INTERGOVT PAYABLE		.00		
208.00-00	LIABILITY / DUE TO OTHER FUNDS		.00		
209.00-00	LIABILITY / ACCRUED INTEREST PAYABLE		999.75		
210.00-00	LONG TERM DEBT / LONG TERM DEBT		346,621.48		
220.00-00	LIABILITIES / OFFSET BEGINNING BALANCE	315,210.63			
229.00-00	LIABILITIES / CUSTOMER DEPOSITS		.00		
243.00-00	RESERVE ACCOUNTS / RESERVE ACCOUNTS		.00		
	TOTAL LIABILITIES		140,476.46		
FUND EQUITY					
243.01-00	RESERVE ACCOUNTS / RESERVE FOR ENCUMBRANCES		779,843.76		
261.00-00	EQUITY / CONTRIB CAPITAL-GOVT		2,279,788.38		
264.00-00	EQUITY / CONTRIB CAPITAL-INTERGOVT		.00		
265.00-00	EQUITY / GAAP TRANSACTIONS		1,924,033.53		
	RETAINED EARNINGS		4,983,703.40		
	TOTAL FUND EQUITY			5,124,179.86	
	TOTAL LIABILITIES AND FUND EQUITY			5,124,179.86	

062 AIRPORT DEBT SERVICE FUND

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

ASSETS		DEBITS	CREDITS
101.00-00	CURRENT ASSETS / CASH AND INVESTMENTS	29,297.00	
115.00-00	CURRENT ASSETS / ACCOUNTS RECEIVABLE	5,578.47	
115.20-00	ACCOUNTS RECEIVABLE / ACCRUED ACCOUNTS REBLE	.00	
115.90-00	ACCOUNTS RECEIVABLE / ALLOWANCE-DOUBTFUL ACCTS	.00	
130.00-00	ASSETS / DUE FROM OTHER FUNDS		2,500.00
	TOTAL ASSETS		32,375.47

LIABILITIES		DEBITS	CREDITS
201.00-00	LIABILITY / VOUCHERS PAYABLE		.00
201.10-00	VOUCHERS PAYABLE / ACCOUNTS PAYABLE (MAGE)		.00
203.00-00	LIABILITY / AR SYSTEM/OVERPMT/CREDIT		2,421.80
208.00-00	LIABILITY / DUE TO OTHER FUNDS		.00
220.00-00	LIABILITIES / OFFSET BEGINNING BALANCE	102,604.01	
243.00-00	RESERVE ACCOUNTS / RESERVE ACCOUNTS		.00
	TOTAL LIABILITIES		100,182.21

FUND EQUITY		DEBITS	CREDITS
243.01-00	RESERVE ACCOUNTS / RESERVE FOR ENCUMBRANCES		.00
	FUND BALANCE		132,557.68
	TOTAL FUND EQUITY		132,557.68
	TOTAL LIABILITIES AND FUND EQUITY		32,375.47

FUND 061 AIRPORT FUND		*****		*****		*****		*****		*****		*****	
ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE				
300	BEGINNING BALANCE	22,973		.00	252,703	315,210.63	125	275,679	39,531.63-				
300	**	22,973		.00	252,703	315,210.63	125	275,679	39,531.63-				
300	***	22,973		.00	252,703	315,210.63		275,679	39,531.63-				
330	INTERGOVERNMENTAL REVENUE												
330	00 00	5,416		.00	59,576	65,000.00	109	65,000	.00				
330	10 00	0		.00	0	.00		0	.00				
330	20 00	0		.00	0	.00		0	.00				
	OTHER WA												
	PARKS & REC DISTRICT												
330	**	5,416		.00	59,576	65,000.00	109	65,000	.00				
331	FEDERAL REVENUES												
331	20 00	193,083		.00	2,123,913	694,049.00	33	2,317,000	1,622,951.00				
331	90 00	0		.00	0	.00		0	.00				
	FEDERAL GRANTS-PAA												
	FEDERAL GRANTS-MISC												
331	**	193,083		.00	2,123,913	694,049.00	33	2,317,000	1,622,951.00				
334	STATE GRANTS												
334	80 00	0		.00	0	.00		0	.00				
334	90 00	291,666		.00	3,208,326	3,175,798.90	99	3,500,000	324,201.10				
	WASHINGTON STATE GRANTS												
	STATE GRANTS, OTHER												
334	**	291,666		.00	3,208,326	3,175,798.90	99	3,500,000	324,201.10				
330	INTERGOVERNMENTAL REVENUE	490,165		.00	5,391,815	3,934,847.90		5,882,000	1,947,152.10				
340	CHARGES FOR SERVICES												
340	90 00	0		.00	0	4,422.00		0	4,422.00-				
	GENERAL GOVERNMENT												
341	**	0		.00	0	4,422.00		0	4,422.00-				
347	AVIATION FUEL SALES	583		.00	6,413	5,592.30	87	7,000	1,407.70				
347	00 00	583		.00	6,413	5,592.30	87	7,000	1,407.70				
	AVIATION FUEL SALES												
347	**	583		.00	6,413	5,592.30	87	7,000	1,407.70				
340	***	583		.00	6,413	10,014.30		7,000	3,014.30-				
	CHARGES FOR SERVICES												
360	OTHER REVENUES												
361	00 00	125		166.11	1,375	406.50	30	1,500	1,093.50				
	INTEREST REVENUES												
361	**	125		166.11	1,375	406.50	30	1,500	1,093.50				
	INTEREST REVENUES												
361	**	125		166.11	1,375	406.50	30	1,500	1,093.50				

City of The Dalles

FUND	ACCOUNT	DESCRIPTION	***** ESTIMATED *****		***** CURRENT *****		***** YEAR-TO-DATE *****		***** ANNUAL *****		UNREALIZED BALANCE
			ESTIMATED	%REV	ACTUAL	%REV	ESTIMATED	%REV	ACTUAL	%REV	
363	50 00	RENTAL REVENUES	11,666	69	8,060.11	69	128,326	97,558.60	76	140,000	42,441.40
		PROPERTY RENTALS									
363	**	RENTAL REVENUES	11,666	69	8,060.11	69	128,326	97,558.60	76	140,000	42,441.40
369	00 00	OTHER MISC REVENUES	416		.00		4,576	230.00	5	5,000	4,770.00
		OTHER MISC REVENUES									
369	**	OTHER MISC REVENUES	416		.00		4,576	230.00	5	5,000	4,770.00
360	***	OTHER REVENUES	12,207		8,226.22		134,277	98,195.10		146,500	48,304.90
390		OTHER FINANCING SOURCES									
391	01 00	OPERATING TRANSFERS IN	5,416	109	5,910.00	109	59,576	65,000.00	109	65,000	.00
		GENERAL FUND									
391	**	OPERATING TRANSFERS IN	5,416	109	5,910.00	109	59,576	65,000.00	109	65,000	.00
392	00 00	SALE OF FIXED ASSETS	0		.00		0	.00		0	.00
		SALE OF FIXED ASSETS									
392	**	SALE OF FIXED ASSETS	0		.00		0	.00		0	.00
393	10 00	PROCEEDS- LT LIABILITIES	20,833		.00		229,163	250,000.00	109	250,000	.00
		LOAN/BOND PROCEEDS									
393	**	PROCEEDS- LT LIABILITIES	20,833		.00		229,163	250,000.00	109	250,000	.00
390	***	OTHER FINANCING SOURCES	26,249		5,910.00		288,739	315,000.00		315,000	.00
		OTHER FINANCING SOURCES									
		FUND TOTAL AIRPORT FUND	552,177		14,136.22		6,073,947	4,673,267.93		6,626,179	1,952,911.07

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		94,138	102,604.01	109	102,702	97.99
300	**	8,558	.00		94,138	102,604.01	109	102,702	97.99
300	*** BEGINNING BALANCE	8,558	.00		94,138	102,604.01		102,702	97.99
360	OTHER REVENUES								
361	INTEREST REVENUES	16	10.84	68	176	342.94	195	200	142.94-
361	** INTEREST REVENUES	16	10.84	68	176	342.94	195	200	142.94-
363	RENTAL REVENUES								
50 00	PROPERTY RENTALS	7,631	8,318.10	109	83,941	87,706.10	105	91,572	3,865.90
363	** RENTAL REVENUES	7,631	8,318.10	109	83,941	87,706.10	105	91,572	3,865.90
360	*** OTHER REVENUES	7,647	8,328.94		84,117	88,049.04		91,772	3,722.96
FUND TOTAL AIRPORT DEBT SERVICE FUND		16,205	8,328.94		178,255	190,653.05		194,474	3,820.95

FUND	BA EBF OBJ	SUB	SUB	DESCRIPTION	DEPT/DIV	6100 AIRPORT FUND/	CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	%		
							ACTUAL	%EXP	ACTUAL	%EXP						
61				AIRPORT												
610				AIRPORT												
	02			MATERIALS & SERVICES												
	31	10		CONTRACTUAL SERVICES			833	20.00	2	9163	220.00	2	10000	9780.00	2	
	30			CONTRACTUAL SERV-OTHER			8833	8591.48	97	97163	85885.55	88	106000	20114.45	81	
	34	10		ENGINEERING SERVICES			0	.00	0	0	.00	0	0	.00	0	
	50			SPECIAL STUDIES & REPORTS			0	.00	0	0	.00	0	0	.00	0	
	41	10		WATER & SEWER			375	368.25	98	4125	1680.25	41	4500	2819.75	37	
	20			GARBAGE SERVICES			83	79.61	36	913	805.03	88	1000	194.97	81	
	40			ELECTRICITY			583	646.78	111	6413	8228.24	128	7000	1228.24	118	
	43	10		BUILDINGS AND GROUNDS			3937	1411.58	36	43307	20488.73	47	47250	26761.27	43	
	45			JOINT USE OF LABOR/EQUIP			133	.00	0	1463	962.47	66	1600	637.53	60	
	50			VEHICLES			291	248.59	85	3201	1030.14	32	3500	637.86	29	
	51			GAS/OIL/DIESEL/LUBRICANTS			0	181.86	0	0	1364.99	0	0	1364.99	0	
	46	10		PROPERTY TAXES			1166	.00	0	12826	16158.26	126	14000	2158.26	115	
	52	10		LIABILITY			725	.00	0	7975	8451.00	106	8700	249.00	97	
	30			PROPERTY			496	.00	0	5456	4838.85	89	5954	1115.15	81	
	53	20		POSTAGE			66	.00	0	726	173.89	24	800	626.11	22	
	30			TELEPHONE			291	140.52	48	3201	3929.28	123	3500	429.28	112	
	40			LEGAL NOTICES			62	.00	0	682	.00	0	750	750.00	0	
	54	00		ADVERTISING			1250	.00	0	13750	.00	0	15000	15000.00	0	
	57	00		PERMITS			83	.00	0	913	861.20	94	1000	138.80	86	
	58	10		TRAVEL, FOOD & LODGING			500	.00	0	5500	.00	0	6000	6000.00	0	
	50			TRAINING AND CONFERENCES			250	.00	0	2750	320.00	12	3000	2680.00	11	
	70			MEMBERSHIPS/DUES/SUBSCRIP			83	.00	0	913	390.00	43	1000	610.00	39	
	60	10		OFFICE SUPPLIES			100	.00	0	1100	.00	0	1200	1200.00	0	
	69	50		MISCELLANEOUS EXPENSES			83	.00	0	913	694.43	76	1000	305.57	69	
	80			ASSETS < \$5000			208	.00	0	2288	1448.94	63	2500	1051.06	58	
	02	**		MATERIALS & SERVICES			20431	11688.67	57	224741	157931.25	70	245254	87322.75	64	
	03			CAPITAL OUTLAY			0	.00	0	0	.00	0	0	.00	0	
	72	20		BUILDINGS			22500	.00	0	247500	265353.05	107	270000	4646.95	98	
	30			IMPROVMTS OTHER THAN BLDGS			508977	.00	0	5598747	3940762.88	70	6107725	1387118.36	77	
	74	10		MACHINERY			0	.00	0	0	.00	0	0	.00	0	
	78	50		FIXED ASSET RECLASS ACCT			0	.00	0	0	.00	0	0	.00	0	
	03	**		CAPITAL OUTLAY			531477	.00	0	5846247	4206115.93	72	6377725	1391765.31	78	
610	**	**		AIRPORT			551908	11688.67	2	6070988	4364047.18	72	779843.76	6622979	1479088.06	78
61	**	**		AIRPORT			551908	11688.67	2	6070988	4364047.18	72	779843.76	6622979	1479088.06	78
DIV	6100	TOTAL	*****				551908	11688.67	2	6070988	4364047.18	72	779843.76	6622979	1479088.06	78
DEPT	61	TOTAL	*****	AIRPORT FUND			551908	11688.67	2	6070988	4364047.18	72	779843.76	6622979	1479088.06	78

FUND 062 AIRPORT DEBT SERVICE FUND		DEPT/DIV 6100 AIRPORT FUND/		*****YEAR-TO-DATE*****		ENCUMBR.		ANNUAL UNENCUMBR.		%	
BA ELE OBJ	ACCOUNT	BUDGET	CURRENT	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDOGT
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDOGT	%
47	DEBT SERVICE										
470	DEBT SERVICE										
04	DEBT SERVICE										
79	BOND PRINCIPAL	13000				143000	156000.00	109	156000		100
25	BOND INTEREST	475				5225	4699.38	90	5700	1000.62	82
50	LOAN PRINCIPAL PAYMENTS	2083				22913	.00	0	25000	25000.00	0
60	LOAN INTEREST PAYMENTS	625				6875	.00	0	7500	7500.00	0
80	RESERVE FOR FUTURE DEBT	22				242	.00	0	274	274.00	0
04	DEBT SERVICE	16205				178255	160699.38	90	194474	33774.62	83
470	DEBT SERVICE	16205				178255	160699.38	90	194474	33774.62	83
47	DEBT SERVICE	16205				178255	160699.38	90	194474	33774.62	83
DIV 6100	TOTAL	*****				178255	160699.38	90	194474	33774.62	83
DEPT 61	TOTAL	*****				178255	160699.38	90	194474	33774.62	83
AIRPORT FUND		16205				178255	160699.38	90	194474	33774.62	83
FUND 062	TOTAL	*****				178255	160699.38	90	194474	33774.62	83
AIRPORT DEBT SERVICE FUND		16205				178255	160699.38	90	194474	33774.62	83