COLUMBIA GORGE REGIONAL AIRPORT

PO Box 285 • Dallesport • Washington •98617-0285
• Airport Management • 509-767-2272
airporttd@gorge.net

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 August 16, 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 July 26, 2019

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. Roseland Project – Conditions Deadline

VII. Discussion Items

A. Airport Master Plan / RFP Process

B. Water District Agreements

C. Budget Report / Check Register

VIII. Management Report

A. Apron Project – Funding/Timeline

B. CGCC – Aviation Maintenance Training Hangar

IX. Adjournment

Next meeting: September 20, 2019

COLUMBIA GORGE REGIONAL AIRPORT

PO Box 285 • Dallesport • Washington •98617-0285
• Airport Management • 509-767-2272
airporttd@gorge.net

MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
July 26, 2019

PRESIDING:	President Jim Wilcox
BOARD PRESENT:	Jim Wilcox, David Griffith, Terry Trapp, Russ Brown, Norm Deo and Tim Urness
BOARD ABSENT:	Dave Sauter
STAFF PRESENT:	Aryn Rasmussen, Airport Manager; Darren Lacock TacAero and Dallesport Fire District; Jeff Renard, TacAero
PUBLIC:	Linda Rose, Roseland Property Group; WJ Morris, Dallesport Water District; Dennis Eiesland, Community Member; Bill Clark, Dallesport Community Council; Chuck Covert, Airport; Lynn Wilcox, Community Member; David McClure, Klickitat County

CALL TO ORDER

The meeting was called to order by Chairman Jim Wilcox at 7:00 am.

ROLL CALL

Roll call was conducted by Aryn Rasmussen.

APPROVAL OF AGENDA

No corrections to Agenda, approved by unanimous consent.

APPROVAL OF MINUTES

No corrections to Minutes, approved by unanimous consent.

PUBLIC COMMENTS None

BOARD MEMBER REPORTS

Jim Wilcox thanked Norm Deo for creating a retirement plaque for Chuck Covert.

ACTION ITEMS

A. Roseland Project: Aryn reviewed the staff report and the staff recommended action. Aryn commented that she spoke with the new FAA Project Manager (PM) about the Roseland Project and the feedback was that the PM and Planner would need to review the entire packet that was submitted originally to verify what documents were still valid and which documents no longer met FAA standards.

Russ stated that it is important to be careful moving forward in regards to dealing with a government agency like the FAA.

Jim noted that the key to continuing with the project is the purchase of the private property and the payment of $37,000 owed to Klickitat County as outlined in the five requirements. Jim also let the board know that there are still technically 5 days left until the 90-day deadline is reached.

Norm stated that it also makes sense for the water and well issues to be resolved with the DWD before moving forward with the Roseland Project.

Chuck Covert spoke about how the FAA has kept changing the CGRA PM and the airport has not been getting a lot of support in projects being completed in a timely manner. The Roseland project and Well Transfer project are out of scope for FAA PMs and are not considered a priority over other airport improvement projects. Chuck asked if there is another avenue in reaching out to Representative Walden for support in working with the FAA.

Jim requested a meeting be scheduled with Representatives, Walden, Buetler-Herrera and Cantwell to address the problem, with a notice being sent to the FAA prior to the meeting.

Jim reminded the board that the 90-day deadline was not technically over until next week, at which time an RFP might be more appropriate.

Linda Rose requested a 6-12-month extension due to their investment of time and information they have gathered that they do not want to share publicly during an RFP process. She stated they have invested a lot of money in consultants to get their recommended best use and they want to be part of bringing tenants and jobs to the airport.

Norm replied that the board has allowed extension after extension for this project over the last 10 years. His opinion is not in support of the project; any type of residential development has a negative impact on the airport.

Jim asked if Norm would be open to pursuing the RFP process and Norm replied yes, he would be.

Tim commented that the purchase of the private property is critical to the success of the project, and unlike some of the other conditions like FAA approval, is completely within the control of the Roseland Property Group.
Dave G. asked if the "private information" Linda referred to would be available for the board to see, Linda replied that yes it could be.

Tim stated that he doesn't see any pressure for the Roseland Group to push this project forward. He is personally tired of seeing this project being dragged out. He echoed Norm in citing the Hood River Airport as a leading example of how an increase in residential development will kill an airport.

Norm and Tim discussed the substantial amount of time and money the airport board has spent on purchasing and securing airspace surrounding the airport and that, that action seem at odds with promoting any type of residential development.

Tim moved to postpone any action until the end of the 90 days and hold a special meeting on August 1, 2019. Dave G. Seconded.

Russ questioned purpose of special meeting when it's already taken 15 years for the project.

Linda Rose requested the board wait until the regularly scheduled meeting on 16 August.

Tim asked Linda for an update on the status of purchasing the private property.

Linda stated they are in final negotiations.

Dennis Eiesland commented they are nowhere close.

Tim commented why encumber the board with a project that has a such a heavy work load when the private property isn't purchased.

Norm agreed said we should focus on other airport projects.

Tim rescinded motion.

Tim moved to postpone decision until August board meeting. Norm seconded. Passed unanimously.

Airport manager will add RFP as action item at next board meeting to decide if the board would like to pursue one.

DISCUSSION ITEMS

A. Water District – Payment and Well Security: Aryn updated the board that the DWD reinstated the airport's base rate to $400 a month and rescinded the airport's outstanding water bill balance. Aryn asked Russ to clarify his comment during the last board meeting about looking at other well options.

WJ Morris from the DWD reported the DWD is receiving $200,000 from the landfill and the USDA grant is on hold but is not dead. The DWD is getting quotes on prices for well development and then will reactivate the USDA grant.
Russ commented that he would like the airport to take its time and be sure of the plan for the well and water rights because you can only give them away once.

WJ mentioned the issue of the well head security. The DWD suggests placing a cap that secures the well but allows access for future testing as well.

Norm asked Chuck Covert about previous well testing, Chuck stated that it has happened occasionally in the past to test static level. The airport has the records for the drilling and testing.

Aryn will send the board a copy of the last testing records.

Norm suggested reviewing the water negotiations.

Jim stated Klickitat County PUD also manages water districts.

Tim stated that the water and well are the airport's most valuable resource.

Norm asked what is the possibility of developing the well head and selling the water to the DWD.

Aryn will send out a copy of the two water agreements and follow up with the City Attorney for their opinion on the agreements.

Norm asked Chuck if we can sell the water elsewhere.

Chuck said we still need to maintain a partnership with the DWD but not positive of what we can do for our own use.

Aryn reported she is waiting on the final bid for the terminal complex water system design and will present it at the next board meeting.

B. Budget Report: No comments or questions.

C. Check Register: No comments or questions.

MANAGEMENT REPORT

7/19/19 Accident: On 7/19/19 a local pilot had an accident on runway 31 during takeoff. Aryn thanked Chuck Covert, Darren Lacock and Jeff Renard for assisting in the response and recovery of the accident while she was out of the town. The pilot was uninjured but the plane caught fire on the runway. The fire was extinguished and the plane is being stored in the maintenance hangar until the investigation is complete. There is minor damage to the runway asphalt due to the heat of the fire. Aryn is coordinating getting it fixed. Until then a NOTAM has been placed so pilots are aware of a small patch of uneven surface on runway 31.

CGCC/Boeing Meeting: On 7/19/19 Aryn Rasmussen, Dave Griffith, Andrea Klaus (Port of The Dalles) and Dan Spatz (CGCC) met with Richard White Boeing Government Operations Liaison in Everett, WA. The purpose of the meeting was to discuss CGCC's new skills center and the potential to develop an aviation maintenance program. Boeing has several programs with other community colleges at their facilities to train aviation technicians. It was a great first conversation to get information in regards to building specs and curriculum development. A follow up teleconference will be scheduled with Boeing's workforce personnel.

QT Pod Fuel Terminal: The new fuel terminal has been ordered and delivered. Aryn is coordinating installation.

Apron Rehab Project: Aryn has received conditional approval from The Dalles City Council and the Klickitat County Commissioners to accept up to $415,000 in additional funding from the FAA to complete the base bid plus additive. The complete grant application has been submitted and the airport is waiting to hear the final determination in additional funds available.

FAA Update (AOA, TacAero Hangars): Aryn spoke with Ian Bradshaw the new FAA Project Manager. They discussed the ALP approval letters for the AOA and the TacAero hangars. Ian stated there did not appear to be any issues with the environmental or airspace requirements for either project, he will address them at their weekly Wednesday planning meeting and give Aryn an updated status next week.

NEXT MEETING

The next meeting will be August 16, 2019 at 7:00 am.

ADJOURMENTS

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

SIGNED:

_____

Jim Wilcox, President

ATTEST:

_____

Aryn Rasmussen, Airport Manager

COLUMBIA GORGE REGIONAL AIRPORT

PO Box 285 • Dallesport • Washington •98617-0285
• Airport Management • 509-767-2272
airporttd@gorge.net

AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: August 16, 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Roseland Condition(s) Deadline

BACKGROUND:
In Spring 2019 the Roseland Property Group approached the airport about restarting the golf course development project from 2010.

At the April 2019 board meeting, the airport board moved to recommend the following 5 requirements for the project to be completed no later than 90 days after 30 April 2019. The allotted 90 days expired on 31 July 2019:

1. Roseland's pay Klickitat County in full the remaining balance of $37,000
2. Roseland's submit their master plan to Klickitat County
3. submit and obtain approval from FAA
4. have water agreements in place with FAA and DWD
5. Roseland's have fully signed purchase agreement of private property and well with certain closing date.

To date, only the first condition has been met; the balance of $37,000 was paid to Klickitat County on 4/19/19. The development of an MOU is contingent upon meeting all five criteria.

BUDGET IMPLICATIONS: The FY 19/20 airport budget has nothing identified for this project.

COUNCIL ALTERNATIVES:

1. **Staff recommendation: Move to cease negotiations with Roseland Property Group for development of airport property.**

2. Extend the deadline for the Roseland Property Group.

COLUMBIA GORGE
REGIONAL AIRPORT

PO Box 285 • Dallesport • Washington •98617-0285
• Airport Management • 509-767-2272
airporttd@gorge.net

AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: August 16, 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Master Plan / Request for Proposals Process

BACKGROUND/CURRENT STATUS: The CGRA Master Plan was last updated in 2010, of which most projects have been completed. The Master Plan is a study used to determine short, mid, and long term development plans for an airport. According to the FAA a master plan should outline a 20-year period. However, it is extremely common for updates to occur every 10-12 years or sooner, especially is most projects have been completed or the airport's situation has changed significantly. Attachment A includes excerpts from AC 150-5070-6B outlining the FAA's objectives of a master plan.

According to the CGRA's current 5-year Capital Improvement Plan (CIP) with the FAA a master plan update is scheduled for 2025.

The RFP process is a separate planning process that can be used in conjunction with or separately from the master planning process to outline specific project needs and requirements. Attachment B is a draft RFP process from another project to provide the board with an example of the steps taken during the process. A RFP process allows the airport to seek projects that are aligned with the long term vision and development of the airport.

BUDGET IMPLICATIONS: No funding has been identified for FY 19-20 for a master plan update or RFP development.

Attachment A

Excerpts from Advisory Circular 150/5070-6B - Airport Master Plans

104. FUNCTION OF MASTER PLAN STUDIES

a. Airport master plans are prepared to support the modernization or expansion of existing airports or the creation of a new airport. The master plan is the sponsor's strategy for the development of the airport.

b. The goal of a master plan is to provide the framework needed to guide future airport development that will cost-effectively satisfy aviation demand, while considering potential environmental and socioeconomic impacts. The FAA strongly encourages that planners consider the possible environmental and socioeconomic costs associated with alternative development concepts, and the possible means of avoiding, minimizing, or mitigating impacts to sensitive resources at the appropriate level of detail for facilities planning.

c. Each master plan should meet the following objectives:

1) Document the issues that the proposed development will address.

2) Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives.

3) Provide an effective graphic presentation of the development of the airport and anticipated land uses in the vicinity of the airport.

4) Establish a realistic schedule for the implementation of the development proposed in the plan, particularly the short-term capital improvement program.

5) Propose an achievable financial plan to support the implementation schedule.

6) Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before the project is approved.

7) Present a plan that adequately addresses the issues and satisfies local, state, and Federal regulations.

8) Document policies and future aeronautical demand to support municipal or local deliberations on spending, debt, land use controls, and other policies necessary to preserve the integrity of the airport and its surroundings.

9) Set the stage and establish the framework for a continuing planning process. Such a process should monitor key conditions and permit changes in plan recommendations as required.

202. TYPES OF MASTER PLANNING STUDIES

a. The master planning process will vary with the size, complexity, and role of the study airport and may include a variety of supporting studies. However, all master planning studies will fall within one of two basic types: Airport Master Plans or Airport Layout Plan (ALP) Updates.

b. Airport Master Plans – An airport master plan is a comprehensive study of the airport and typically describes short-, medium-, and long-term plans for airport development. Master planning studies that address major revisions are commonly referred to as "Master Plans," while those that change only parts of the existing document and require a relatively low level of effort tend to be known as "Master Plan Updates." In common usage, however, the distinction refers to the relative levels of effort and detail of master planning studies. In most cases, the master plan will include the following elements:

1) Pre-planning – The pre-planning process includes an Initial Needs Determination, Request for Proposal and Consultant Selection, Development of Study Design, Negotiation of Consultant Contract, and Application for Study Funding.

2) Public Involvement – Once the consultant team is under contract and has been issued a notice-to-proceed, establish a public involvement program and identify and document the key issues of various stakeholders.

3) Environmental Considerations – A clear understanding of the environmental requirements needed to move forward with each project in the recommended development program.

4) Existing Conditions – An inventory of pertinent data for use in subsequent plan elements.

5) Aviation Forecasts – Forecasts of aeronautical demand for short-, medium-, and long-term time frames.

6) Facility Requirements – Assess the ability of the existing airport, both airside and landside, to support the forecast demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand.

7) Alternatives Development and Evaluation – Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts. A recommended development alternative will emerge from this process and will be further refined in subsequent tasks. This element should aid in developing the purpose and need for subsequent environmental documents.

8) Airport Layout Plans – One of the key products of a master plan is a set of drawings that provides a graphic representation of the long-term development plan for an airport. The

primary drawing in this set is the Airport Layout Plan. Other drawings may also be included, depending on the size and complexity of the individual airport.

9) Facilities Implementation Plan – Provides a summary description of the recommended improvements and associated costs. The schedule of improvements depends, in large part, on the levels of demand that trigger the need for expansion of existing facilities.

10) Financial Feasibility Analysis – Identify the financial plan for the airport, describe how the sponsor will finance the projects recommended in the master plan, and demonstrate the financial feasibility of the program.

Link to complete Advisory Circular -
https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5070-6B_with_chg_1&2.pdf

Attachment B

The Overall Process

To reduce risk for both the buyer and seller, and to ensure both parties fully understand their commitments, we are offering a multiple step process:

- **RFQ- Letters of Interest and Statement of Qualifications**
  The City/Agency will evaluate letters of interest and qualifications statements, and then select a maximum of six developer-builders to be interviewed. The City will subsequently select the three most qualified.
- **RFP- Request for Proposals**
  Rather than request all six developer-builders to prepare expensive proposal submittals, we believe only the three most qualified should be asked to commit significant time and expense to this effort. Additionally, the developer-builders will learn more about the Town Center vision, meet City staff representatives, and have a better understanding after the interview process. From the three finalists, the City will select one developer-builder who best meets the City's needs for; experience; financial capacity; credibility; quality of project submittal; quality of tenant mix; and, completion schedule.
- **ENA- Exclusive Negotiating Agreement**
  Since several policy questions may not be resolved until after the RFP process, which specifically concerns retained public properties and/or infrastructure improvements, the City-Agency may prepare and provide an "exclusive negotiating agreement" for the selected developer-builder. An ENA would allow time to negotiate terms of a DDA and determine property pricing once the infrastructure is designed, infrastructure cost allocated between seller and buyer, and the buyer (developer-builder) fully understands their contractual commitment. Furthermore, an ENA would also provide the buyer a cooperative due diligence period in which to discover all material facts and reduce risk. However, this step/agreement may be waived if appropriate at the time.
- **Land Use Entitlement and DDA- Disposition and Development Agreement**
  The City's land use entitlement conditional use permit would be supported by a Redevelopment Agency "disposition and development agreement." The DDA would also be the joint escrow instructions for conveyance of the property, fully detail financial terms, design, tenant mix, and performance schedule.

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	BEGINNING BALANCE					
061-0000-300.00-0	BEGINNING BALANCE	.00	.00	343,666.00	343,666.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	343,666.00	343,666.00	.0
	INTERGOVERNMENTAL REVENUE					
061-0000-330.00-0	INTERGOVERNMENTAL REVENUE	32,500.00	32,500.00	65,000.00	32,500.00	50.0
061-0000-330.10-0	OTHER WA	.00	.00	.00	.00	.0
061-0000-330.15-0	OTHER OR	.00	.00	100,000.00	100,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	32,500.00	32,500.00	165,000.00	132,500.00	19.7
	FEDERAL REVENUES					
061-0000-331.20-0	FEDERAL GRANTS-FAA	.00	.00	1,800,000.00	1,800,000.00	.0
061-0000-331.90-0	FEDERAL GRANTS-MISC	.00	.00	.00	.00	.0
	TOTAL FEDERAL REVENUES	.00	.00	1,800,000.00	1,800,000.00	.0
	STATE GRANTS					
061-0000-334.80-0	WASHINGTON STATE GRANTS	.00	.00	.00	.00	.0
061-0000-334.90-0	STATE GRANTS, OTHER	.00	.00	150,000.00	150,000.00	.0
	TOTAL STATE GRANTS	.00	.00	150,000.00	150,000.00	.0
	GENERAL GOVERNMENT					
061-0000-341.90-0	MISC SALES AND SERVICES	.00	.00	2,500.00	2,500.00	.0
	TOTAL GENERAL GOVERNMENT	.00	.00	2,500.00	2,500.00	.0
	AVIATION FUEL SALES					
061-0000-347.00-0	AVIATION FUEL SALES	.00	.00	11,500.00	11,500.00	.0
	TOTAL AVIATION FUEL SALES	.00	.00	11,500.00	11,500.00	.0
	INTEREST REVENUES					
061-0000-361.00-0	INTEREST REVENUES	754.09	754.09	8,345.00	7,590.91	9.0
	TOTAL INTEREST REVENUES	754.09	754.09	8,345.00	7,590.91	9.0

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	BEGINNING BALANCE					
062-0000-300.00-0	BEGINNING BALANCE	.00	.00	63,197.00	63,197.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	63,197.00	63,197.00	.0
	INTEREST REVENUES					
062-0000-361.00-0	INTEREST REVENUES	.28	.28	9,800.00	9,799.72	.0
	TOTAL INTEREST REVENUES	.28	.28	9,800.00	9,799.72	.0
	RENTAL REVENUES					
062-0000-363.50-0	PROPERTY RENTALS	16,535.00	16,535.00	168,253.00	151,718.00	9.8
	TOTAL RENTAL REVENUES	16,535.00	16,535.00	168,253.00	151,718.00	9.8
	SOURCE 391					
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	16,535.28	16,535.28	241,250.00	224,714.72	6.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEBT SERVICE					
062-6100-000.79-15	BOND PRINCIPAL	.00	.00	80,000.00	80,000.00	.0
062-6100-000.79-25	BOND INTEREST	.00	.00	73,550.00	73,550.00	.0
062-6100-000.79-50	LOAN PRINCIPAL PAYMENTS	.00	.00	25,000.00	25,000.00	.0
062-6100-000.79-55	PRIN PMTS - K CO CERB LN	25,000.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-60	LOAN INTEREST PAYMENTS	.00	.00	2,200.00	2,200.00	.0
062-6100-000.79-65	INT PMTS - K CO CERB LN	6,000.00	6,000.00	6,000.00	.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	29,500.00	29,500.00	.0
	TOTAL DEBT SERVICE	31,000.00	31,000.00	241,250.00	210,250.00	12.9
	TOTAL FUND EXPENDITURES	31,000.00	31,000.00	241,250.00	210,250.00	12.9