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**Agenda for the
SPECIAL 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)

Monday, December 4, 2017 @ 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: November 6, 2017 Special Meeting**
- V. Public Comments (items not on the Agenda)**
- VI. Board Member Comments (items not on the Agenda)**
- VII. Discussion Items**
 - A. Flex Space Update**
 - B. Englund Hangar**
- VIII. Action Items**
 - A. Selection Committee's Recommendation for Airport Manager**
- IX. Management Report**
- X. Next Meeting January 19, 2018**
- XI. Adjournment**

**Minutes of Special Meeting of the Board of Directors
Regional Airport Authority**

November 6, 2017

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, David Sauter, Norm Deo, Terry Trapp, Tim Urness, and Tim McGlothlin. Not Present: David Griffith

Staff members present: Rolf Anderson Leirvik and Chuck Covert of AMI, Gene Parker, City Attorney and Matthew Klebes.

AGENDA

The Agenda was approved unanimously.

Minutes of August 18, 2017

The Minutes of the August 18, 2017 were approved unanimously.

Notes from the October 20, 2017 meeting.

The Notes from the October 20,, 2017 meeting were unanimously approved.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Jim Wilcox noted it was nice seeing the hangar getting closer to completion.

DISCUSSION ITEMS

Englund hangar. AMI reported the Mr. Englund is moving right along and he was given the drainage information so he should be ready for occupancy shortly. Chuck Covert stated that once Mr. Englund completes the drainage he can obtain occupancy since there is no way for the Airport to complete the pond in time for him to get in there.

DNR Lease. Gene Parker reported that he has been working with someone working on leases for the DNR and they have approved the lease. Gene has sent the draft to the Klickitat Prosecuting Attorney and hopes it can be on the City Council Agenda on the 27th.

Flex Space update. The hangar is moving along and most of the offices are sheet rocked. The contractor is waiting for the PUD to provide some lines to the other side of the

building. Gene modified the completion date to December 31st, but the contractor has stated he wants to be complete before the holidays and hoping to be complete by the first week of December. The potential tenant that had been looking at the other half of the hangar decided on another space.

D Hangar Tax Issue. When the D Hangar was purchased the excise tax was not addressed. The tax is now \$17,000 with penalties. Mr. Wilcox stated the sale did not go through a Title Company for closing. The closing was handled by the attorneys. Mr. Wilcox stated the attorneys should have caught this. This is a Washington tax not an Oregon tax. Mr. Wilcox stated he thought we had been let down by our legal and it is going to cost the taxpayers. Mr. Wilcox also noted that Airport benefited from the purchase of the hangar since the Airport could not have built it for the purchase price, so the taxpayers saved that money and the hangar was still a bargain even with this tax. David Sauter some of these tax funds are returned to the County. Upon a Motion Duly made and seconded, and after through discussion, the Board unanimously authorized management to authorize payment of the excise tax due on the D Hangar which is approximately \$17,000.

Action Items

Mr. Wilcox explained the RFP process for the FBO. There were three proposals and all three passed the initial review. A committee established then met with each of the applicants for interviews. Each of the applicants where then asked the same six questions. Each interview lasted about 30 minutes. David Sauter said that any comments received outside to of the REP process are not relevant for this Board to consider. Jim Wilcox stated the transfer of FBO's would happen instantly and not over a period of time. The committee recommended that the proposal of Tac Aero be accepted. Upon a Motion duly made and seconded, and after thorough discussion, the Board unanimously moved that the Board recommend to the City and County the name of Tac Aero for further negotiations for the FBO.

Mr. Wilcox then explained the RFP process for the Airport Manager. The same process for RFP's was followed and when the submissions in response to the RFP were opened there was only one submission and that submission did not met the basic requirements and therefore was not reviewed. Mr. Wilcox stated that the suggestion will be that the RFP be reissued for two weeks and at the same time run a concurrent process whereby if no RFP's are received they look at a contract employee. Upon a Motion duly made and seconded, and after thorough discussion, the Board unanimously moved that the Board that the City and County reject the first submission to the RFP because it was non-responsive. Upon a Motion duly made and seconded, and after thorough discussion, the Board unanimously moved that the Board recommend to the City and County re-advertise the RFP for the Airport Manager for an additional two week period. Upon a Motion duly made and seconded, and after thorough discussion, the Board unanimously moved that the Board recommend to the City and County that they provide a process of a secondary system using a contract person.

Manager's Report

Budget Report. It was noted there will be an issue of taxes in the future but everything else is in good shape. Upon a Motion duly made and seconded, and after thorough discussion, the Board unanimously moved that the Board recommend to the City and County that the expenditure for the excise tax come from reserves if necessary.

NEXT REGULAR MEETING

December 15, 2017

ADJOURNMENT

Chairman Jim Wilcox adjourned the meeting at 7:58 a.m.

Jim Wilcox, Chairman