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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

December 11, 2020
Meeting held via Zoom
Meeting ID: 985 9906 5532
Passcode: 635 498

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Tim McGlothlin, Terry Trapp, Norm Deo, Tim Urness, Dave Sauter

BOARD ABSENT: Dave Griffith

STAFF PRESENT: Airport Managers David Rasmussen and Aryn Rasmussen

CALL TO ORDER

The meeting was called to order by Jim Wilcox at 7:01 am.

ROLL CALL

Roll call was conducted by Airport Manager, six members present, one member absent

APPROVAL OF AGENDA

The agenda was approved as presented by unanimous consent

APPROVAL OF MINUTES

The minutes were approved as corrected by unanimous consent with the following change; new county commissioner is Jake Anderson.

PUBLIC COMMENTS - None

BOARD MEMBER REPORTS - None

ACTION ITEMS

- A. FY 2020 Audit Corrective Action Plan – Dave R briefed the staff report and summarized the action plan memo. Dave R stated there is only one tenant remaining who the airport has not obtained contact information from. All other tenants have been contacted to renew their leases. This board meeting is being held a week earlier than normally scheduled in order to ensure the airport meets its 30-day response window to the auditors. Dave S moves to approve corrective action plan for FY 2020 audit. Tim U seconds. All approve, Dave G absent.

DISCUSSION ITEMS

- A. Private Hangar Development – A gentleman has contacted Dave about building a private box hangar at the airport. Management recommends for new box hangars to be located next to Bottomly hangar in “general aviation” side of airport. Dave R is still waiting to see a proposal by the developer before bringing a formal request to the airport board.
- B. Budget Committee – Dave R requests a couple members of the board to meet to give input for FY 2021 budget. Terry Trapp and tenant Chuck Covert volunteer. Tim U. nominates Dave G. Airport managers will develop a draft budget proposal and schedule a committee meeting in January 2021.
- C. Budget/Check Report- The airport achieved record fuel sales for calendar year 2020. This was facilitated by excellent customer service from the FBO and Several multi-day operations by the U.S. Army 1-60th SOAR units on the closed runway.

MANAGEMENT REPORT

Dave R gave an updated on the status of the airport grants. The FAA grant for the N. Apron Rehab project has been drawn down in anticipation of the supplemental budget being passed by City Council on 12/14/20. The check will be cut and delivered to Crestline Construction on 12/15/2020. The CARES grant has been drawn down for a total of \$30,000. In addition, the \$150,000 Oregon COAR grant draw down has been requested. Dave R met with Jonathon Kara and Dave Anderson from the City to discuss moving antennas and future lease renewals for the cell tower. With the exception of 1 tenant, all other hangar leases have been sent out, management is waiting for them to be returned and continuing to follow up with tenants. Aryn is putting together a schedule for the closed runway in 2021. Moving forward all renters must acknowledge their event may be rescheduled if the space is needed for firefighting operations. The airport entered into a work agreement with Klickitat County to help maintain the airport’s equipment. They worked on the road grader gear box and Dave R is scheduling them to come look at the dump truck’s brake lines. Dave R is working to get bids to fix the leak in the maintenance hangar roof. The business park binding site plan update for the Pacific Coast Cherry Packers was completed by Klickitat County.

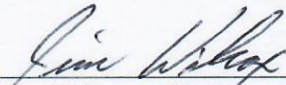
NEXT MEETING

The next meeting will be January 15, 2021 at 7:00 am.


ADJOURNMENTS

Having no further business, the meeting was adjourned at 7:43 am.

SIGNED:



Jim Wilcox, Chair



Dave Rasmussen, Airport Manager