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MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
20 September, 2019

PRESIDING: President Jim Wilcox
BOARD PRESENT: Norm Deo, Russ Brown, Dave Griffith, Tim Urness, Terry Trapp
BOARD ABSENT: Dave Sauter
STAFF PRESENT: Airport Manager Aryn Rasmussen, FBO Manager Darrin Lacock

CALL TO ORDER

The meeting was called to order at 7:05 am.

ROLL CALL

Roll call was conducted by Airport Manager, Dave Sauter absent.

APPROVAL OF AGENDA

No corrections to agenda, approved by unanimous consent.

APPROVAL OF MINUTES

No corrections to minutes, approved by unanimous consent.

PUBLIC COMMENTS

No public comments.

BOARD MEMBER REPORTS

No board member reports.

ACTION ITEMS

No action items.

DISCUSSION ITEMS

Hangar Lease Rate Schedule – Aryn reviewed the staff report. The airport is in the process of updating all hangar tenants' leases and the new lease includes a clause that all lease rates will be reviewed annually at the start of the new fiscal year on 1 July.

Russ recommended that we keep rates at market value. Norm agreed and added that we should make an effort to follow our market and not the metropolitan areas. Jim suggested getting information from other similar airports such as Pendleton, Hermiston, John Day, Madras, Bend, etc. Jim also recommended that long term tenants be brought up to market rate slowly and not all at once. Jim asked for volunteers for a committee to further review and develop a rate schedule. Jim volunteers himself and Chuck Covert to be part of the committee. Terry Trapp also volunteers to be on the committee. Aryn will schedule a date for the meeting.

Budget/Check Register – No comments.

MANAGEMENT REPORT

Apron Project – Aryn updated the board that due to the FAA funding timeline and the contractor recommendation construction for the project has been moved to Spring 2020. The FAA is aware and in agreement with this course of action. The contractor has also agreed to hold their bid prices until the Spring. The airport still needs to get the fuel tanks vents and emergency shut off switch moved closer to the terminal building.

Russ asked that since we are pushing construction back to the spring that we work to get the runway fixed from the accident before the winter weather arrives.

Water System Update – The committee met on 9/10/19 and reviewed all of the water proposals/bids. We realized we should have met prior to going out for bids to have a proposed plan for the engineers. However, we came up with a good plan of what the airport requirements are so Aryn will send those back to the engineers to get a rebid. Darrin suggested getting an additional line installed for the fire crews. Aryn will meet with Darrin and Scott from DWD to add this to the plan.

DWD Well Transfer – Aryn is gathering all past communication with previous FAA project manager to submit to the new project manager. She also needs to finalize the letter of justification for the transfer of airport assets for FAA approval.

The FAA sent the final airspace approval letter for the TacAero hangars on 9/19/19.

NEXT MEETING

The next meeting will be 18 October 2019 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 7:47 am.

Jim Wilson, Chair
Aryn N. Re...
Airport Manager