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**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 November 15, 2019 @ 7:00am

Meeting to be held at the Airport Terminal in Dallesport, WA

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of October 18, 2019

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. None

VII. Discussion Items

A. DWD Well Transfer

B. Budget Report / Check Register

VIII. Management Report

A. Fuel Farm

B. Buildings/Grounds Update

IX. Adjournment

Next meeting: December 20, 2019



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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

18 October, 2019

PRESIDING: President Jim Wilcox

BOARD PRESENT: Russ Brown, Dave Griffith, Tim Urness, Terry Trapp, Dave Sauter

BOARD ABSENT: Norm Deo

STAFF PRESENT: Airport Manager Aryn Rasmussen, Dave Rasmussen FBO
Manager Darrin Lacock, Jeff Renard

CALL TO ORDER

The meeting was called to order at 7:00 am.

ROLL CALL

Roll call was conducted by Airport Manager, Norm Deo 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

Jim attended a local networking event at the Columbia Bank on behalf of the airport board. He spoke with Lisa Commander a board member for WAAAM and the Columbia Gorge Veterans Museum about support for the CGCC Training Hangar.

Russ asked about repairing the asphalt damage to Runway 31 before the winter weather starts.

Jim and Dave S. were subpoenaed to provide emails in regards to the pending lawsuit with Gorge Aviation Services.

ACTION ITEMS

Pacific Coast Cherry Packers (PCCP) – Dave R. reviewed the staff report, he mentioned that the ground lease has been reviewed by the City Attorney and is currently being reviewed by the county Prosecuting Attorney. He also reminded the board that the building design has to be approved through the FAA Airport Layout Plan Pen & Ink change process.

Russ asked about the volume of water use and discharge that the facility would require. Bob Cameron, PCCP consultant, commented max usage 20,000 gal/day and max discharge 15,000 gal/day only during harvest season May-July. Dave S. suggested that PCCP talk with the wastewater treatment plant to discuss treatment options for economic viability and capacity concerns.

Bob Cameron asked about combining lots 15&16 in the business park into a single lot for ease of development. The airport will work with Tenneson Engineering and Klickitat County Public Works to make the change.

Tim and Terry asked about other options the PCCP has looked at for development, specifically the Port of Klickitat. PCCP is talking to the Port of Klickitat but they are committed to working with the airport. Terry expressed concerns with expending a lot of time and effort if PCCP is not committed to using the airport business park.

The airport board will hold a special meeting on October 25, 2019 at 7:00am to review the ground lease.

Russ moved to approve the Pacific Coast Cherry packers building design pending approval from the FAA (ALP Pen & Ink change). Dave S. seconded, motion passed unanimously, Norm Deo absent.

DISCUSSION ITEMS

Life Flight Parking – Dave R. explained the parking issue Life Flight has when the taxiway is opened past the Flex Space Hangar for the new business park hangars. Life Flight has been parking their fixed-wing aircraft on the taxiway. Victor stated that Life Flights feels it is the airports responsibility to change the lease for their operations area. Terry asked Victor to clarify if they are parking in space they have not been paying for; Victor said the current lease does not clarify a “parking” area, only the hangar and apron space. Tim asked why can’t the aircraft be parked in the hangar and Victor answered that it impacts their response time. The board discussed various options for improving/paving ground adjacent to the taxiway for Life Flight to use. Jim stated that Life Flight has been using the taxiway for an unintended purpose which is now resulting in this issue. The burden of the problem is not on the airport, but the airport will help solve the problem. The board gave the airport and Life Flight the direction to see if paving the remaining space on the Flex Space lot will create enough additional parking for Life Flight.

Budget/Check Register – Dave R. stated that the airport manager now has access to the City KSEL program to review expenditures by line item. He also explained last month the QTPod installation was billed incorrectly under “electricity” it has been moved to the correct line item “buildings/grounds”. The phone bill was doubled paid by TacAero and the Airport so there is currently a month extra credit.

MANAGEMENT REPORT

Buildings/Grounds Update – Drainage pond near cell tower completed, new runway lights installed, wind sock painted, north security gate fixed, D Hangar gutters fixed and doors greased, Flex Space AC fixed and parts for door hinge ordered, working on seed plan for Alternate Operations Area

Traffic/Fuel Update – In September the airport had a record 59 military rotary aircraft resulting in 17,600 gallons in Jet A fuel sales. The airport has become a preferred location for Army air traffic and is expanding into the Air Force. Oct 21-23 a C-130 will be using the airport as a refueling base for operations in the area with a forecasted 10,000 gallons in Jet A sales. This increased traffic is placing a huge strain on the fuel farm capacity. The board directed the airport manager to work with TacAero to put together a plan for a new fuel farm to be presented at the November board meeting.

NEXT MEETING

A special meeting will be 25 October 2019 at 7:00am.

The next regular meeting will be 15 November 2019 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 8:30 am.



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AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: November 15, 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Dallesport Water District Well & Water Rights Transfer

BACKGROUND: The airport has an agreement to transfer the well located on airport property and 46% of the airport's water right to the Dallesport Water District. Due to increased development in Dallesport, the DWD has identified an immediate need to access, at minimum, their portion of the water rights. Without this agreement the airport will not be able to continue development of the business park.

The airport is actively engaged with the FAA to receive final approval of the well and water right transfer. To receive FAA approval CGRA must demonstrate a zero-net loss of revenue from the transfer of the resource. The airport manager has worked with the DWD to determine the value of each piece of the project to submit to the FAA for review. In addition, the DWD has posed an alternative method to complete the transfer of the well and water rights that is potentially more cost effective and timelier. The transfer would be completed in two phases.

Phase one would be the transfer of 46% of the airport's water rights to the DWD's A Street well. This would allow the DWD to start using the water right immediately for minimal expense. The airport well and the A Street well are located in the same aquifer, allowing for transfer of the water right.

Phase two would be the build out and connection of the airport well to the DWD water system. This phase would not need to happen immediately, but could be completed at a later date. This would allow the DWD to finance the expansion in house without pursuing a USDA loan.

The airport would retain 54% of the total water right that could be utilized at a later date by the DWD or other interested parties.

BUDGET IMPLICATIONS: Loss of future business park development revenue