



**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 November 22, 2024 @ 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 October 18, 2024

## **IV. Public Comments (Items not on the Agenda)**

## **V. Board Member Reports**

## **VI. Airport Sponsors/ Partner Reports**

## **VII. FBO Report**

## **VIII. Action Items**

## **IX. Discussion Items**

- A. Budget Report / Check Register
- B. FAA water well response letter received.
- C. Engineer of Record selection RFQ date TBD.

D. Airport Vision Priorities for 2025

**X. Management Report**

(See attached report)

XI. Adjournment: \_\_\_\_\_ AM

**Next meeting: December 20, 2024 7:30 AM (Friday)**

**Columbia Gorge Regional Airport**

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# MINUTES

## COLUMBIA GORGE REGIONAL AIRPORT MEETING

October 18, 2024

**PRESIDING:** Chair Jim Wilcox

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

**BOARD ABSENT:** Tim McGlothlin

**STAFF PRESENT:** Airport Manager Jeff Renard

**PUBLIC PRESENT:** See Sign-in Sheet.

### **CALL TO ORDER**

The meeting was called to order by Chair Jim Wilcox at 7:32 a.m.

### **ROLL CALL**

Roll call was conducted by Chair Jim Wilcox.

### **APPROVAL OF AGENDA**

Correction to remove item XI. EXECUTIVE SESSION. The agenda was approved as corrected.

### **APPROVAL OF MINUTES**

Correction of BOARD MEMBER REPORTS to change “appointed” to “elected” regarding the county commissioner. The minutes were approved as corrected.

### **PUBLIC COMMENTS**

Chuck Henschel introduced himself and shared detailed insight into his background.

### **BOARD MEMBER REPORTS**

Jim Wilcox shared about his recent trip to New York.

### **SPONSOR/PARTNERS REPORT**

FBO Report: Jeff Renard reported that September closed out with 26,100 gallons which Darren Lacock said is above average for this month. Jet traffic has been steady along with military traffic and the Catherine Creek late season fire has brought in additional revenue.

### **ACTION ITEMS**

(None)

### **DISCUSSION ITEMS –**

Budget/Check Report- Randy Anderson said there was nothing new to report. Jeff shared a few ways in which the airport has brought in revenue. +

Jeff Renard noted the date change for the November meeting which will be held November 22nd.

The Engineer of Record selection RFQ will be published November 1st.

### **MANAGEMENT REPORT –**

(See attached report.)

### **NEXT MEETING**

The next meeting will be November 22, 2024 at 7:30 a.m.

### **ADJOURNMENTS**

The meeting was adjourned at 8:19 a.m.

SIGNED:

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Jim Wilcox, Chair or Terry Trapp, Vice Chair

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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			09/30/2024 (09/24) Balance	061-6100-000.31-10			.00
			10/31/2024 (10/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 3,500.00 Unexpended 3,500.00							
CONTRACTUAL SERV-OTHER			09/30/2024 (09/24) Balance	061-6100-000.31-90			27,600.00
09/30/2024	AP	280	AVIATION MANAGEMENT SERVICES **VendorNo: 10704 **Inv. No: 930 **Desc: SEPTEMBER 2024 AIRPORT MGNT CONTRACT **Inv. Date: 9/30/2024 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		12,500.00		
09/30/2024	AP	1234	HOOD TECH CORP-AERO INC **VendorNo: 10697 **Inv. No: 4125886 **Desc: SEP 2024 MAINTENANCE SERVICE **Inv. Date: 9/30/2024 **PO No: **Remit Name: HOOD TECH CORP-AERO INC **Merchant Vendor No: 10697 **Merchant Vendor Name: HOOD TECH CORP-AERO INC **Invoice Created By: Irowland		591.00		
			10/31/2024 (10/24) Period Totals and Balance		13,091.00 *	.00 *	40,691.00
YTD Encumbrance .00 YTD Actual 40,691.00 Total 40,691.00 YTD Budget 180,000.00 Unexpended 139,309.00							
AUDITING SERVICES			09/30/2024 (09/24) Balance	061-6100-000.32-10			11,500.00
09/30/2024	AP	292	KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **VendorNo: 10939 **Inv. No: 1-10822 **Desc: AIRPORT PROGRESS BILL FY23-24 **Inv. Date: 9/30/2024 **PO No: **Remit Name: KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **Merchant Vendor No: 10939 **Merchant Vendor Name: KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **Invoice Created By: Irowland		3,000.00		
			10/31/2024 (10/24) Period Totals and Balance		3,000.00 *	.00 *	14,500.00
YTD Encumbrance .00 YTD Actual 14,500.00 Total 14,500.00 YTD Budget 15,000.00 Unexpended 500.00							
ENGINEERING SERVICES			09/30/2024 (09/24) Balance	061-6100-000.34-10			1,412.50
07/25/2024	AP	182	TENNESON ENGINEERING INC **VendorNo: 1296 **Inv. No: 10599-03 **Desc: PERMITTING SERVICES FOR CGRA WATERLINE LOOP **Inv. Date: 7/25/2024 **PO No: **Remit Name: TENNESON ENGINEERING INC **Merchant Vendor No:		1,412.50		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			1296 **Merchant Vendor Name: TENNESON ENGINEERING INC **Invoice Created By: Irowland				
07/25/2024	AP	663	TENNESON ENGINEERING INC  **VendorNo: 1296 **Inv. No: 10599-03 **Desc: PERMITTING SERVICES FOR CGRA WATERLINE LOOP **Inv. Date: 7/25/2024 **PO No: **Remit Name: TENNESON ENGINEERING INC **Merchant Vendor No: 1296 **Merchant Vendor Name: TENNESON ENGINEERING INC **Invoice Created By: Irowland			1,412.50-	
10/31/2024 (10/24) Period Totals and Balance					1,412.50 *	1,412.50- *	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			09/30/2024 (09/24) Balance	061-6100-000.41-10			3,878.77
10/03/2024	AP	320	DALLESFORT WATER ASSOCIATION  **VendorNo: 366 **Inv. No: ACT 100173 10-24 **Desc: AIRPORT WATER **Inv. Date: 10/3/2024 **PO No: **Remit Name: DALLESFORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESFORT WATER ASSOCIATION **Invoice Created By: Irowland		1,001.68		
10/03/2024	AP	321	DALLESFORT WATER ASSOCIATION  **VendorNo: 366 **Inv. No: ACT 100489 10-24 **Desc: AIRPORT WATER **Inv. Date: 10/3/2024 **PO No: **Remit Name: DALLESFORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESFORT WATER ASSOCIATION **Invoice Created By: Irowland		203.90		
10/31/2024 (10/24) Period Totals and Balance					1,205.58 *	.00 *	5,084.35
YTD Encumbrance		.00	YTD Actual	5,084.35 Total	5,084.35	YTD Budget	15,000.00 Unexpended 9,915.65
GARBAGE SERVICES			09/30/2024 (09/24) Balance	061-6100-000.41-20			.00
10/31/2024 (10/24) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	500.00 Unexpended 500.00
ELECTRICITY			09/30/2024 (09/24) Balance	061-6100-000.41-40			2,010.27
10/31/2024 (10/24) Period Totals and Balance					.00 *	.00 *	2,010.27
YTD Encumbrance		.00	YTD Actual	2,010.27 Total	2,010.27	YTD Budget	15,000.00 Unexpended 12,989.73
BUILDINGS AND GROUNDS			09/30/2024 (09/24) Balance	061-6100-000.43-10			29,299.83
07/26/2024	AP	295	VALENCIA LAWN CARE LLC  **VendorNo: 11074 **Inv. No: 5379 **Desc: JULY 24 GROUNDSKEEPING AT THE AIRPORT **Inv. Date: 7/26/2024 **PO No: **Remit Name: VALENCIA LAWN CARE LLC **Merchant Vendor No: 11074 **Merchant Vendor Name: VALENCIA LAWN CARE LLC **Invoice Created By: Irowland		4,075.00		
09/22/2024	AP	296	VALENCIA LAWN CARE LLC  **VendorNo: 11074 **Inv. No: 5568 **Desc: SEP 24 GROUNDS KEEPING AT THE AIRPORT **Inv. Date: 9/22/2024 **PO No: **Remit Name: VALENCIA LAWN CARE LLC		3,250.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			**Merchant Vendor No: 11074 **Merchant Vendor Name: VALENCIA LAWN CARE LLC **Invoice Created By: Irowland				
10/09/2024	AP	475	CENTRAL WASHINGTON CONSTRUCTION **VendorNo: 11134 **Inv. No: 1126 **Desc: SAW CUT & REMOVE ASPHALT FOR WATER LEAK AT LIFE FLIGHT BLDG **Inv. Date: 10/9/2024 **PO No: **Remit Name: CENTRAL WASHINGTON CONSTRUCTION **Merchant Vendor No: 11134 **Merchant Vendor Name: CENTRAL WASHINGTON CONSTRUCTION **Invoice Created By: Irowland		537.50		
09/30/2024	AP	926	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: BASE NETWORK ACCESS FOR FUEL SYSTEM A WILSON AP **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		1,195.00		
09/30/2024	AP	1086	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: CABLE TIES J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		22.96		
09/30/2024	AP	1091	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: AIRPORT WINDSOCK ORANGE J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		171.95		
09/30/2024	AP	1094	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: AIRPORT WINDSOCK ORANGE J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		188.80		
09/30/2024	AP	1096	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: D 10 SHELVEING J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		754.92		
10/31/2024 (10/24) Period Totals and Balance					10,196.13	*	39,495.96
YTD Encumbrance	.00	YTD Actual	39,495.96 Total	39,495.96 YTD Budget	75,000.00 Unexpended	35,504.04	
JOINT USE OF LABOR/EQUIP			09/30/2024 (09/24) Balance	061-6100-000.43-45			.00
10/31/2024 (10/24) Period Totals and Balance					.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
VEHICLES			09/30/2024 (09/24) Balance	061-6100-000.43-50			526.23

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
09/30/2024	AP	1090	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: KEYS J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		98.00					
10/31/2024 (10/24) Period Totals and Balance					98.00	*	624.23			
YTD Encumbrance		.00	YTD Actual	624.23	Total	624.23	YTD Budget	60,500.00	Unexpended	59,875.77
GAS/OIL/DIESEL/LUBRICANTS			09/30/2024 (09/24) Balance		061-6100-000.43-51				130.55	
09/30/2024	AP	1085	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: FUEL J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		72.17					
10/31/2024 (10/24) Period Totals and Balance					72.17	*	.00	*	202.72	
YTD Encumbrance		.00	YTD Actual	202.72	Total	202.72	YTD Budget	4,500.00	Unexpended	4,297.28
PROPERTY TAXES			09/30/2024 (09/24) Balance		061-6100-000.46-10				.00	
10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		061-6100-000.52-10				4,707.30	
10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		061-6100-000.52-30				20,217.59	
10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		061-6100-000.53-20				142.75	
10/23/2024	AP	527	PITNEY BOWES BANK INC PURCHASE POW **VendorNo: 2842 **Inv. No: OCTOBER 2024 **Desc: POSTAGE REIMB 09-13-24 TO 10-21- 24 **Inv. Date: 10/23/2024 **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		50.37					
10/31/2024 (10/24) Period Totals and Balance					50.37	*	.00	*	193.12	
YTD Encumbrance		.00	YTD Actual	193.12	Total	193.12	YTD Budget	250.00	Unexpended	56.88
TELEPHONE			09/30/2024 (09/24) Balance		061-6100-000.53-30				779.85	
09/21/2024	AP	241	CHARTER COMMUNICATIONS **VendorNo: 4316 **Inv. No: 138455901092124 **Desc: WEB HOSTING AIRPORT **Inv. Date: 9/21/2024 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland		259.95					

Date	Journal	Reference Number	Payee or Description			Account Number	Debit Amount	Credit Amount	Balance	
10/31/2024 (10/24) Period Totals and Balance							259.95 *	.00 *	1,039.80	
YTD Encumbrance		.00	YTD Actual	1,039.80	Total	1,039.80	YTD Budget	3,000.00	Unexpended	1,960.20
LEGAL NOTICES			09/30/2024 (09/24) Balance			061-6100-000.53-40				.00
10/31/2024 (10/24) Period Totals and Balance							.00 *	.00 *	.00	
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	500.00	Unexpended	500.00
ADVERTISING			09/30/2024 (09/24) Balance			061-6100-000.54-00				.00
10/31/2024 (10/24) Period Totals and Balance							.00 *	.00 *	.00	
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	5,000.00	Unexpended	5,000.00
PERMITS			09/30/2024 (09/24) Balance			061-6100-000.57-00				.00
10/31/2024 (10/24) Period Totals and Balance							.00 *	.00 *	.00	
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	3,000.00	Unexpended	3,000.00
TRAVEL, FOOD & LODGING			09/30/2024 (09/24) Balance			061-6100-000.58-10				.00
09/30/2024	AP	1089	MASTERCARD				150.00			
			**VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: WASHINGTON AIRPORT ASSOC CONFERENCE REG J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
10/31/2024 (10/24) Period Totals and Balance							150.00 *	.00 *	150.00	
YTD Encumbrance		.00	YTD Actual	150.00	Total	150.00	YTD Budget	3,000.00	Unexpended	2,850.00
TRAINING AND CONFERENCES			09/30/2024 (09/24) Balance			061-6100-000.58-50				.00
10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance			061-6100-000.58-70				543.86
09/30/2024	AP	1087	MASTERCARD				100.00			
			**VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: MARITIME INFO OPERATIONS REPORT J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
09/30/2024	AP	1097	MASTERCARD				15.48			
			**VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
10/31/2024 (10/24) Period Totals and Balance							115.48 *	.00 *	659.34	
YTD Encumbrance		.00	YTD Actual	659.34	Total	659.34	YTD Budget	4,500.00	Unexpended	3,840.66

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
OFFICE SUPPLIES			09/30/2024 (09/24) Balance	061-6100-000.60-10			.00
09/30/2024	AP	1095	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: TONER CARTRIDGES J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		169.99		
			10/31/2024 (10/24) Period Totals and Balance		169.99 *	.00 *	169.99
YTD Encumbrance		.00 YTD Actual	169.99 Total	169.99 YTD Budget	1,200.00 Unexpended	1,030.01	
MISCELLANEOUS EXPENSES			09/30/2024 (09/24) Balance	061-6100-000.69-50			.00
09/30/2024	AP	1088	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: WRENCH, RECIPROCATING SAW J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		33.95		
09/30/2024	AP	1092	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: DIABLO STEEL SAW BLADES J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		42.39		
09/30/2024	AP	1093	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 10-24 **Desc: ADOBE ACROBAT PRO J RENARD **Inv. Date: 9/30/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		239.88		
			10/31/2024 (10/24) Period Totals and Balance		316.22 *	.00 *	316.22
YTD Encumbrance		.00 YTD Actual	316.22 Total	316.22 YTD Budget	2,500.00 Unexpended	2,183.78	
ASSETS < \$5000			09/30/2024 (09/24) Balance	061-6100-000.69-80			.00
			10/31/2024 (10/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BUILDINGS			09/30/2024 (09/24) Balance	061-6100-000.72-20			.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance	061-6100-000.72-30			.00
			10/31/2024 (10/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
IMPRVMTS OTHER THAN BLDGS			09/30/2024 (09/24) Balance	061-6100-000.73-30			461,003.49
08/31/2024	AP	799	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6516 **Desc: SOUTH APRON RECONSTRUCTION & NEW TAXILINES PH 2 COAR-23-DLS-00018 **Inv. Date: 8/31/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING		10,943.30		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2024	AP	800	PRECISION APPROACH ENGINEERING  **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		1,606.75		
			**VendorNo: 3780 **Inv. No: 6517 **Desc: NEW FUEL APRON PHASE 2 COAR 2024-DLS -00035 **Inv. Date: 8/31/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland				
			10/31/2024 (10/24) Period Totals and Balance		12,550.05 *	.00 *	473,553.54
YTD Encumbrance	49,731.41	YTD Actual	473,553.54 Total	523,284.95 YTD Budget	11,331,286.00 Unexpended	10,808,001.05	
MACHINERY			09/30/2024 (09/24) Balance	061-6100-000.74-10			.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance	061-6100-000.78-50			.00
			10/31/2024 (10/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
TO GENERAL FUND			09/30/2024 (09/24) Balance	061-9500-000.81-01			28,669.50
10/31/2024 TF	42		RECORD MONTHLY BUDGETED TRANSFER		9,556.50		
			10/31/2024 (10/24) Period Totals and Balance		9,556.50 *	.00 *	38,226.00
YTD Encumbrance	.00	YTD Actual	38,226.00 Total	38,226.00 YTD Budget	95,565.00 Unexpended	57,339.00	
TO AIRPORT DEBT SERVICE			09/30/2024 (09/24) Balance	061-9500-000.81-62			.00
			10/31/2024 (10/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CONTINGENCY			09/30/2024 (09/24) Balance	061-9500-000.88-00			.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance	061-9500-000.89-00			.00
			10/31/2024 (10/24) 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: 29 Number of Accounts: 34					Debit	Credit	Proof
Total AIRPORT FUND:					52,243.94	1,412.50-	50,831.44

Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
MISCELLANEOUS EXPENSE			09/30/2024 (09/24) Balance		062-6100-000.69-50			.00
			10/31/2024 (10/24) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
BOND PRINCIPAL			09/30/2024 (09/24) Balance		062-6100-000.79-15			.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		062-6100-000.79-25			.00
			10/31/2024 (10/24) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	58,725.00 Unexpended	58,725.00		
LOAN PRINCIPAL PAYMENTS			09/30/2024 (09/24) Balance		062-6100-000.79-50			.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		062-6100-000.79-55			25,000.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		062-6100-000.79-60			.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		062-6100-000.79-65			4,125.00
			10/31/2024 (10/24) 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			09/30/2024 (09/24) Balance		062-6100-000.79-66			.00
			10/31/2024 (10/24) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
RESERVE FOR FUTURE DEBT			09/30/2024 (09/24) Balance		062-6100-000.79-80			.00
			10/31/2024 (10/24) 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: 9						Debit	Credit	Proof
Total AIRPORT DEBT SERVICE FUND:						.00	.00	.00
Number of Transactions: 29 Number of Accounts: 43						Debit	Credit	Proof
Grand Totals:						52,243.94	1,412.50-	50,831.44

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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- 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 4 MONTHS ENDING OCTOBER 31, 2024

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10 CONTRACTUAL SERVICES	.00	.00	3,500.00	3,500.00	.0
061-6100-000.31-90 CONTRACTUAL SERV-OTHER	13,091.00	40,691.00	180,000.00	139,309.00	22.6
061-6100-000.32-10 AUDITING SERVICES	3,000.00	14,500.00	15,000.00	500.00	96.7
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	1,205.58	5,084.35	15,000.00	9,915.65	33.9
061-6100-000.41-20 GARBAGE SERVICES	.00	.00	500.00	500.00	.0
061-6100-000.41-40 ELECTRICITY	.00	2,010.27	15,000.00	12,989.73	13.4
061-6100-000.43-10 BUILDINGS AND GROUNDS	10,196.13	39,495.96	75,000.00	35,504.04	52.7
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	98.00	624.23	60,500.00	59,875.77	1.0
061-6100-000.43-51 GAS/OIL/DIESEL/LUBRICANTS	72.17	202.72	4,500.00	4,297.28	4.5
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	50.37	193.12	250.00	56.88	77.3
061-6100-000.53-30 TELEPHONE	259.95	1,039.80	3,000.00	1,960.20	34.7
061-6100-000.53-40 LEGAL NOTICES	.00	.00	500.00	500.00	.0
061-6100-000.54-00 ADVERTISING	.00	.00	5,000.00	5,000.00	.0
061-6100-000.57-00 PERMITS	.00	.00	3,000.00	3,000.00	.0
061-6100-000.58-10 TRAVEL, FOOD & LODGING	150.00	150.00	3,000.00	2,850.00	5.0
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	115.48	659.34	4,500.00	3,840.66	14.7
061-6100-000.60-10 OFFICE SUPPLIES	169.99	169.99	1,200.00	1,030.01	14.2
061-6100-000.69-50 MISCELLANEOUS EXPENSES	316.22	316.22	2,500.00	2,183.78	12.7
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	12,550.05	473,553.54	11,331,286.00	10,857,732.46	4.2
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	41,274.94	605,027.93	11,836,715.00	11,231,687.07	5.1
<u>AIRPORT</u>					
061-9500-000.81-01 TO GENERAL FUND	9,556.50	38,226.00	95,565.00	57,339.00	40.0
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	38,226.00	1,226,257.00	1,188,031.00	3.1
TOTAL FUND EXPENDITURES	50,831.44	643,253.93	13,062,972.00	12,419,718.07	4.9

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

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	.00	58,725.00	58,725.00	.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
062-6100-000.79-80	RESERVE FOR FUTURE DEBT	.00	.00	25,000.00	25,000.00	.0
	TOTAL DEBT SERVICE	.00	29,125.00	207,850.00	178,725.00	14.0
	TOTAL FUND EXPENDITURES	.00	29,125.00	207,850.00	178,725.00	14.0

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
061-0000-300.00-0	BEGINNING BALANCE	.00	.00	1,119,634.00	1,119,634.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	1,119,634.00	1,119,634.00	.0
	<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0	INTERGOVERNMENTAL REVENUE	.00	32,500.00	646,335.00	613,835.00	5.0
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	646,335.00	613,835.00	5.0
	<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	.00	.00	100,000.00	100,000.00	.0
	TOTAL GENERAL GOVERNMENT	.00	.00	100,000.00	100,000.00	.0
	<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0	AVIATION FUEL SALES	2,695.60	14,388.40	25,000.00	10,611.60	57.6
	TOTAL AVIATION FUEL SALES	2,695.60	14,388.40	25,000.00	10,611.60	57.6
	<u>INTEREST REVENUES</u>					
061-0000-361.00-0	INTEREST REVENUES	2,738.28	11,410.30	25,000.00	13,589.70	45.6
	TOTAL INTEREST REVENUES	2,738.28	11,410.30	25,000.00	13,589.70	45.6

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 362</u>					
061-0000-362.00-0	LEASE REVENUE	15,072.00	34,784.00	142,755.00	107,971.00	24.4
	TOTAL SOURCE 362	15,072.00	34,784.00	142,755.00	107,971.00	24.4
	<u>RENTAL REVENUES</u>					
061-0000-363.50-0	PROPERTY RENTALS	1,474.64	80,736.06	109,148.00	28,411.94	74.0
	TOTAL RENTAL REVENUES	1,474.64	80,736.06	109,148.00	28,411.94	74.0
	<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	OTHER MISC REVENUES	175.00	4,225.00	25,000.00	20,775.00	16.9
	TOTAL OTHER MISC REVENUES	175.00	4,225.00	25,000.00	20,775.00	16.9
	<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	GENERAL FUND	6,500.00	26,000.00	65,000.00	39,000.00	40.0
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	26,000.00	955,000.00	929,000.00	2.7
	<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	28,655.52	702,020.16	13,062,972.00	12,360,951.84	5.4

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	BEGINNING BALANCE	.00	.00	53,232.00	53,232.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	53,232.00	53,232.00	.0
	<u>INTEREST REVENUES</u>					
062-0000-361.00-0	INTEREST REVENUES	641.05	3,218.85	5,220.00	2,001.15	61.7
	TOTAL INTEREST REVENUES	641.05	3,218.85	5,220.00	2,001.15	61.7
	<u>SOURCE 362</u>					
062-0000-362.00-0	LEASE REVENUE	466.00	1,398.00	52,008.00	50,610.00	2.7
	TOTAL SOURCE 362	466.00	1,398.00	52,008.00	50,610.00	2.7
	<u>RENTAL REVENUES</u>					
062-0000-363.50-0	PROPERTY RENTALS	19,024.02	69,985.87	97,390.00	27,404.13	71.9
	TOTAL RENTAL REVENUES	19,024.02	69,985.87	97,390.00	27,404.13	71.9
	<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	20,131.07	74,602.72	207,850.00	133,247.28	35.9



## **Aviation Management Services Monthly Report November 22, 2024**

- Connect Oregon grant agreement signed & submitted for the 2 T hangar rows!
- October Flight Numbers closed out with 1796 operations, up from last month's 1719 and November is averaging 35 operations per day so far.
- The above ground fuel filtration system being built with an ETA has been pushed out due to a health issue.
- Staff attended the Washington State Community Airport Association conference in Leavenworth Washington.
- Staff has continued to work with the K.C. staff and City Staff to continue the process with the EDA & FAA.
- The construction is almost complete on the private box hangar and the private T hangars will be on pause until spring.
- I have found a few airports that have upgraded their lighting to LED and I have been able to get the leftover bulb stock they had, still working on the solutions for the future.
- The notices for this year's hangar inspections will go out sometime this month.
- Roof and Gutter inspections being performed this month.

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- Possible Surplus path from one of the contacts at the conferences!!
  - Working with SageTech and their radar technology to track aircraft.
  - Ground keeping contract to be ended this month.
  - Placed two people in hangars from the waiting list.
  - Working through the Based Aircraft list for the FAA
  - Developed task orders for PAE and the open COAR grants
  - New heart pump for the mobile home to be installed.
  - Staff attended the following meetings:
    - City Council.
    - Klickitat County BOCC (virtual)
    - City Leadership Meetings
    - WSCAA
  - The next Board Meeting will be 12/20/2024
- Make it a great week!!

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