



**COLUMBIA GORGE
REGIONAL AIRPORT**

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 March 21, 2025 @ 7:30 am

At Airport Terminal and Via Zoom

Meeting ID: 824 0933 1104 Passcode: 424214

<https://us06web.zoom.us/j/82409331104?pwd=aG9pT21pRjhwT00xTEYyY2ZqMHYwUT09#success>

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of February 21, 2025

IV. Public Comments (Items not on the Agenda)

Century West Engineering Introduction

Public Comment

V. Board Member Reports

Airport Sponsors/ Partner Reports

VI. FBO Report

VII. Action Items

VIII. Discussion Items

A. Budget Report / Check Register

B. RFQ for masterplan

IX. Management Report

(See attached report)

XI. Adjournment: 8:57_____AM

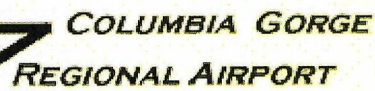
Next meeting: April 18, 2025 7:30 AM (Friday)

Columbia Gorge Regional Airport

At Airport Terminal and Via Zoom

Meeting ID: 824 0933 1104 Passcode: 424214

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March 21, 2025
Board Meeting

[illegible]

MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

February 21, 2025

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jim Wilcox, Terry Trapp, Tim McGlothlin, Randy Anderson, James Smith, Lori Zoller

BOARD ABSENT: Tim Urness

STAFF PRESENT: Airport Manager Jeff Renard, City EDO Dan Spatz, City Manager Matthew Klebes

PUBLIC PRESENT: See Sign-in Sheet.

CALL TO ORDER

The meeting was called to order by Chair Jim Wilcox at 7:27 a.m.

ROLL CALL

Roll call was conducted by Chair Jim Wilcox.

APPROVAL OF AGENDA

The agenda was approved as presented by unanimous consent.

APPROVAL OF MINUTES

The minutes were approved as presented by unanimous consent.

PUBLIC COMMENTS

None.

BOARD MEMBER REPORTS

After reviewing the recording of last month's airport board meeting, Jim Wilcox, and others, agreed that there was no evidence of a "tyrannical outburst."

Commissioner Lori Zoller acknowledged the need to update the Joint Operating Agreement and reiterated her desire to repair any fractured relationships with the county, thus moving forward as a team to guard the legality of airport business and protect the assets.

SPONSOR/PARTNERS REPORT

FBO: Darren Lacock reported that January was a phenomenal month with them being 400 gallons away from record fuel sales. February has been slow due to inclement weather but is expected to pick up in sales as the weather reports milder temperatures ahead. 5 military helicopters recently went through with 18 more scheduled within the next few days. March will be the beginning of an active jet season.

Matthew Klebes noted that the Joint Management Agreement, associated with the EDA project, will be going to council on Monday, which the county has approved. Matthew had a brief update with Tobi at the EDA and will proceed with the project. Also, the loan will be authorized on Monday for the construction of the hangar.

ACTION ITEMS

Randy moved to recommend to the city and county that the board inform the sellers, Coombs/Gilcrist, that the airport is not interested in purchasing their hangar at this time. James Smith seconded. *The motion passed unanimously.*

Terry Trapp made a motion to adopt the 2025 Airport Vision Priorities. Tim McGlothlin seconded. *The motion passed unanimously.*

DISCUSSION ITEMS –

Budget/Check Report: Randy Anderson noted that the report is just a recap of the city's records and had no further comments.

Jim Wilcox appointed a budget committee consisting of Tim Urness, Randy Anderson and Jeff Renard.

Jim recognized Precision Approach Engineering (represented by Tracy May) as the selected Engineer of Record.

MANAGEMENT REPORT –

See attached report.

NEXT MEETING

The next meeting will be March 21, 2025 at 7:30 a.m.

ADJOURNMENTS

The meeting was adjourned at 8:33 a.m.

SIGNED:

Jim Wilcox, Chair or Terry Trapp, Vice Chair

Jeff Renard, Airport Manager

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			01/31/2025 (01/25) Balance	061-6100-000.31-10			756.55
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	756.55
YTD Encumbrance	.00	YTD Actual	756.55 Total	756.55 YTD Budget	3,500.00 Unexpended	2,743.45	
CONTRACTUAL SERV-OTHER			01/31/2025 (01/25) Balance	061-6100-000.31-90			78,235.33
01/31/2025	AP	267	AVIATION MANAGEMENT SERVICES **VendorNo: 10704 **Inv. No: 2501 **Desc: JANUARY 2025 AIRPORT MANAGEMENT CONTRACT **Inv. Date: 1/31/2025 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		12,500.00		
02/27/2025	JE	15	RECLASSIFY VALENCIA LAWN CARE EXP C SHOULD HAVE BEEN TO OTHER CONTRACTUAL SERVICES FOR THE AIRPORT. LISA		11,225.00		
02/27/2025	JE	16	RECLASSIFY CENTRAL WA CONSTRUCTION SHOULD HAVE BEEN TO OTHER CONTRACTUAL SERVICES FOR THE AIRPORT. LISA		7,095.00		
			02/28/2025 (02/25) Period Totals and Balance		30,820.00 *	.00 *	109,055.33
YTD Encumbrance	.00	YTD Actual	109,055.33 Total	109,055.33 YTD Budget	180,000.00 Unexpended	70,944.67	
AUDITING SERVICES			01/31/2025 (01/25) Balance	061-6100-000.32-10			27,300.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	27,300.00
YTD Encumbrance	.00	YTD Actual	27,300.00 Total	27,300.00 YTD Budget	15,000.00 Unexpended	(12,300.00)	
ENGINEERING SERVICES			01/31/2025 (01/25) Balance	061-6100-000.34-10			1,412.50
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	1,412.50
YTD Encumbrance	.00	YTD Actual	1,412.50 Total	1,412.50 YTD Budget	30,000.00 Unexpended	28,587.50	
WATER & SEWER			01/31/2025 (01/25) Balance	061-6100-000.41-10			8,586.14
02/03/2025	AP	138	DALLESPOrt WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100173 02-25 **Desc: AIRPORT WATER **Inv. Date: 2/3/2025 **PO No: **Remit Name: DALLESPOrt WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPOrt WATER ASSOCIATION **Invoice Created By: Irowland		942.60		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/03/2025	AP	139	DALLESFORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100489 02-25 **Desc: AIRPORT WATER **Inv. Date: 2/3/2025 **PO No: **Remit Name: DALLESFORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESFORT WATER ASSOCIATION **Invoice Created By: Irowland		824.30		
02/28/2025 (02/25) Period Totals and Balance					1,766.90 *	.00 *	10,353.04
YTD Encumbrance		.00 YTD Actual	10,353.04 Total	10,353.04 YTD Budget	15,000.00 Unexpended	4,646.96	
GARBAGE SERVICES			01/31/2025 (01/25) Balance	061-6100-000.41-20			.00
02/28/2025 (02/25) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ELECTRICITY			01/31/2025 (01/25) Balance	061-6100-000.41-40			4,454.69
02/07/2025	AP	451	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69547775 02-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 2/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		75.23		
02/07/2025	AP	452	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: ACT 6195849 02-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 2/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		625.75		
02/07/2025	AP	453	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: ACT 69456080 2-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 2/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		106.96		
02/28/2025 (02/25) Period Totals and Balance					807.94 *	.00 *	5,262.63
YTD Encumbrance		.00 YTD Actual	5,262.63 Total	5,262.63 YTD Budget	15,000.00 Unexpended	9,737.37	
BUILDINGS AND GROUNDS			01/31/2025 (01/25) Balance	061-6100-000.43-10			62,356.10
01/31/2025	AP	943	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 02-25 **Desc: 1 1/2 SHACKLE & WD-40 J RENARD **Inv. Date: 1/31/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		78.54		
01/31/2025	AP	947	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 02-25 **Desc: 3-WIRE CONNECTOR, ADAPTERS, REDUCER J RENARD **Inv. Date: 1/31/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		29.58		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/27/2025	JE	15	RECLASSIFY VALENCIA LAWN CARE EXP C			11,225.00-	
02/27/2025	JE	16	RECLASSIFY CENTRAL WA CONSTRUCTION			7,095.00-	
			02/28/2025 (02/25) Period Totals and Balance		108.12 *	18,320.00- *	44,144.22
YTD Encumbrance		10,100.00	YTD Actual	44,144.22 Total	54,244.22	YTD Budget	75,000.00 Unexpended 20,755.78
JOINT USE OF LABOR/EQUIP			01/31/2025 (01/25) Balance	061-6100-000.43-45			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	5,000.00 Unexpended 5,000.00
VEHICLES			01/31/2025 (01/25) Balance	061-6100-000.43-50			2,461.34
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	2,461.34
YTD Encumbrance		.00	YTD Actual	2,461.34 Total	2,461.34	YTD Budget	60,500.00 Unexpended 58,038.66
GAS/OIL/DIESEL/LUBRICANTS			01/31/2025 (01/25) Balance	061-6100-000.43-51			586.76
01/31/2025	AP	946	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 02-25 **Desc: FUEL J RENARD **Inv. Date: 1/31/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		100.00		
			02/28/2025 (02/25) Period Totals and Balance		100.00 *	.00 *	686.76
YTD Encumbrance		.00	YTD Actual	686.76 Total	686.76	YTD Budget	4,500.00 Unexpended 3,813.24
PROPERTY TAXES			01/31/2025 (01/25) Balance	061-6100-000.46-10			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	15,000.00 Unexpended 15,000.00
LIABILITY			01/31/2025 (01/25) Balance	061-6100-000.52-10			4,707.30
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	4,707.30
YTD Encumbrance		.00	YTD Actual	4,707.30 Total	4,707.30	YTD Budget	7,542.00 Unexpended 2,834.70
PROPERTY			01/31/2025 (01/25) Balance	061-6100-000.52-30			20,217.59
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	20,217.59
YTD Encumbrance		.00	YTD Actual	20,217.59 Total	20,217.59	YTD Budget	16,937.00 Unexpended (3,280.59)
POSTAGE			01/31/2025 (01/25) Balance	061-6100-000.53-20			340.78
02/28/2025	AP	511	PITNEY BOWES BANK INC PURCHASE POW **VendorNo: 2842 **Inv. No: FEBRUARY 2025 **Desc: POSTAGE REIMB 01-22-25 TO 02-26- 25 **Inv. Date: 2/28/2025 **PO No: **Remit Name: PITNEY BOWES BANK INC PURCHASE POWER **Merchant Vendor No: 2842 **Merchant Vendor Name: PITNEY BOWES BANK INC PURCHASE POWER **Invoice Created By: Irowland		36.57		
			02/28/2025 (02/25) Period Totals and Balance		36.57 *	.00 *	377.35
YTD Encumbrance		.00	YTD Actual	377.35 Total	377.35	YTD Budget	250.00 Unexpended (127.35)

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
TELEPHONE			01/31/2025 (01/25) Balance	061-6100-000.53-30			1,819.65
01/21/2025	AP	69	CHARTER COMMUNICATIONS **VendorNo: 4316 **Inv. No: 138455901012125 **Desc: WEB HOSTING AIRPORT **Inv. Date: 1/21/2025 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland		259.95		
			02/28/2025 (02/25) Period Totals and Balance		259.95 *	.00 *	2,079.60
YTD Encumbrance		.00 YTD Actual	2,079.60 Total	2,079.60 YTD Budget	3,000.00 Unexpended	920.40	
LEGAL NOTICES			01/31/2025 (01/25) Balance	061-6100-000.53-40			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ADVERTISING			01/31/2025 (01/25) Balance	061-6100-000.54-00			198.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	198.00
YTD Encumbrance		.00 YTD Actual	198.00 Total	198.00 YTD Budget	5,000.00 Unexpended	4,802.00	
PERMITS			01/31/2025 (01/25) Balance	061-6100-000.57-00			.00
02/01/2025	AP	369	OREGON DEPARTMENT OF AVIATION **VendorNo: 4343 **Inv. No: MA133023 **Desc: AIRPORT LICENSING FEE **Inv. Date: 2/1/2025 **PO No: **Remit Name: OREGON DEPARTMENT OF AVIATION **Merchant Vendor No: 4343 **Merchant Vendor Name: OREGON DEPARTMENT OF AVIATION **Invoice Created By: Irowland		75.00		
			02/28/2025 (02/25) Period Totals and Balance		75.00 *	.00 *	75.00
YTD Encumbrance		.00 YTD Actual	75.00 Total	75.00 YTD Budget	3,000.00 Unexpended	2,925.00	
TRAVEL, FOOD & LODGING			01/31/2025 (01/25) Balance	061-6100-000.58-10			2,187.52
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	2,187.52
YTD Encumbrance		.00 YTD Actual	2,187.52 Total	2,187.52 YTD Budget	3,000.00 Unexpended	812.48	
TRAINING AND CONFERENCES			01/31/2025 (01/25) Balance	061-6100-000.58-50			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
MEMBERSHIPS/DUES/SUBSCRIP			01/31/2025 (01/25) Balance	061-6100-000.58-70			1,513.68
01/31/2025	AP	945	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 02-25 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 1/31/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		15.48		
			02/28/2025 (02/25) Period Totals and Balance		15.48 *	.00 *	1,529.16
YTD Encumbrance		.00 YTD Actual	1,529.16 Total	1,529.16 YTD Budget	4,500.00 Unexpended	2,970.84	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
OFFICE SUPPLIES			01/31/2025 (01/25) Balance	061-6100-000.60-10			202.98
01/31/2025	AP	944	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 02-25 **Desc: SUNON MAGLEV 40X20MM 3PIN LOW SPEED J RENARD **Inv. Date: 1/31/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		10.45		
			02/28/2025 (02/25) Period Totals and Balance		10.45 *	.00 *	213.43
YTD Encumbrance		.00	YTD Actual 213.43 Total 213.43 YTD Budget 1,200.00 Unexpended		986.57		
MISCELLANEOUS EXPENSES			01/31/2025 (01/25) Balance	061-6100-000.69-50			316.22
01/31/2025	AP	942	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 02-25 **Desc: MARTIME INFORMATION SYSTEMS J RENARD **Inv. Date: 1/31/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		100.00		
			02/28/2025 (02/25) Period Totals and Balance		100.00 *	.00 *	416.22
YTD Encumbrance		.00	YTD Actual 416.22 Total 416.22 YTD Budget 2,500.00 Unexpended		2,083.78		
ASSETS < \$5000			01/31/2025 (01/25) Balance	061-6100-000.69-80			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended		.00		
BUILDINGS			01/31/2025 (01/25) Balance	061-6100-000.72-20			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual .00 Total .00 YTD Budget 12,000.00 Unexpended		12,000.00		
BUILDINGS - HANGER			01/31/2025 (01/25) Balance	061-6100-000.72-30			.00
			02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended		.00		
IMPRVMTS OTHER THAN BLDGS			01/31/2025 (01/25) Balance	061-6100-000.73-30			498,827.04
01/29/2025	AP	19	HONALD CRANE SERVICE LLC **VendorNo: 588 **Inv. No: 23712 **Desc: TRANSPORT FUEL TANK FOR AIRPORT COAR GRANT 2023-DLS-00056 **Inv. Date: 1/29/2025 **PO No: **Remit Name: HONALD CRANE SERVICE LLC **Merchant Vendor No: 588 **Merchant Vendor Name: HONALD CRANE SERVICE LLC **Invoice Created By: Irowland		2,279.00		
01/29/2025	AP	157	MASCOTT EQUIPMENT COMPANY INC **VendorNo: 766 **Inv. No: M000698 **Desc: Fuel Tank Skid - COAR GRANT 2023-DLS- 00056 **Inv. Date: 1/29/2025 **PO No: 992806 **Remit Name: MASCOTT EQUIPMENT COMPANY INC **Merchant Vendor No: 766 **Merchant Vendor Name: MASCOTT EQUIPMENT COMPANY INC **Invoice Created By: Irowland		49,731.41		
			02/28/2025 (02/25) Period Totals and Balance		52,010.41 *	.00 *	550,837.45

Date	Journal	Reference Number	Payee or Description			Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		55,433.00	YTD Actual	550,837.45	Total	606,270.45	YTD Budget	11,331,286.00	Unexpended 10,725,015.55
MACHINERY			01/31/2025 (01/25) Balance			061-6100-000.74-10			.00
			02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	25,000.00	Unexpended 25,000.00
FIXED ASSET RECLASS ACCT			01/31/2025 (01/25) Balance			061-6100-000.78-50			.00
			02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
TO GENERAL FUND			01/31/2025 (01/25) Balance			061-9500-000.81-01			66,895.50
02/28/2025	TF	46	RECORD MONTHLY BUDGETED TRANSFER				9,556.50		
			02/28/2025 (02/25) Period Totals and Balance				9,556.50 *	.00 *	76,452.00
YTD Encumbrance		.00	YTD Actual	76,452.00	Total	76,452.00	YTD Budget	95,565.00	Unexpended 19,113.00
TO AIRPORT DEBT SERVICE			01/31/2025 (01/25) Balance			061-9500-000.81-62			.00
			02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
CONTINGENCY			01/31/2025 (01/25) Balance			061-9500-000.88-00			.00
			02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	325,290.00	Unexpended 325,290.00
UNAPPROPRIATED ENDING FUND BAL			01/31/2025 (01/25) Balance			061-9500-000.89-00			.00
			02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	805,402.00	Unexpended 805,402.00
Number of Transactions: 22 Number of Accounts: 34							Debit	Credit	Proof
Total AIRPORT FUND:							95,667.32	18,320.00-	77,347.32

Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
MISCELLANEOUS EXPENSE			01/31/2025 (01/25) Balance		062-6100-000.69-50			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
BOND PRINCIPAL			01/31/2025 (01/25) Balance		062-6100-000.79-15			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	95,000.00 Unexpended	95,000.00		
BOND INTEREST			01/31/2025 (01/25) Balance		062-6100-000.79-25			29,362.50
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	29,362.50
YTD Encumbrance		.00 YTD Actual	29,362.50 Total	29,362.50 YTD Budget	58,725.00 Unexpended	29,362.50		
LOAN PRINCIPAL PAYMENTS			01/31/2025 (01/25) Balance		062-6100-000.79-50			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
PRIN PMTS - K CO CERB LN			01/31/2025 (01/25) Balance		062-6100-000.79-55			25,000.00
			02/28/2025 (02/25) 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		
LOAN INTEREST PAYMENTS			01/31/2025 (01/25) Balance		062-6100-000.79-60			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
INT PMTS - K CO CERB LN			01/31/2025 (01/25) Balance		062-6100-000.79-65			4,125.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	4,125.00
YTD Encumbrance		.00 YTD Actual	4,125.00 Total	4,125.00 YTD Budget	4,125.00 Unexpended	.00		
INT PMTS - K CO FY13/14			01/31/2025 (01/25) Balance		062-6100-000.79-66			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
PRIN PMTS - CITY			01/31/2025 (01/25) Balance		062-6100-000.79-70			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
INT PMTS - CITY			01/31/2025 (01/25) Balance		062-6100-000.79-75			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
RESERVE FOR FUTURE DEBT			01/31/2025 (01/25) Balance		062-6100-000.79-80			.00
			02/28/2025 (02/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00		

Number of Transactions: 0 Number of Accounts: 11

Debit

Credit

Proof

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total AIRPORT DEBT SERVICE FUND:					.00	.00	.00
Number of Transactions: 22 Number of Accounts: 45					Debit	Credit	Proof
Grand Totals:					95,667.32	18,320.00-	77,347.32

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

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>AIRPORT</u>					
061-6100-000.31-10	CONTRACTUAL SERVICES	.00	756.55	3,500.00	2,743.45	21.6
061-6100-000.31-90	CONTRACTUAL SERV-OTHER	30,820.00	109,055.33	180,000.00	70,944.67	60.6
061-6100-000.32-10	AUDITING SERVICES	.00	27,300.00	15,000.00	(12,300.00)	182.0
061-6100-000.34-10	ENGINEERING SERVICES	.00	1,412.50	30,000.00	28,587.50	4.7
061-6100-000.41-10	WATER & SEWER	1,766.90	10,353.04	15,000.00	4,646.96	69.0
061-6100-000.41-20	GARBAGE SERVICES	.00	.00	500.00	500.00	.0
061-6100-000.41-40	ELECTRICITY	807.94	5,262.63	15,000.00	9,737.37	35.1
061-6100-000.43-10	BUILDINGS AND GROUNDS	(18,211.88)	44,144.22	75,000.00	30,855.78	58.9
061-6100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	5,000.00	5,000.00	.0
061-6100-000.43-50	VEHICLES	.00	2,461.34	60,500.00	58,038.66	4.1
061-6100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	100.00	686.76	4,500.00	3,813.24	15.3
061-6100-000.46-10	PROPERTY TAXES	.00	.00	15,000.00	15,000.00	.0
061-6100-000.52-10	LIABILITY	.00	4,707.30	7,542.00	2,834.70	62.4
061-6100-000.52-30	PROPERTY	.00	20,217.59	16,937.00	(3,280.59)	119.4
061-6100-000.53-20	POSTAGE	36.57	377.35	250.00	(127.35)	150.9
061-6100-000.53-30	TELEPHONE	259.95	2,079.60	3,000.00	920.40	69.3
061-6100-000.53-40	LEGAL NOTICES	.00	.00	500.00	500.00	.0
061-6100-000.54-00	ADVERTISING	.00	198.00	5,000.00	4,802.00	4.0
061-6100-000.57-00	PERMITS	75.00	75.00	3,000.00	2,925.00	2.5
061-6100-000.58-10	TRAVEL, FOOD & LODGING	.00	2,187.52	3,000.00	812.48	72.9
061-6100-000.58-50	TRAINING AND CONFERENCES	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	15.48	1,529.16	4,500.00	2,970.84	34.0
061-6100-000.60-10	OFFICE SUPPLIES	10.45	213.43	1,200.00	986.57	17.8
061-6100-000.69-50	MISCELLANEOUS EXPENSES	100.00	416.22	2,500.00	2,083.78	16.7
061-6100-000.69-80	ASSETS < \$5000	.00	.00	.00	.00	.0
061-6100-000.72-20	BUILDINGS	.00	.00	12,000.00	12,000.00	.0
061-6100-000.72-30	BUILDINGS - HANGER	.00	.00	.00	.00	.0
061-6100-000.73-30	IMPRVMTS OTHER THAN BLDGS	52,010.41	550,837.45	11,331,286.00	10,780,448.55	4.9
061-6100-000.74-10	MACHINERY	.00	.00	25,000.00	25,000.00	.0
061-6100-000.78-50	FIXED ASSET RECLASS ACCT	.00	.00	.00	.00	.0
	TOTAL AIRPORT	67,790.82	784,270.99	11,836,715.00	11,052,444.01	6.6
	<u>AIRPORT</u>					
061-9500-000.81-01	TO GENERAL FUND	9,556.50	76,452.00	95,565.00	19,113.00	80.0
061-9500-000.81-62	TO AIRPORT DEBT SERVICE	.00	.00	.00	.00	.0
061-9500-000.88-00	CONTINGENCY	.00	.00	325,290.00	325,290.00	.0
061-9500-000.89-00	UNAPPROPRIATED ENDING FUND BAL	.00	.00	805,402.00	805,402.00	.0
	TOTAL AIRPORT	9,556.50	76,452.00	1,226,257.00	1,149,805.00	6.2
	TOTAL FUND EXPENDITURES	77,347.32	860,722.99	13,062,972.00	12,202,249.01	6.6

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
062-6100-000.69-50	MISCELLANEOUS EXPENSE	.00	.00	.00	.00	.0
062-6100-000.79-15	BOND PRINCIPAL	.00	.00	95,000.00	95,000.00	.0
062-6100-000.79-25	BOND INTEREST	.00	29,362.50	58,725.00	29,362.50	50.0
062-6100-000.79-50	LOAN PRINCIPAL PAYMENTS	.00	.00	.00	.00	.0
062-6100-000.79-55	PRIN PMTS - K CO CERB LN	.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-60	LOAN INTEREST PAYMENTS	.00	.00	.00	.00	.0
062-6100-000.79-65	INT PMTS - K CO CERB LN	.00	4,125.00	4,125.00	.00	100.0
062-6100-000.79-66	INT PMTS - K CO FY13/14	.00	.00	.00	.00	.0
062-6100-000.79-70	PRIN PMTS - CITY	.00	.00	.00	.00	.0
062-6100-000.79-75	INT PMTS - CITY	.00	.00	.00	.00	.0
062-6100-000.79-80	RESERVE FOR FUTURE DEBT	.00	.00	25,000.00	25,000.00	.0
	TOTAL DEBT SERVICE	.00	58,487.50	207,850.00	149,362.50	28.1
	TOTAL FUND EXPENDITURES	.00	58,487.50	207,850.00	149,362.50	28.1

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
061-0000-300.00-0	BEGINNING BALANCE	.00	513,949.00	1,119,634.00	605,685.00	45.9
	TOTAL BEGINNING BALANCE	.00	513,949.00	1,119,634.00	605,685.00	45.9
	<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0	INTERGOVERNMENTAL REVENUE	.00	65,000.00	646,335.00	581,335.00	10.1
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	65,000.00	646,335.00	581,335.00	10.1
	<u>FEDERAL REVENUES</u>					
061-0000-331.20-0	FEDERAL GRANTS-FAA	.00	237,737.20	738,240.00	500,502.80	32.2
061-0000-331.90-0	FEDERAL GRANTS-MISC	.00	.00	5,514,000.00	5,514,000.00	.0
	TOTAL FEDERAL REVENUES	.00	237,737.20	6,252,240.00	6,014,502.80	3.8
	<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	260,239.20	2,462,860.00	2,202,620.80	10.6
	TOTAL STATE GRANTS	.00	260,239.20	2,462,860.00	2,202,620.80	10.6
	<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0	MISC SALES AND SERVICES	45,845.63	45,845.63	100,000.00	54,154.37	45.9
	TOTAL GENERAL GOVERNMENT	45,845.63	45,845.63	100,000.00	54,154.37	45.9
	<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0	AVIATION FUEL SALES	949.20	18,331.00	25,000.00	6,669.00	73.3
	TOTAL AVIATION FUEL SALES	949.20	18,331.00	25,000.00	6,669.00	73.3
	<u>INTEREST REVENUES</u>					
061-0000-361.00-0	INTEREST REVENUES	2,033.41	24,385.00	25,000.00	615.00	97.5
	TOTAL INTEREST REVENUES	2,033.41	24,385.00	25,000.00	615.00	97.5

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 362</u>					
061-0000-362.00-0	LEASE REVENUE	9,816.00	83,833.00	142,755.00	58,922.00	58.7
	TOTAL SOURCE 362	9,816.00	83,833.00	142,755.00	58,922.00	58.7
	<u>RENTAL REVENUES</u>					
061-0000-363.50-0	PROPERTY RENTALS	(36,753.44)	50,637.01	109,148.00	58,510.99	46.4
	TOTAL RENTAL REVENUES	(36,753.44)	50,637.01	109,148.00	58,510.99	46.4
	<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	OTHER MISC REVENUES	1,653.00	5,878.00	25,000.00	19,122.00	23.5
	TOTAL OTHER MISC REVENUES	1,653.00	5,878.00	25,000.00	19,122.00	23.5
	<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	GENERAL FUND	6,500.00	52,000.00	65,000.00	13,000.00	80.0
061-0000-391.22-0	FROM SPECIAL ENTERPRISE ZONE	.00	.00	890,000.00	890,000.00	.0
	TOTAL OPERATING TRANSFERS IN	6,500.00	52,000.00	955,000.00	903,000.00	5.5
	<u>SALE OF FIXED ASSETS</u>					
061-0000-392.00-0	SALE OF FIXED ASSETS	.00	.00	.00	.00	.0
	TOTAL SALE OF FIXED ASSETS	.00	.00	.00	.00	.0
	<u>PROCEEDS- LT LIABILITIES</u>					
061-0000-393.10-0	LOAN/BOND PROCEEDS	.00	.00	1,200,000.00	1,200,000.00	.0
	TOTAL PROCEEDS- LT LIABILITIES	.00	.00	1,200,000.00	1,200,000.00	.0
	TOTAL FUND REVENUE	30,043.80	1,357,835.04	13,062,972.00	11,705,136.96	10.4

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	BEGINNING BALANCE	.00	74,236.00	53,232.00	(21,004.00)	139.5
	TOTAL BEGINNING BALANCE	.00	74,236.00	53,232.00	(21,004.00)	139.5
	<u>INTEREST REVENUES</u>					
062-0000-361.00-0	INTEREST REVENUES	763.66	9,534.81	5,220.00	(4,314.81)	182.7
	TOTAL INTEREST REVENUES	763.66	9,534.81	5,220.00	(4,314.81)	182.7
	<u>SOURCE 362</u>					
062-0000-362.00-0	LEASE REVENUE	860.00	31,485.00	52,008.00	20,523.00	60.5
	TOTAL SOURCE 362	860.00	31,485.00	52,008.00	20,523.00	60.5
	<u>RENTAL REVENUES</u>					
062-0000-363.50-0	PROPERTY RENTALS	16,880.47	108,620.74	97,390.00	(11,230.74)	111.5
	TOTAL RENTAL REVENUES	16,880.47	108,620.74	97,390.00	(11,230.74)	111.5
	<u>SOURCE 391</u>					
062-0000-391.61-0	TRANSFER FROM AIRPORT FUND	.00	.00	.00	.00	.0
	TOTAL SOURCE 391	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	18,504.13	223,876.55	207,850.00	(16,026.55)	107.7



Aviation Management Services Monthly Report March 21, 2025

- Staff has been developing the RFQ for our Masterplan
- Continued work on the budget numbers .

February Flight Numbers closed out with 765 operations, down from 1325 from last month. We need more sunshine.

- Continued preparations for the above ground fuel tank and generator wiring / infrastructure to be installed, the electrical equipment will be shipped on April 5th and the generator on June 6th.
- In need of Klickitat County to sign the PSA & Task Order #1 with Precision Approach.
- Staff still needs to meet with the CGCC staff to get the hangar lease in order, we still need the cost associated with CGCC building to ensure accuracy.
- The COAR grant milestones have been all caught up.
- Staff (Kim) is still working on the document segregation for the digitization project.

- The FBO had their annual fuel inspection and the report came back with a couple of items for the airport to have accomplished, staff will be working on them.
- Staff has had the transition of 3 hangar tenants and we continue to receive calls to be added to the waiting list.
- Staff would like to request that we schedule the June Meeting for the 13th as I will be unavailable on the 20th.
- **Staff attended the following meetings:**
- City Council.
- Klickitat County BOCC (virtual) Tuesday
- Klickitat County BOCC work session Thursday
- The next Board Meeting will be 4/18/2025



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