COLUMBIA GORGE
REGIONAL AIRPORT

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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

November 16, 2021
Meeting at Airport Terminal & via Zoom

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Dave Griffith, Tim McGlothlin, Tim Urness, Norm Deo

BOARD ABSENT: Jake Anderson, Terry Trapp

STAFF PRESENT: Airport Manager Jeff Renard, FBO Manager Darren Lacock
Johnathan Kara (Zoom),

CALL TO ORDER

The meeting was called to order by Jim Wilcox at 7:15 am.

ROLL CALL

Roll call was conducted by Jim Wilcox.

APPROVAL OF AGENDA

The agenda was approved with correction of the discussion item of TacAero lease.

APPROVAL OF MINUTES

The minutes were approved as presented by unanimous consent.

PUBLIC COMMENTS – None

BOARD MEMBER REPORTS – Jim reported that he was deposed for 3 hours by an attorney representing those suing the City. The trial is set for December, a continuance was requested and granted. City attorney thought the depositions went fine.

FBO Report: Darren Lacock reported that on November 3rd the FBO broke the highest fuel sales record (5,000 gallons above the previous year) with a month and a half left to go; he expected 230,000 gallons to clear for the year. A Gulfstream 650 was expected to arrive with an expected

fuel transaction along with renting the conference room for the day to transact the sale of the airplane. Jim wanted to know if Darren took over Jeff Renard's position with TacAero, which Darren and Jeff confirmed, Jeff added that Kevin Cole was the new facilities maintenance manager. Jeff's job was divided between the two.

ACTION ITEMS NONE

DISCUSSION ITEMS

TacAero Lease: Jim reported that TacAero submitted an amended lease agreement for the maintenance hangar and Jim suggested that at least 2 board members would volunteer to work with Jeff to create a response to the agreement. Those who volunteered were Tim Urness, Chuck Covert, and Jim Wilcox. Jeff outlined the details of the current lease agreement. Jim confirmed that a committee consisting of Tim, Chuck, Jeff, and himself would come up with a response to TacAero that they could bring back as a recommendation to the board as an action item at the December board meeting.

Budget/Check Report: The tanks were coated which had an expense of just over $12K. Jeff spoke with Angie Wilson and they decided to eliminate certain projects for the time being and put all the extra resources towards the tank rehab. Chuck brought up that the property taxes were paid late and fees were added. Jeff explained that during the airport management turnover, papers were lost in the shuffle. When they were located, they were immediately sent in for payment. Also, the D&R hangar had a heat pump that went out and there were lights replaced on the building.

Accepted by consensus.

MANAGEMENT REPORT –

Jeff outlined the updated items. The runway lights get hot and cycle out. Jeff asked airport tenants Josh and DeeDee Simonson (both Corp of Engineer electricians) to look at them and they found an issue with the circuit board which will be a $10K repair. Jeff is trying to coordinate them with Dean Rodrick, the airport electrician, to see if together they can find a resolution.

Scott Gifford, the mobile mechanic, has his insurance in place and will pay for 6 months in advance for his $50/month for his commercial operators agreement.

Vision Meeting: The last vision meeting held by the board was in January 2021 with the previous airport managers. Jeff requested another vision meeting with the board. Jim agreed and suggested sending out the outline of the previous meeting to the board members to look at what has already been accomplished and what still needs to be done.

Jim asked about the commercial lease and insurance requirements for other airports. Johnathan Kara found some good data comparing other airports our size or similar to our size. He said it was not uncommon to have split requirements. Jim commended Johnathan for finding that

information. Minimum for smaller commercial leases is $1M, could be $2M depending on what the operations are.

ARPA Grant: Jeff explained that Ian Brandshaw, with the FAA, made note that this airport had not applied for the ARPA grant yet, it should have been sent out in June or July of last year but Jeff could not find an email sent Dave or Aryn Rasmussan for the application. Ian will be sending out the email again and there is a short window of opportunity to get that application sent in. There is $34K of covid money available.

ANPC: Jeff Renard said the GPS approach system that has been tested at the airport for a number of years. The Military and ANPC inquired about a grant opportunity to install an approach system, ANPC is bolstering that program, putting in new equipment for the proving. If they can prove the integrity of the system, the FAA said they will support it and push it through. With this system, it will change the minimums from 1500 feet to 500 feet.

Hangar Audit: Jeff explained that Dave and Aryn began the hangar inspections and there are 2 hangars left that need attention, one hangar has 2 random aircraft in it not belonging to the tenant. Subleasing hangars is not allowed.

Hangar Door and Roof Repair: Jeff is currently getting a quote for hangar roof repair. Jim noted the February 2021 bid came back at around $60K, the most current one in June was $80K-$85K and the recommendation was to not re roof until price of materials come down. Jeff said he is chasing leak issues, Jim recommended patching. Jeff also said the flooring has heavy damage and thought they should rehab that building so it's usable. Jim suggested that the quote for reroofing be very detailed and match all of the specifications that the Browns Roofing bid addressed. Jeff also noted that the Life Flight hangar needed the doors repaired with rubber seals.

Fuel Tanks: Tim Urness suggested that with the increase in fuel revenue, the airport needed a whole new system to handle the increased traffic. Jeff noted that today the soak test would be completed for the new tank conversion, it is coated and filled with fuel. Within one week, it will be ready with the results and will have 24K gallons of jet fuel ready to go. Jeff spoke with a representative from the Port of Hood River to put the CGRA at the top of the list for buying their old tank for a wholesale price it's in good condition.

Request: Jim requested from Jeff to send last year's vision list with the TacAero document to the board for review.

Chuck inquired about the status of the college hangar, Jim did not know the status but will look into it.

Tim McGlothlin inquired about the golf course development. Jim had not heard anything more about it.

NEXT MEETING

The next meeting will be December 21, 2021 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 8:14 am.

SIGNED:

Jim Wilcox, Chair

Jeff Renard, Airport Manager