



PO Box 285 • Dallesport • Washington • 98617-0285
• Airport Management • 509-767-2272
manager@flycgra.com

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

(Established cooperatively between the City of The Dalles, Oregon and Klickitat County, Washington)

Friday December 11, 2020 @ 7:00am

Via Zoom

Meeting ID: 985 9906 5532

Passcode: 635 498

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of November 20, 2020

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. FY 2020 Audit Corrective Action Plan

VII. Discussion Items

A. Private Hangar Development

B. FY 2022 Budget Committee

C. Budget Report / Check Register

VIII. Management Report

IX. Adjournment

Next meeting: January 15, 2021



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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

November 20, 2020

Meeting to be held via Zoom

Meeting ID: 689 365 8099 Password: 5aPh49

PRESIDING: Chairman Jim Wilcox

BOARD PRESENT: Tim Urness Dave Sauter, Terry Trapp

BOARD ABSENT: Norm Deo, Tim McGlothlin, Dave Griffith

STAFF PRESENT: Airport Manager Dave Rasmussen & Aryn Rasmussen

CALL TO ORDER

The meeting was called to order by Jim Wilcox at 7:04 am.

ROLL CALL

Roll call was conducted by Airport Manager, four members present, three members absent

APPROVAL OF AGENDA

No corrections or changes to the agenda.

APPROVAL OF MINUTES

Jim requested "President" be changed to "Chairman", minutes approved as corrected.

PUBLIC COMMENTS

Jonathan Kara introduced himself to the board as the City of The Dalles' legal representative. He commented that he is working on a few items for the airport.

BOARD MEMBER REPORTS

Jim requested that Jonathan be added to the weekly airport update email. Dave S commented that there will likely be a significant change to the Klickitat County Board of Commissioners once the election is verified later this month. He doesn't anticipate any major policy changes or other

items that would affect the airport. In January the commissions will reassign their committees and new commissioner Dan Christenson will most likely come onto the airport board.

ACTION ITEMS – None

DISCUSSION ITEMS –

- A. Budget/Check Report- Jim and Dave spoke about a discrepancy in the amount paid for the flowage fee during this fiscal year. TacAero has already corrected the discrepancy. Dave S asked about the federal grant line item m Dave R commented that all the funding is in place for the apron project, but a supplemental budget needs to be approved by the City Council in December in order to balance the budget and issue the final checks.

MANAGEMENT REPORT

Dave R gave an update on vehicle maintenance. The tires on the Kubota tractor have been replaced along with a flat tire on the dump truck. He also worked on the dump truck's carburetor and is still looking into fixing the brake lines. The gear box for the road grader is being set out to get it repaired as well. He has been working closely with Angie at the City Finance Department to address budget items for the multiple grants in progress. Dave has met with Precision Approach in regards to closing out the North Apron Rehabilitation project as well as scheduling out upcoming capital improvement projects for the South Apron Rehabilitation Project. Dave has been coordinating with PAE and the Air Force about updating CGRA to an active status in the Air Force's airport directory. Dave and Aryn are at about 50% is getting all hangar tenants on updated leases. They have created a tracking system along with getting updated contact information. Jonathan Kara is continuing to work with the Oregon Department of Aviation to find a resolution to on the agreement with the Dallesport Water District. Jonathan also asked to get a copy of the airport board by laws. Jim said that he could get him a copy by next week. Ben Barry visited the airport business park with the community college for the third time and has a continued interest in developing a facility at the airport.

NEXT MEETING

The next meeting will be December 18, 2020 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 7:52 am.

SIGNED:

Jim Wilcox, Chair

David Rasmussen, Airport Manager



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AGENDA STAFF REPORT

AGENDA LOCATION: Action Item

MEETING DATE: December 11, 2020

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: FY 2020 Audit Corrective Action Plan

BACKGROUND: During the airport's FY 2020 deficiencies were reported. The airport management has implemented a plan of action to correct these deficiencies. The deficiencies and corrective actions are included in attachment A.

BUDGET IMPLICATIONS: None

COUNCIL ALTERNATIVES:

1. **Staff recommendation: Move to approve corrective action plan for FY 2020 audit.**
2. Move to approve corrective action plan for FY 2020 audit with the following changes
3. Move to take no action.



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November 25, 2020

Oregon Secretary of State, Audits Division
255 Capitol St. NE, Suite #500
Salem, Or 97310

Plan of Action

Columbia Gorge Regional Airport respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2020. The audit was completed by the independent auditing firm Merina and Co. reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on December 11, 2020, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Significant Deficiency

- a. The Airport's reported lease revenues did not match with the related lease agreement documents. Controls were not in place to ensure that leases contracts were updated when the lease term expired. Audit procedures noted that lease revenues did not consistently match the agreed upon leases and lease terms were not appropriately updated when expired. The existence of such deficiencies indicate that the system of internal controls did not detect and prevent such errors. Management should address inherent limitations in the internal control system and modify their oversight function accordingly.

- b. We have developed an excel tracking document that will track tenants information regarding all leases. This will be updated the first week of every month. This document will then go to the City

of The Dalles Finance Department, where they will review and make sure they have the accurate numbers and updated lease tenants every month also

- c. This form of action was taken as soon as the airport management received the information regarding the audit and has been completed.

Governing Body Chair, Jim Wilcox

Board Member, Tim Urness

Dave Rasmussen, Airport Manager

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

DRAFT

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	641,150.20	543,498.00	(97,652.20)	118.0
TOTAL BEGINNING BALANCE	.00	641,150.20	543,498.00	(97,652.20)	118.0
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	32,500.00	65,000.00	32,500.00	50.0
061-0000-330.10-0 OTHER WA	.00	.00	.00	.00	.0
061-0000-330.15-0 OTHER OR	.00	.00	.00	.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	32,500.00	65,000.00	32,500.00	50.0
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	1,542,632.76	1,544,136.76	800,000.00	(744,136.76)	193.0
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	.00	.00	.0
TOTAL FEDERAL REVENUES	1,542,632.76	1,544,136.76	800,000.00	(744,136.76)	193.0
<u>STATE GRANTS</u>					
061-0000-334.80-0 WASHINGTON STATE GRANTS	.00	.00	.00	.00	.0
061-0000-334.90-0 STATE GRANTS, OTHER	.00	.00	50,000.00	50,000.00	.0
TOTAL STATE GRANTS	.00	.00	50,000.00	50,000.00	.0
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0 MISC SALES AND SERVICES	.00	.00	2,500.00	2,500.00	.0
TOTAL GENERAL GOVERNMENT	.00	.00	2,500.00	2,500.00	.0
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	9,857.12	9,890.12	13,000.00	3,109.88	76.1
TOTAL AVIATION FUEL SALES	9,857.12	9,890.12	13,000.00	3,109.88	76.1
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	196.67	1,137.72	8,450.00	7,312.28	13.5
TOTAL INTEREST REVENUES	196.67	1,137.72	8,450.00	7,312.28	13.5

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RENTAL REVENUES</u>					
061-0000-363.50-0	14,337.19	82,761.63	162,411.00	79,649.37	51.0
	14,337.19	82,761.63	162,411.00	79,649.37	51.0
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	10,892.00	13,392.00	15,000.00	1,608.00	89.3
	10,892.00	13,392.00	15,000.00	1,608.00	89.3
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	10,454.55	52,272.75	115,000.00	62,727.25	45.5
	10,454.55	52,272.75	115,000.00	62,727.25	45.5
<u>SALE OF FIXED ASSETS</u>					
061-0000-392.00-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
<u>PROCEEDS- LT LIABILITIES</u>					
061-0000-393.10-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	1,588,370.29	2,377,241.18	1,774,859.00	(602,382.18)	133.9

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	.00	63,933.32	27,831.00	(36,102.32)	229.7
	.00	63,933.32	27,831.00	(36,102.32)	229.7
<u>INTEREST REVENUES</u>					
062-0000-361.00-0	7.15	211.50	250.00	38.50	84.6
	7.15	211.50	250.00	38.50	84.6
<u>RENTAL REVENUES</u>					
062-0000-363.50-0	19,010.00	86,285.00	207,120.00	120,835.00	41.7
	19,010.00	86,285.00	207,120.00	120,835.00	41.7
<u>SOURCE 391</u>					
062-0000-391.61-0	.00	.00	3,974.00	3,974.00	.0
	.00	.00	3,974.00	3,974.00	.0
	19,017.15	150,429.82	239,175.00	88,745.18	62.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

DRAFT

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>AIRPORT</u>						
061-6100-000.31-10	CONTRACTUAL SERVICES	20.00	100.00	1,300.00	1,200.00	7.7
061-6100-000.31-90	CONTRACTUAL SERV-OTHER	10,090.00	40,360.00	121,179.00	80,819.00	33.3
061-6100-000.32-10	AUDITING SERVICES	.00	3,000.00	5,500.00	2,500.00	54.6
061-6100-000.34-10	ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.41-10	WATER & SEWER	2.53	1,783.36	9,300.00	7,516.64	19.2
061-6100-000.41-20	GARBAGE SERVICES	.00	.00	250.00	250.00	.0
061-6100-000.41-40	ELECTRICITY	1,290.99	4,321.62	10,000.00	5,678.38	43.2
061-6100-000.43-10	BUILDINGS AND GROUNDS	623.09	5,846.02	20,000.00	14,153.98	29.2
061-6100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	1,000.00	1,000.00	.0
061-6100-000.43-50	VEHICLES	3.35	232.59	6,500.00	6,267.41	3.6
061-6100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	303.17	1,240.62	2,700.00	1,459.38	46.0
061-6100-000.46-10	PROPERTY TAXES	6,884.39	6,884.39	13,000.00	6,115.61	53.0
061-6100-000.52-10	LIABILITY	.00	11,110.00	9,700.00	(1,410.00)	114.5
061-6100-000.52-30	PROPERTY	.00	9,797.88	14,000.00	4,202.12	70.0
061-6100-000.53-20	POSTAGE	.00	89.00	300.00	211.00	29.7
061-6100-000.53-30	TELEPHONE	284.94	569.88	1,800.00	1,230.12	31.7
061-6100-000.53-40	LEGAL NOTICES	.00	.00	250.00	250.00	.0
061-6100-000.54-00	ADVERTISING	216.00	216.00	10,000.00	9,784.00	2.2
061-6100-000.57-00	PERMITS	.00	.00	1,000.00	1,000.00	.0
061-6100-000.58-10	TRAVEL, FOOD & LODGING	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-50	TRAINING AND CONFERENCES	.00	.00	1,800.00	1,800.00	.0
061-6100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	550.00	550.00	.0
061-6100-000.60-10	OFFICE SUPPLIES	.00	62.99	800.00	737.01	7.9
061-6100-000.69-50	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.69-80	ASSETS < \$5000	.00	.00	.00	.00	.0
061-6100-000.72-20	BUILDINGS	.00	.00	100,000.00	100,000.00	.0
061-6100-000.72-30	BUILDINGS - HANGER	.00	.00	.00	.00	.0
061-6100-000.73-30	IMPRVMTS OTHER THAN BLDGS	302,301.75	352,301.75	995,000.00	642,698.25	35.4
061-6100-000.74-10	MACHINERY	.00	.00	55,000.00	55,000.00	.0
061-6100-000.78-50	FIXED ASSET RECLASS ACCT	.00	.00	.00	.00	.0
	TOTAL AIRPORT	322,020.21	437,916.10	1,384,929.00	947,012.90	31.6
<u>AIRPORT</u>						
061-9500-000.81-62	TO AIRPORT DEBT SERVICE	.00	.00	3,974.00	3,974.00	.0
061-9500-000.88-00	CONTINGENCY	.00	.00	385,956.00	385,956.00	.0
	TOTAL AIRPORT	.00	.00	389,930.00	389,930.00	.0
	TOTAL FUND EXPENDITURES	322,020.21	437,916.10	1,774,859.00	1,336,942.90	24.7

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	80,000.00	80,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	35,775.00	71,550.00	35,775.00	50.0
062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS	.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-55 PRIN PMTS - K CO CERB LN	.00	.00	2,500.00	2,500.00	.0
062-6100-000.79-60 LOAN INTEREST PAYMENTS	25,000.00	30,625.00	25,000.00	(5,625.00)	122.5
062-6100-000.79-65 INT PMTS - K CO CERB LN	1,106.83	1,106.83	5,625.00	4,518.17	19.7
062-6100-000.79-66 INT PMTS - K CO FY13/14	.00	.00	.00	.00	.0
062-6100-000.79-80 RESERVE FOR FUTURE DEBT	.00	.00	29,500.00	29,500.00	.0
TOTAL DEBT SERVICE	26,106.83	92,506.83	239,175.00	146,668.17	38.7
TOTAL FUND EXPENDITURES	26,106.83	92,506.83	239,175.00	146,668.17	38.7

Report Criteria:
 Actual Amounts
 All Accounts
 Summarize Payroll Detail
 Print Period Totals
 Print Grand Totals
 Include All Comments
 Include Funds: 061-062
 Page and Total by Fund
 Include Balance Sheets: None
 Include Revenues: None
 All Segments Tested for Total Breaks



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CONTRACTUAL SERVICES							
			10/31/2020 (10/20) Balance	061-6100-000.31-10			80.00
11/01/2020	AP	296	WAVE **VendorNo: 10091 **Inv. No: 103341201-0008471 **Desc: CITY ISP PROVIDER **Inv. Date: 11/1/2020 **PO No: **Remit Name: WAVE **Merchant Vendor No: 10091 **Merchant Vendor Name: WAVE **Invoice Created By: Irowland		20.00		
			11/30/2020 (11/20) Period Totals and Balance		20.00 *	.00 *	100.00
YTD Encumbrance	.00	YTD Actual	100.00 Total	100.00 YTD Budget	1,300.00 Unexpended	1,200.00	
CONTRACTUAL SERV-OTHER							
			10/31/2020 (10/20) Balance	061-6100-000.31-90			30,270.00
11/01/2020	AP	473	AVIATION MANAGEMENT SERVICES **VendorNo: 10399 **Inv. No: 00018 **Desc: OCT 20 AIRPORT MGNT FEE **Inv. Date: 11/1/2020 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10399 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		10,090.00		
			11/30/2020 (11/20) Period Totals and Balance		10,090.00 *	.00 *	40,360.00
YTD Encumbrance	.00	YTD Actual	40,360.00 Total	40,360.00 YTD Budget	121,179.00 Unexpended	80,819.00	
AUDITING SERVICES							
			10/31/2020 (10/20) Balance	061-6100-000.32-10			3,000.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	3,000.00
YTD Encumbrance	.00	YTD Actual	3,000.00 Total	3,000.00 YTD Budget	5,500.00 Unexpended	2,500.00	
ENGINEERING SERVICES							
			10/31/2020 (10/20) Balance	061-6100-000.34-10			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00	
WATER & SEWER							
			10/31/2020 (10/20) Balance	061-6100-000.41-10			1,780.83
09/30/2020	AP	5	DALLESFORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100173 10-20 **Desc: AIRPORT WATER **Inv. Date: 9/30/2020 **PO No: **Remit Name: DALLESFORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESFORT WATER ASSOCIATION **Invoice Created By: Irowland		2.53		
			11/30/2020 (11/20) Period Totals and Balance		2.53 *	.00 *	1,783.36
YTD Encumbrance	.00	YTD Actual	1,783.36 Total	1,783.36 YTD Budget	9,300.00 Unexpended	7,516.64	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
GARBAGE SERVICES							
			10/31/2020 (10/20) Balance	061-6100-000.41-20			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
ELECTRICITY							
			10/31/2020 (10/20) Balance	061-6100-000.41-40			3,030.63
10/06/2020	AP	9	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 6195849 10-20 **Desc: AIRPORT ELECTRICITY **Inv. Date: 10/6/2020 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		494.00		
10/19/2020	AP	10	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69456080 10-20 **Desc: AIRPORT ELECTRICITY **Inv. Date: 10/19/2020 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		353.88		
10/19/2020	AP	11	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69547775 10-20 **Desc: AIRPORT ELECTRICITY **Inv. Date: 10/19/2020 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		443.11		
			11/30/2020 (11/20) Period Totals and Balance		1,290.99 *	.00 *	4,321.62
YTD Encumbrance		.00 YTD Actual	4,321.62 Total	4,321.62 YTD Budget	10,000.00 Unexpended	5,678.38	
BUILDINGS AND GROUNDS							
			10/31/2020 (10/20) Balance	061-6100-000.43-10			5,222.93
04/02/2020	AP	156	ELLSON HVAC **VendorNo: 10546 **Inv. No: 1305 **Desc: DIAGNOSTICS & LABOR PARTS CAPACITOR **Inv. Date: 4/2/2020 **PO No: **Remit Name: ELLSON HVAC **Merchant Vendor No: 10546 **Merchant Vendor Name: ELLSON HVAC **Invoice Created By: Irowland		200.00		
10/30/2020	AP	646	MASTERCARD **VendorNo: 10541 **Inv. No: 8386-2 **Desc: WA DEPT OF REVENUE **Inv. Date: 10/30/2020 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		387.57		
10/30/2020	AP	647	MASTERCARD **VendorNo: 10541 **Inv. No: 8386-2 **Desc: CREDIT CARD PROCESSING FEE WDOR **Inv. Date: 10/30/2020 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		9.69		
10/30/2020	AP	649	MASTERCARD **VendorNo: 10541 **Inv. No: 8386-2 **Desc: SUPPLIES FOR JANITORIAL **Inv. Date: 10/30/2020 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		25.83		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/30/2020 (11/20) Period Totals and Balance					623.09 *	.00 *	5,846.02
YTD Encumbrance	.00	YTD Actual	5,846.02 Total	5,846.02 YTD Budget	20,000.00 Unexpended	14,153.98	
JOINT USE OF LABOR/EQUIP							
10/31/2020 (10/20) Balance				061-6100-000.43-45			.00
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00	
VEHICLES							
10/31/2020 (10/20) Balance				061-6100-000.43-50			229.24
10/15/2020	AP	23	LES SCHWAB TIRES- TD **VendorNo: 725 **Inv. No: 01600573 10-20 **Desc: LATE FEES **Inv. Date: 10/15/2020 **PO No: **Remit Name: LES SCHWAB TIRES - TD **Merchant Vendor No: 725 **Merchant Vendor Name: LES SCHWAB TIRES- TD **Invoice Created By: Irowland		3.35		
11/30/2020 (11/20) Period Totals and Balance					3.35 *	.00 *	232.59
YTD Encumbrance	.00	YTD Actual	232.59 Total	232.59 YTD Budget	6,500.00 Unexpended	6,267.41	
GAS/OIL/DIESEL/LUBRICANTS							
10/31/2020 (10/20) Balance				061-6100-000.43-51			937.45
10/01/2020	AP	115	HATTENHAUER ENERGY CO LLC **VendorNo: 3983 **Inv. No: 0159179-IN **Desc: BIODIESEL FUEL **Inv. Date: 10/1/2020 **PO No: **Remit Name: HATTENHAUER ENERGY CO LLC **Merchant Vendor No: 3983 **Merchant Vendor Name: HATTENHAUER ENERGY CO LLC **Invoice Created By: Irowland		303.17		
11/30/2020 (11/20) Period Totals and Balance					303.17 *	.00 *	1,240.62
YTD Encumbrance	.00	YTD Actual	1,240.62 Total	1,240.62 YTD Budget	2,700.00 Unexpended	1,459.38	
PROPERTY TAXES							
10/31/2020 (10/20) Balance				061-6100-000.46-10			.00
09/28/2020	AP	12	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021326000014/00 10-20 **Desc: PROPERTY TAX 02-13-2600- 0014/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		220.08		
09/28/2020	AP	13	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021327000006/00 10-20 **Desc: PROPERTY TAX 02-13-2700- 0006/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		357.48		
09/28/2020	AP	14	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021327000007/00 10-20 **Desc: PROPERTY TAX 02-13-2700- 0007/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		156.57		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/28/2020	AP	15	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021334000010/00 10-20 **Desc: PROPERTY TAX 02-13-3400- 0010/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		265.54		
09/28/2020	AP	16	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021334000012/00 10-20 **Desc: PROPERTY TAX 02-13-3400- 0012/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		2,840.66		
09/28/2020	AP	17	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021335000009/00 10-20 **Desc: PROPERTY TAX 02-13-3500- 0009/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		401.23		
09/28/2020	AP	18	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 021335000010/00 10-20 **Desc: PROPERTY TAX 02-13-3500- 0010/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		270.83		
09/28/2020	AP	19	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 550000005032/00 10-20 **Desc: PROPERTY TAX 55-00-0000- 5032/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		63.44		
09/28/2020	AP	20	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 550000005069/00 10-20 **Desc: PROPERTY TAX 55-00-0000- 5069/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		470.26		
09/28/2020	AP	21	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 550000008891/00 10-20 **Desc: PROPERTY TAX 55-00-0000- 8891/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		1,763.83		
09/28/2020	AP	22	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 700000008563/00 10-20 **Desc: PROPERTY TAX 70-00-0000- 8563/00 **Inv. Date: 9/28/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		74.47		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/30/2020 (11/20) Period Totals and Balance					6,884.39 *	.00 *	6,884.39
YTD Encumbrance	.00	YTD Actual	6,884.39 Total	6,884.39 YTD Budget	13,000.00 Unexpended	6,115.61	
LIABILITY							
10/31/2020 (10/20) Balance					061-6100-000.52-10		11,110.00
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	11,110.00
YTD Encumbrance	.00	YTD Actual	11,110.00 Total	11,110.00 YTD Budget	9,700.00 Unexpended	(1,410.00)	
PROPERTY							
10/31/2020 (10/20) Balance					061-6100-000.52-30		9,797.88
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	9,797.88
YTD Encumbrance	.00	YTD Actual	9,797.88 Total	9,797.88 YTD Budget	14,000.00 Unexpended	4,202.12	
POSTAGE							
10/31/2020 (10/20) Balance					061-6100-000.53-20		89.00
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	89.00
YTD Encumbrance	.00	YTD Actual	89.00 Total	89.00 YTD Budget	300.00 Unexpended	211.00	
TELEPHONE							
09/26/2020	AP	133	CHARTER COMMUNICATIONS	061-6100-000.53-30	284.94		284.94
**VendorNo: 4316 **Inv. No: 0122193092620 **Desc: WEB HOSTING AIRPORT **Inv. Date: 9/26/2020 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland							
11/30/2020 (11/20) Period Totals and Balance					284.94 *	.00 *	569.88
YTD Encumbrance	.00	YTD Actual	569.88 Total	569.88 YTD Budget	1,800.00 Unexpended	1,230.12	
LEGAL NOTICES							
10/31/2020 (10/20) Balance					061-6100-000.53-40		.00
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
ADVERTISING							
10/30/2020	AP	648	MASTERCARD	061-6100-000.54-00	216.00		.00
**VendorNo: 10541 **Inv. No: 8386-2 **Desc: PREMIUM PLAN **Inv. Date: 10/30/2020 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
11/30/2020 (11/20) Period Totals and Balance					216.00 *	.00 *	216.00
YTD Encumbrance	.00	YTD Actual	216.00 Total	216.00 YTD Budget	10,000.00 Unexpended	9,784.00	
PERMITS							
10/31/2020 (10/20) Balance					061-6100-000.57-00		.00
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00	
TRAVEL, FOOD & LODGING							
10/31/2020 (10/20) Balance					061-6100-000.58-10		.00
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	

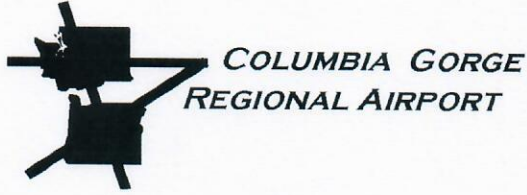
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
TRAINING AND CONFERENCES								
			10/31/2020 (10/20) Balance	061-6100-000.58-50			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,800.00 Unexpended	1,800.00		
MEMBERSHIPS/DUES/SUBSCRIP								
			10/31/2020 (10/20) Balance	061-6100-000.58-70			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	550.00 Unexpended	550.00		
OFFICE SUPPLIES								
			10/31/2020 (10/20) Balance	061-6100-000.60-10			62.99	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	62.99	
YTD Encumbrance	.00	YTD Actual	62.99 Total	62.99 YTD Budget	800.00 Unexpended	737.01		
MISCELLANEOUS EXPENSES								
			10/31/2020 (10/20) Balance	061-6100-000.69-50			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00		
ASSETS < \$5000								
			10/31/2020 (10/20) Balance	061-6100-000.69-80			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
BUILDINGS								
			10/31/2020 (10/20) Balance	061-6100-000.72-20			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	100,000.00 Unexpended	100,000.00		
BUILDINGS - HANGER								
			10/31/2020 (10/20) Balance	061-6100-000.72-30			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
IMPRVMTS OTHER THAN BLDGS								
			10/31/2020 (10/20) Balance	061-6100-000.73-30			50,000.00	
07/31/2020	AP	1	CRESTLINE CONSTRUCTION COMPANY, LC		302,301.75			
			**VendorNo: 2287 **Inv. No: APP # 1 JOB 202004 **Desc: DLS NORTH APRON REHAB PROJECT PMT **Inv. Date: 7/31/2020 **PO No: **Remit Name: CRESTLINE CONSTRUCTION COMPANY, LCC **Merchant Vendor No: 2287 **Merchant Vendor Name: CRESTLINE CONSTRUCTION COMPANY, LCC **Invoice Created By: Irowland					
			11/30/2020 (11/20) Period Totals and Balance		302,301.75 *	.00 *	352,301.75	
YTD Encumbrance	.00	YTD Actual	352,301.75 Total	352,301.75 YTD Budget	995,000.00 Unexpended	642,698.25		
MACHINERY								
			10/31/2020 (10/20) Balance	061-6100-000.74-10			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	55,000.00 Unexpended	55,000.00		
FIXED ASSET RECLASS ACCT								
			10/31/2020 (10/20) Balance	061-6100-000.78-50			.00	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
TO AIRPORT DEBT SERVICE			10/31/2020 (10/20) Balance	061-9500-000.81-62			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,974.00 Unexpended	3,974.00	
CONTINGENCY			10/31/2020 (10/20) Balance	061-9500-000.88-00			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	385,956.00 Unexpended	385,956.00	
Number of Transactions: 26 Number of Accounts: 32					Debit	Credit	Proof
Total AIRPORT FUND:					322,020.21	.00	322,020.21

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
BOND PRINCIPAL							
			10/31/2020 (10/20) Balance	062-6100-000.79-15			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	80,000.00 Unexpended	80,000.00	
BOND INTEREST							
			10/31/2020 (10/20) Balance	062-6100-000.79-25			35,775.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	35,775.00
YTD Encumbrance	.00	YTD Actual	35,775.00 Total	35,775.00 YTD Budget	71,550.00 Unexpended	35,775.00	
LOAN PRINCIPAL PAYMENTS							
			10/31/2020 (10/20) Balance	062-6100-000.79-50			25,000.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	25,000.00
YTD Encumbrance	.00	YTD Actual	25,000.00 Total	25,000.00 YTD Budget	25,000.00 Unexpended	.00	
PRIN PMTS - K CO CERB LN							
			10/31/2020 (10/20) Balance	062-6100-000.79-55			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,500.00 Unexpended	2,500.00	
LOAN INTEREST PAYMENTS							
			10/31/2020 (10/20) Balance	062-6100-000.79-60			5,625.00
11/10/2020	AP	207	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: CV161312 **Desc: PRINCIPAL LOAN PMT **Inv. Date: 11/10/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		25,000.00		
			11/30/2020 (11/20) Period Totals and Balance		25,000.00 *	.00 *	30,625.00
YTD Encumbrance	.00	YTD Actual	30,625.00 Total	30,625.00 YTD Budget	25,000.00 Unexpended	(5,625.00)	
INT PMTS - K CO CERB LN							
			10/31/2020 (10/20) Balance	062-6100-000.79-65			.00
11/10/2020	AP	208	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: CV161312 **Desc: INTEREST LOAN PMT **Inv. Date: 11/10/2020 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		1,106.83		
			11/30/2020 (11/20) Period Totals and Balance		1,106.83 *	.00 *	1,106.83
YTD Encumbrance	.00	YTD Actual	1,106.83 Total	1,106.83 YTD Budget	5,625.00 Unexpended	4,518.17	
INT PMTS - K CO FY13/14							
			10/31/2020 (10/20) Balance	062-6100-000.79-66			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
RESERVE FOR FUTURE DEBT							
			10/31/2020 (10/20) Balance	062-6100-000.79-80			.00
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	29,500.00 Unexpended	29,500.00	
Number of Transactions: 2 Number of Accounts: 8					Debit	Credit	Proof
Total AIRPORT DEBT SERVICE FUND:					26,106.83	.00	26,106.83
Number of Transactions: 28 Number of Accounts: 40					Debit	Credit	Proof

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Grand Totals:					<u>348,127.04</u>	<u>.00</u>	<u>348,127.04</u>

- Report Criteria:
- Actual Amounts
 - All Accounts
 - Summarize Payroll Detail
 - Print Period Totals
 - Print Grand Totals
 - Include All Comments
 - Include Funds: 061-062
 - Page and Total by Fund
 - Include Balance Sheets: None
 - Include Revenues: None
 - All Segments Tested for Total Breaks
-



PO Box 285 • Dallesport • WA • 98617

Airport Management • 509-767-2272

manager@flycgra.com

Airport Board Meeting Schedule 2021

January 15, 2021

February 19, 2021

March 19, 2021

April 16, 2021

May 21, 2021

June 18, 2021

July 16, 2021

August 20, 2021

September 17, 2021

October 15, 2021

November 19, 2021

December 17, 2021

The airport board meets at 7:00am on the third Friday every month unless otherwise posted.

Please contact the airport manager for questions 509-767-2272 or manager@flycgra.com