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**Agenda for the  
MEETING OF THE REGIONAL AIRPORT BOARD  
OF THE  
COLUMBIA GORGE REGIONAL AIRPORT**

(Established cooperatively between the City of The Dalles, Oregon and Klickitat County, Washington)  
Friday, December 19, 2014 @ 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: October 17, 2014**
- V. Public Comments (items not on the Agenda)**
- VI. Board Member Comments (items not on the Agenda)**
- VII. Discussion Items**
  - A. Flex-Space Building update**
- VIII. Action Items**
  - A. See Attached Resolution.**
- IX. Manager Report - Aeronautical Management, Inc.**
  - A. November Budget Report**
- X. Next Meeting Date: January 16, 2015**
- XI. Adjournment**

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

**CALL TO ORDER**

Chairman Jim Wilcox called the meeting to order at 7:05 a.m.

**ROLL CALL**

Members present: Dave Griffith, Tim McGlothlin, Debra Turner, Jim Wilcox, Terry Trapp and Dave Sauter. Absent: Norm Deo.

Staff members present: Rolf Anderson and Chuck Covert of AMI, Denny Newell of Klickitat County.

**APPROVAL OF AGENDA**

The Agenda was approved unanimously as presented.

**APPROVAL OF MINUTES**

The September 3, 2014, minutes were unanimously approved.

**PUBLIC COMMENTS**

Laura Davidson introduced herself and announced that she is opening a new restaurant in the Airport. The restaurant's name is Red Racer and is expected to open October 18, 2014. The hours will be 8:00 to 3:00 each day. On Saturday, October 25, 2014, Red Racer will hold its grand opening.

**BOARD MEMBER COMMENTS**

Jim Wilcox noted that he is on the advisory committee for the shooting range that Klickitat County is constructing. That range is proceeding and expected to open in mid-2015.

**DISCUSSION ITEMS**

**Flex-Space Update:** AMI reported that EDA had awarded the grant to the City and County. Denny Newell reported that the City of The Dalles accepted the EDA Grant on Monday, October 13, 2014, and Klickitat County accepted it on Tuesday, October 14, 2014. The Airport cannot count funds spent as a match toward the Grant or request a draw on the Grant until the general contractor is under contract. AMI reported that Aron Faegre and Associates began work on October 1, 2014 on the design. Aron Faegre has suggested that the Airport consider a Request of Qualifications or Request for Proposals procedure to select the prime contractor. The City attorney is reviewing that option. AMI reported it

had made arrangements with Life Flight Network for the interim until the Flex-space building is constructed.

**Airport land adjacent to the South side of Dallesport Road:** AMI suggested that the Airport consider initiating the process to request permission from the FAA to sell the Airport land located on the South side of Dallesport Road. AMI suggested that if the land could be sold it would open up additional options, however, starting the process with the FAA, which will take 18 to 24 months, does not mean that the Board will necessarily decide to sell the land in the future rather the right to sell it would just provide another potential option for future decisions. Currently this land is zoned residential by both Klickitat County and the Columbia River Gorge Commission. If the FAA did approve this decision it is expected that the FAA would require that any proceeds come to the Airport for future Airport use. AMI also suggested that AMI hold discussions with the Columbia River Gorge Commission about the use of this land. The Board also discussed the potential of talking with the FAA about being able to sell the lots in the new Airport Business Park that do not have access to the taxiways and runways. After thorough discussion and upon a motion duly made and seconded, the Board unanimously recommended that AMI proceed to move the process forward by exploring with the FAA the option of selling the property south of Dallesport Road as well as the lots within the new Airport Business Park that will not have access to the taxiways and/or runways and also talk with the Columbia River Gorge Commission, Klickitat County and other appropriate agencies about the potential of developing this land.

**Executive Session:** Pursuant to RCW 42.30.410 the Board reconvened in Executive Session at 7:38 am. 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. The Board returned from Executive Session into open session at 7:52 am.

## **ACTION ITEMS**

Mr. Wilcox reported that in Executive Session the Board considered the purchase of the "D" hangar. Mr. Wilcox explained that one of the conditions of this purchase was that the purchase of the "D" hangar was contingent on the final price of the Flex-space building since the "D" hangar, Flex-Space hangar and any new T-hangars would need to be able to generate the funds needed to support any new debt incurred for the construction and acquisition of these buildings. After thorough discussion and upon a motion duly made and seconded, the Board unanimously directed AMI to proceed with the negotiations to purchase the D hangar, determine the final cost of the Flex-space building and the cost of the potential new T-hangars with the understanding that the revenue derived from leasing these properties will need to be sufficient to cover the debt payments for the bond necessary to purchase the "D" hangar, the cost of construction of the Flex-space hangar and any new set of T-hangars. In addition any new debt for these buildings will need to be approved by the City of The Dalles and Klickitat County.

**Dallesport Water District Agreements:** AMI explained that City of The Dalles requested that the agreements with the Water District be modified as shown on the drafts presented. The City attorney has requested that the Board consider the changes, and if they are approved, AMI present them to the Dallesport Water District for approval. After thorough discussion and upon a motion duly made and seconded, the Board unanimously approved the changes to the agreements and directed AMI to proceed with discussions with the Water District on these changes and if they are approved present the revised agreements to the City and County.

### **MANAGER REPORT AMI**

AMI presented the September Budget report. It was noted that the payment for insurance is an annual expense. All other expenses were as expected.

AMI informed the Board that it is in negotiations with John Stevens and his son to lease a substantial portion of the pasture land on the Airport. This lease would include the land at the west end of the Airport that has not been grazed before as well as the land on the east side which was previously leased for grazing. Currently Mr. Stevens has repaired the fence at the east end of the airport. The Airport has purchased some new fencing materials and the Stevens are providing the labor to install the fence. In the past the Airport grazing lease has provided for 17 pairs of cattle. The Stevens believe that the leased area could possibly support 50 pairs if handled properly. AMI would like to lease the land and work with the Stevens based on the market rate for grazing land and give some credit to the Stevens for their labor in installing new fences. The Airport will need to spend approximately \$1,800.00 for the fencing material.

AMI reported that it has reached an agreement with Life Flight Network on snow removal. To meet those commitments the Airport is obtaining quotes on a snow plow to attach to the Airport tractor.

AMI reported that Rolf and Chuck attended the ORAVI convention held in Hood River. The Oregon Governor has proclaimed October as Aviation Industry Appreciation Month.

AMI and the Dallesport Fire District representatives presented preliminary plans for the June 13, 2015 Airport Fly In. The plans are to coordinate this activity with the Fire District fund raiser. It is hoped that a new Fire District facility can be built on Airport property. The Fire District needs a new facility for its equipment and having a fire station on the Airport would benefit the Airport and potentially bring new air charter business to the Airport that require a fire station on any airport.

AMI reported that on October 16, 2014 Chuck and Rolf attended the Washington Airport Managers Association meeting. AMI intends to meet with the Washington Aviation Department for future planning and potential funding for the Airport.

**NEXT REGULAR MEETING**

November 21, 2014

**ADJOURNMENT**

Chairman Jim Wilcox adjourned the meeting at 8:40 a.m.

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Jim Wilcox, Chairman

**BEFORE THE JOINT REGIONAL AIRPORT BOARD  
FOR THE COLUMBIA GORGE REGIONAL AIRPORT**

IN THE MATTER OF A RESOLUTION )  
RECOMMENDING THE GOVERNING )  
BODIES OF KLICKITAT COUNTY AND )  
THE CITY OF THE DALLES, OREGON )  
APPROVE A FUNDING ARRANGEMENT ) Resolution No. 14-001  
FOR A PROJECT INCLUDING THE )  
DESIGN AND CONSTRUCTION OF )  
A T-HANGAR COMPLEX, A FLEX SPACE )  
BUILDING, AND ACQUISITION OF A HANGAR )

**WHEREAS**, Klickitat County and the City of The Dalles, Oregon entered into an agreement effective November 1, 2002, for the joint operation of the Columbia Gorge Regional Airport, the purpose of which is to help ensure that the Airport becomes a self-sufficient catalyst for economic growth in the near term; and

**WHEREAS**, Klickitat County and the City of The Dalles each have an undivided one-half interest in the Columbia Gorge Regional Airport property, and jointly operate and share the expenses and revenues associated with the airport operation pursuant to the Joint Operating Agreement effective November 1, 2002; and

**WHEREAS**, Klickitat County and the City of The Dalles have been negotiating terms of an intergovernmental agreement regarding a funding arrangement for the design and construction of a new 11 unit T-Hangar complex and a 12,000 to 15,000 square foot flex-space building at the Columbia Gorge Regional Airport, and the proposed purchase of a hangar identified as “Hangar D” which is located at the Columbia Gorge Regional Airport, which is hereinafter referred to as the “PROJECT”; and

**WHEREAS**, under the terms of the proposed intergovernmental agreement, the obligations of Klickitat County and the City of The Dalles are subject to the Airport Regional Board adopting a resolution recommending that the governing bodies of the City and County approve a funding proposal for the PROJECT which includes the use of rental income generated from the Airport operations for repayment of any debt incurred as part of the funding proposal; and

**WHEREAS**, in addition to using the allocated portion of rental revenue generated from the lease of the proposed flex space building and rental income generated from the lease of other properties at the Airport, the proposed intergovernmental agreement provides for other funding sources for the PROJECT, including a \$625,000 US EDA Grant, \$250,000 from Klickitat County, \$60,000 from the City’s Enterprise Zone revenue, \$113,000 from the Airport budget beginning fund balance, and the proceeds

from financing obtained by the City through the Local Oregon Capital Assets Program, hereinafter referred to as "LOCAP"; and

**WHEREAS**, the members of the Joint Regional Airport Board believe that recommendation of approval for the proposed funding arrangement for the PROJECT is consistent with the responsibility of the Board to manage, improve, maintain, equip, and operate the Airport and its facilities, consistent with the provisions of the Joint Operating Agreement dated November 1, 2002; and

**NOW, THEREFORE, BE IT RESOLVED** that the Joint Regional Airport Board recommend to the Board of Commissioners for Klickitat County, and the City Council for the City of The Dalles, that the two governing bodies approve the funding proposal for the PROJECT as set forth in this Resolution, which includes the use of rental income generated from the Airport Operations described herein, for the repayment of any debt incurred as part of the funding proposal.

**PASSED AND APPROVED THIS 19<sup>TH</sup> DAY OF DECEMBER, 2014.**

Voting Yes, Board Members: \_\_\_\_\_

Voting No, Board Members: \_\_\_\_\_

Absent, Board Members: \_\_\_\_\_

Abstaining, Board Members: \_\_\_\_\_

**AND APPROVED BY THE CHAIR THIS 19<sup>TH</sup> DAY OF DECEMBER, 2014.**

\_\_\_\_\_  
Chairperson