



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 Sept. 15, 2023 @ 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 Aug 18, 2023

## **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. Received Marketing plan draft from David Griffith (to be compiled with  
Masterplan files)

## **X. Management Report**

## **XI. Executive Session**

**In accordance with ORS 192.660(2)(e) to conduct deliberations with persons designated by the Airport Board to negotiate real property transactions.**

**Recess Open Session**

**Reconvene Open Session**

XI. Adjournment: \_\_\_\_\_AM

**Next meeting: Oct. 20, 2023 7:30 AM (Friday)**

**Columbia Gorge Regional Airport**

At Airport Terminal and Via Zoom  
Meeting ID: 824 0933 1104 Passcode: 424214

<https://us06web.zoom.us/j/82409331104?pwd=aG9pT21pRjhwT00xTEYyY2ZqMhYwUT09#success>

**MINUTES**  
**COLUMBIA GORGE REGIONAL AIRPORT MEETING**  
August 18, 2023

**PRESIDING:** Chair Jim Wilcox

**BOARD PRESENT:** Jim Wilcox, Tim McGlothlin, Tim Urness, Norm Deo, Randy Anderson, Terry Trapp, Lori Zoller

**BOARD ABSENT:**

**STAFF PRESENT:** Airport Manager Jeff Renard, FBO Manager Darren Lacock, HoodAero Kevin Cole, City Manager Mathew Klebes, City Attorney Jonathon Kara (Zoom)

**CALL TO ORDER**

The meeting was called to order by Chair Jim Wilcox at 7:31 am.

**ROLL CALL**

Roll call was conducted by 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**

Doug Kirchhofer submitted an application to lease airport property for a public multi-purpose recreation area anchored by a golf course. Jim Wilcox reported that staff received the application and associated documents and has put board members on notice for an executive session following September's meeting. It was noted that no action can take place until it goes to a public forum.

Dan Spatz is navigating multiple different funding sources working with Mid-Columbia Economic Development and the Washington Dept. of Commerce and others to get the college to complete the required steps to fund the business park and college building. Dan also gave an update on the Innovation Cluster Accelerator Program and the possibilities for Business Oregon to have access to airport sites for UAS/UAV businesses.

## **BOARD MEMBER REPORTS**

Jim Wilcox and Jeff Renard were on a zoom meeting with the Oregon Air National Guard relating to the program with the college A & P program. The Air National Guard has shared a need of up to 450 trained technicians. The tentative date for the meeting is October 4th.

Jim requested a comparison in the number of flights tracked from our flight tracking system. Jeff will provide that information at the next meeting.

## **AIRPORT SPONSORS/PARTNER REPORTS**

Matthew Klebes reported that he attended the Oregon State City Managers Association conference in Pendleton in July. He took a tour of the airport facility while he was there and shared his perspective of their UAS/UAV program.

Commissioner Lori Zoller noted that Richard Foster is doing a great job and has been appointed as interim manager of his department. Lori also made note of the KOIN News segment spotlighting the college program.

## **FBO REPORT**

July was a record month with the sale of 50,000 gallons of fuel. Continuing at this rate, it will be the best fuel sales year in history.

## **ACTION ITEMS**

*Randy Anderson moves that we recommend that the city and the county accept the award of the grant from the FAA. Tim Urness seconded the motion. The motion passed unanimously.*

## **DISCUSSION ITEMS**

Budget/Check Report- Randy Anderson has suggestions to correct what he sees as miscoding to be shared with City Finance and City Manager in the weeks to come.

## **MANAGEMENT REPORT**

See attached Manager's Report.

## **NEXT MEETING**

The next meeting will be Sept 15, 2023 at 8:21 am.

## **ADJOURNMENTS**

Having no further business, the meeting was adjourned at 8:20 am.

SIGNED:

---

Jim Wilcox, Chair

---

Jeff Renard, Airport Manager



PO Box 285 □ Dallesport □ Washington □ 98617-0285  
□ Airport Management □ 509-767-2272  
[manager@flycgra.com](mailto:manager@flycgra.com)

# SIGN IN PLEASE

August 18, 2023  
Board Meeting

Name	Agency/Company
Efron Wray	The Piller
Robert Simonsen	Local Pilot
MARK Peppel	DNRID
DOUG KIRCHHOFFEN	KYOO DEVELOPMENTS
Lori Tolper	Kuckstad Co
DM Spatz	City of Dalles

**Columbia Gorge Regional Airport**  
**For the two months ended August 31, 2023**

Airport fund 061

YTD				
Actual	Budget	Variance	Percent	

**Revenue**

Intergovernmental revenue	\$ 32,500	\$ 84,230	\$ 51,730	38.6%
Federal grants FAA	-	3,488,240	3,488,240	-
Federal grants MISC		2,913,419	2,913,419	-
State grants		662,860	662,860	
Misc. sales and services		22,000	22,000	-
Aviation fuel sales	6,190	20,000	13,810	31.0
Interest income	5,242	6,336	1,094	82.7
Lease, property rentals	6,063	104,924	98,861	
Property rentals	26,682	76,699	50,017	34.8
Other misc. revenue	1,750	20,000	18,250	8.8
Operating transfers in	<u>30,827</u>	<u>369,923</u>	<u>339,096</u>	8.3
<b>Total revenue</b>	<u>109,254</u>	<u>7,768,631</u>	<u>7,659,377</u>	

**Expenditures**

Contractual services	14,767	180,000	165,233	8.2
Audit services	600	9,000	8,400	6.7
Engineering services		30,000	30,000	-
Utilities	5,060	25,750	20,690	19.7
Property taxes & insurance	22,878	39,600	16,722	57.8
Buildings & grounds	2,194	50,000	47,806	4.4
Vehicle expense	143	30,500	30,357	0.5
Office expense	533	3,950	3,417	13.5
Permits, legal, advertising	373	5,250	4,877	7.1
Travel, training, dues	100	10,000	9,900	1.0
Miscellaneous expense	-	2,000	2,000	-
Buildings	550	45,000	44,450	1.2
Imprvmts other than buildings	515	7,307,759	7,307,244	0.0
Machinery	<u>-</u>	<u>25,000</u>	<u>25,000</u>	-
<b>Total expenditures</b>	<u>47,713</u>	<u>7,763,809</u>	<u>7,716,096</u>	

**Other**

To Airport debt service	-	-	-	
Contingency	-	532,489	532,489	
Unapprop. Ending fund balance	<u>-</u>	<u>262,461</u>	<u>262,461</u>	
<b>Total other</b>	<u>-</u>	<u>794,950</u>	<u>794,950</u>	

**Summary**

Beginning fund balance		790,128	(790,128)	
Add, revenues	109,254	7,768,631	(7,659,377)	
Less, expenditures	(47,713)	(7,763,809)	7,716,096	
other	<u>-</u>	<u>(794,950)</u>	<u>794,950</u>	
Ending fund balance	<u>\$ 61,541</u>	<u>\$ -</u>	<u>\$ 61,541</u>	

**Columbia Gorge Regional Airport**  
**For the two months ended August 31, 2023**

**Debt service fund 062**

	YTD Actual	Budget	Variance	Percent
<b>Revenue</b>				
Interest income	\$ 600	\$ 639	\$ (39)	93.9%
Lease revenue	4,445	23,878	(19,433)	
Property rentals	30,647	154,792	(124,145)	19.8
Transfer from airport fund	-	-	-	-
	<u>35,692</u>	<u>179,309</u>	<u>(143,617)</u>	
<b>Total revenue</b>				
<b>Expenditures</b>				
Bond principal	-	90,000	90,000	-
Bond interest	-	62,775	62,775	-
Loan principal payments	-	-	-	-
Prin pymt -K Co Cerb Ln	25,000	-	(25,000)	-
Loan interest payments	-	25,000	25,000	-
Int pymt - K Co Cerb Ln	4,500	4,500	-	100.0
Reserve for future debt svc.	-	25,359	25,359	-
	<u>29,500</u>	<u>207,634</u>	<u>178,134</u>	
<b>Total expenditures</b>				
<b>Summary</b>				
Beginning fund balance	-	28,325	(28,325)	
Add, revenues	35,692	179,309	(143,617)	
Less, expenditures	(29,500)	(207,634)	178,134	
	<u>6,192</u>	<u>-</u>	<u>6,192</u>	
Ending fund balance	<u>\$ 6,192</u>	<u>\$ -</u>	<u>\$ 6,192</u>	



CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10	20.00	1,975.00	1,500.00	( 475.00)	131.7
061-6100-000.31-90	2,267.31	14,767.31	180,000.00	165,232.69	8.2
061-6100-000.32-10	600.00	600.00	9,000.00	8,400.00	6.7
061-6100-000.34-10	.00	.00	30,000.00	30,000.00	.0
061-6100-000.41-10	682.48	1,401.76	12,000.00	10,598.24	11.7
061-6100-000.41-20	.00	.00	250.00	250.00	.0
061-6100-000.41-40	920.17	1,682.74	12,000.00	10,317.26	14.0
061-6100-000.43-10	1,830.90	2,194.13	50,000.00	47,805.87	4.4
061-6100-000.43-45	.00	.00	5,000.00	5,000.00	.0
061-6100-000.43-50	.00	.00	22,000.00	22,000.00	.0
061-6100-000.43-51	143.02	143.02	3,500.00	3,356.98	4.1
061-6100-000.46-10	.00	.00	15,000.00	15,000.00	.0
061-6100-000.52-10	.00	7,048.52	9,800.00	2,751.48	71.9
061-6100-000.52-30	.00	15,829.45	14,800.00	( 1,029.45)	107.0
061-6100-000.53-20	.00	.00	250.00	250.00	.0
061-6100-000.53-30	273.28	533.23	2,500.00	1,966.77	21.3
061-6100-000.53-40	.00	.00	250.00	250.00	.0
061-6100-000.54-00	.00	373.50	5,000.00	4,626.50	7.5
061-6100-000.57-00	.00	.00	.00	.00	.0
061-6100-000.58-10	.00	.00	3,000.00	3,000.00	.0
061-6100-000.58-50	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-70	100.00	100.00	5,000.00	4,900.00	2.0
061-6100-000.60-10	.00	.00	1,200.00	1,200.00	.0
061-6100-000.69-50	.00	.00	2,000.00	2,000.00	.0
061-6100-000.69-80	549.99	549.99	.00	( 549.99)	.0
061-6100-000.72-20	.00	.00	45,000.00	45,000.00	.0
061-6100-000.72-30	.00	.00	.00	.00	.0
061-6100-000.73-30	514.70	514.70	7,307,759.00	7,307,244.30	.0
061-6100-000.74-10	.00	.00	25,000.00	25,000.00	.0
061-6100-000.78-50	.00	.00	.00	.00	.0
<b>TOTAL AIRPORT</b>	<b>7,901.85</b>	<b>47,713.35</b>	<b>7,763,809.00</b>	<b>7,716,095.65</b>	<b>.6</b>
<u>AIRPORT</u>					
061-9500-000.81-62	.00	.00	.00	.00	.0
061-9500-000.88-00	.00	.00	532,489.00	532,489.00	.0
061-9500-000.89-00	.00	.00	262,461.00	262,461.00	.0
<b>TOTAL AIRPORT</b>	<b>.00</b>	<b>.00</b>	<b>794,950.00</b>	<b>794,950.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>7,901.85</b>	<b>47,713.35</b>	<b>8,558,759.00</b>	<b>8,511,045.65</b>	<b>.6</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	90,000.00	90,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	.00	62,775.00	62,775.00	.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	.00	( 25,000.00)	.0
062-6100-000.79-60 LOAN INTEREST PAYMENTS	.00	.00	25,000.00	25,000.00	.0
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	4,500.00	4,500.00	.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	25,359.00	25,359.00	.0
TOTAL DEBT SERVICE	.00	29,500.00	207,634.00	178,134.00	14.2
TOTAL FUND EXPENDITURES	.00	29,500.00	207,634.00	178,134.00	14.2

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			07/31/2023 (07/23) Balance	061-6100-000.31-10			1,955.00
08/01/2023	AP	126	WAVE **VendorNo: 10091 **Inv. No: 103341201-0010301 **Desc: CITY ISP PROVIDER **Inv. Date: 8/1/2023 **PO No: **Remit Name: WAVE **Merchant Vendor No: 10091 **Merchant Vendor Name: WAVE **Invoice Created By: Irowland		20.00		
			08/31/2023 (08/23) Period Totals and Balance		20.00 *	.00 *	1,975.00
YTD Encumbrance	.00	YTD Actual	1,975.00 Total	1,975.00 YTD Budget	1,500.00 Unexpended	(475.00)	
CONTRACTUAL SERV-OTHER			07/31/2023 (07/23) Balance	061-6100-000.31-90			12,500.00
07/31/2023	AP	488	HOOD TECH CORP-AERO INC **VendorNo: 10697 **Inv. No: 702 **Desc: JULY MAINTENANCE FEE **Inv. Date: 7/31/2023 **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		2,267.31		
			08/31/2023 (08/23) Period Totals and Balance		2,267.31 *	.00 *	14,767.31
YTD Encumbrance	.00	YTD Actual	14,767.31 Total	14,767.31 YTD Budget	180,000.00 Unexpended	165,232.69	
AUDITING SERVICES			07/31/2023 (07/23) Balance	061-6100-000.32-10			.00
07/31/2023	AP	172	KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **VendorNo: 10939 **Inv. No: 1066411 **Desc: AIRPORT AUDIT PROGRESS BILL FY22-23 **Inv. Date: 7/31/2023 **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		600.00		
			08/31/2023 (08/23) Period Totals and Balance		600.00 *	.00 *	600.00
YTD Encumbrance	.00	YTD Actual	600.00 Total	600.00 YTD Budget	9,000.00 Unexpended	8,400.00	
ENGINEERING SERVICES			07/31/2023 (07/23) Balance	061-6100-000.34-10			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	30,000.00 Unexpended	30,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/31/2023 (07/23) Balance	061-6100-000.41-10			719.28
08/03/2023	AP	206	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: 100173 08-23 **Desc: AIRPORT WATER **Inv. Date: 8/3/2023 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		509.20		
08/03/2023	AP	207	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: 100489 08-23 **Desc: AIRPORT WATER **Inv. Date: 8/3/2023 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		173.28		
			08/31/2023 (08/23) Period Totals and Balance		682.48 *	.00 *	1,401.76
YTD Encumbrance	.00	YTD Actual	1,401.76 Total	1,401.76	YTD Budget	12,000.00 Unexpended	10,598.24
			07/31/2023 (07/23) Balance	061-6100-000.41-20			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	250.00 Unexpended	250.00
			07/31/2023 (07/23) Balance	061-6100-000.41-40			762.57
08/08/2023	AP	749	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69456080 08-23 **Desc: AIRPORT ELECTRICITY **Inv. Date: 8/8/2023 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		160.33		
08/08/2023	AP	750	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: ACT 6195849 08-23 **Desc: AIRPORT ELECTRICITY **Inv. Date: 8/8/2023 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		667.96		
08/08/2023	AP	751	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: ACT 69547775 08-23 **Desc: AIRPORT ELECTRICITY **Inv. Date: 8/8/2023 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		91.88		
			08/31/2023 (08/23) Period Totals and Balance		920.17 *	.00 *	1,682.74
YTD Encumbrance	.00	YTD Actual	1,682.74 Total	1,682.74	YTD Budget	12,000.00 Unexpended	10,317.26
			07/31/2023 (07/23) Balance	061-6100-000.43-10			363.23
08/07/2023	AP	670	CAMCAL INC **VendorNo: 10788 **Inv. No: 52472 **Desc: FUEL ISLAND METER CALIBRATIONS **Inv. Date: 8/7/2023 **PO No: **Remit Name: CAMCAL INC **Merchant Vendor No: 10788 **Merchant Vendor Name: CAMCAL INC **Invoice Created By: Irowland		1,575.11		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/31/2023	AP	1099	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: COMMON BOARD J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		94.90		
07/31/2023	AP	1102	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: 1X8 J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		97.95		
07/31/2023	AP	1104	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: SCREWS J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		62.94		
08/31/2023 (08/23) Period Totals and Balance					1,830.90 *	.00 *	2,194.13
YTD Encumbrance	.00	YTD Actual	2,194.13 Total	2,194.13 YTD Budget	50,000.00 Unexpended	47,805.87	
<hr/>							
JOINT USE OF LABOR/EQUIP			07/31/2023 (07/23) Balance	061-6100-000.43-45			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
<hr/>							
VEHICLES			07/31/2023 (07/23) Balance	061-6100-000.43-50			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	22,000.00 Unexpended	22,000.00	
<hr/>							
GAS/OIL/DIESEL/LUBRICANTS			07/31/2023 (07/23) Balance	061-6100-000.43-51			.00
07/31/2023	AP	1103	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: FUEL CHARGE J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		50.01		
07/31/2023	AP	1105	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: FUEL CHARGES J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		93.01		
08/31/2023 (08/23) Period Totals and Balance					143.02 *	.00 *	143.02
YTD Encumbrance	.00	YTD Actual	143.02 Total	143.02 YTD Budget	3,500.00 Unexpended	3,356.98	
<hr/>							
PROPERTY TAXES			07/31/2023 (07/23) Balance	061-6100-000.46-10			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	15,000.00 Unexpended	15,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>LIABILITY</b>							
			07/31/2023 (07/23) Balance	061-6100-000.52-10			7,048.52
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	7,048.52
YTD Encumbrance	.00	YTD Actual	7,048.52 Total	7,048.52 YTD Budget	9,800.00 Unexpended	2,751.48	
<b>PROPERTY</b>							
			07/31/2023 (07/23) Balance	061-6100-000.52-30			15,829.45
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	15,829.45
YTD Encumbrance	.00	YTD Actual	15,829.45 Total	15,829.45 YTD Budget	14,800.00 Unexpended	(1,029.45)	
<b>POSTAGE</b>							
			07/31/2023 (07/23) Balance	061-6100-000.53-20			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
<b>TELEPHONE</b>							
			07/31/2023 (07/23) Balance	061-6100-000.53-30			259.95
07/26/2023	AP	428	CHARTER COMMUNICATIONS **VendorNo: 4316 **Inv. No: 0002893072623 **Desc: WEB HOSTING AIRPORT **Inv. Date: 7/26/2023 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland		259.95		
07/31/2023	AP	1098	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		13.33		
			08/31/2023 (08/23) Period Totals and Balance		273.28 *	.00 *	533.23
YTD Encumbrance	.00	YTD Actual	533.23 Total	533.23 YTD Budget	2,500.00 Unexpended	1,966.77	
<b>LEGAL NOTICES</b>							
			07/31/2023 (07/23) Balance	061-6100-000.53-40			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
<b>ADVERTISING</b>							
			07/31/2023 (07/23) Balance	061-6100-000.54-00			373.50
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	373.50
YTD Encumbrance	.00	YTD Actual	373.50 Total	373.50 YTD Budget	5,000.00 Unexpended	4,626.50	
<b>PERMITS</b>							
			07/31/2023 (07/23) Balance	061-6100-000.57-00			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<b>TRAVEL, FOOD &amp; LODGING</b>							
			07/31/2023 (07/23) Balance	061-6100-000.58-10			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
<b>TRAINING AND CONFERENCES</b>							
			07/31/2023 (07/23) Balance	061-6100-000.58-50			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
MEMBERSHIPS/DUES/SUBSCRIP			07/31/2023 (07/23) Balance	061-6100-000.58-70			.00
07/31/2023	AP	1101	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: MARITIME OPERATIONS REPORT J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		100.00		
08/31/2023 (08/23) Period Totals and Balance					100.00 *	.00 *	100.00
YTD Encumbrance	.00	YTD Actual	100.00 Total	100.00 YTD Budget	5,000.00 Unexpended	4,900.00	
OFFICE SUPPLIES			07/31/2023 (07/23) Balance	061-6100-000.60-10			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,200.00 Unexpended	1,200.00	
MISCELLANEOUS EXPENSES			07/31/2023 (07/23) Balance	061-6100-000.69-50			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
ASSETS < \$5000			07/31/2023 (07/23) Balance	061-6100-000.69-80			.00
07/31/2023	AP	1100	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 07-23 **Desc: DRY ERASE BOARD J RENARD **Inv. Date: 7/31/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		549.99		
08/31/2023 (08/23) Period Totals and Balance					549.99 *	.00 *	549.99
YTD Encumbrance	.00	YTD Actual	549.99 Total	549.99 YTD Budget	.00 Unexpended	(549.99)	
BUILDINGS			07/31/2023 (07/23) Balance	061-6100-000.72-20			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	45,000.00 Unexpended	45,000.00	
BUILDINGS - HANGER			07/31/2023 (07/23) Balance	061-6100-000.72-30			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
IMPRVMTS OTHER THAN BLDGS			07/31/2023 (07/23) Balance	061-6100-000.73-30			.00
08/08/2023	AP	748	KLICKITAT COUNTY PLANNING **VendorNo: 686 **Inv. No: 2023-0135 **Desc: SEPA CHECKLIST FEE **Inv. Date: 8/8/2023 **PO No: **Remit Name: KLICKITAT COUNTY PLANNING **Merchant Vendor No: 686 **Merchant Vendor Name: KLICKITAT COUNTY PLANNING **Invoice Created By: Irowland		360.00		
08/09/2023	AP	837	GOLDENDALE SENTINEL, THE **VendorNo: 3044 **Inv. No: 156490 **Desc: LEGAL NOTICE STORMWATER NPDES & STATE WASTE DISCHARGE **Inv. Date: 8/9/2023 **PO No: **Remit Name: GOLDENDALE SENTINEL, THE **Merchant Vendor No: 3044 **Merchant Vendor Name:		154.70		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
GOLDENDALE SENTINEL, THE **Invoice Created By: Irowland							
08/31/2023 (08/23) Period Totals and Balance					514.70 *	.00 *	514.70
YTD Encumbrance	.00	YTD Actual	514.70 Total	514.70 YTD Budget	7,307,759.00 Unexpended	7,307,244.30	
<hr/>							
MACHINERY		07/31/2023 (07/23) Balance		061-6100-000.74-10			.00
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00	
<hr/>							
FIXED ASSET RECLASS ACCT		07/31/2023 (07/23) Balance		061-6100-000.78-50			.00
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
TO AIRPORT DEBT SERVICE		07/31/2023 (07/23) Balance		061-9500-000.81-62			.00
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
CONTINGENCY		07/31/2023 (07/23) Balance		061-9500-000.88-00			.00
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	532,489.00 Unexpended	532,489.00	
<hr/>							
UNAPPROPRIATED ENDING FUND BAL		07/31/2023 (07/23) Balance		061-9500-000.89-00			.00
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	262,461.00 Unexpended	262,461.00	
<hr/>							
Number of Transactions: 20					Number of Accounts: 33		
					Debit	Credit	Proof
Total AIRPORT FUND:					7,901.85	.00	7,901.85



Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
BOND PRINCIPAL			07/31/2023 (07/23) Balance		062-6100-000.79-15			.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	90,000.00	Unexpended 90,000.00
BOND INTEREST			07/31/2023 (07/23) Balance		062-6100-000.79-25			.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	62,775.00	Unexpended 62,775.00
LOAN PRINCIPAL PAYMENTS			07/31/2023 (07/23) Balance		062-6100-000.79-50			.00
			08/31/2023 (08/23) 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			07/31/2023 (07/23) Balance		062-6100-000.79-55			25,000.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	25,000.00
YTD Encumbrance	.00	YTD Actual	25,000.00	Total	25,000.00	YTD Budget	.00	Unexpended (25,000.00)
LOAN INTEREST PAYMENTS			07/31/2023 (07/23) Balance		062-6100-000.79-60			.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	25,000.00	Unexpended 25,000.00
INT PMTS - K CO CERB LN			07/31/2023 (07/23) Balance		062-6100-000.79-65			4,500.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	4,500.00
YTD Encumbrance	.00	YTD Actual	4,500.00	Total	4,500.00	YTD Budget	4,500.00	Unexpended .00
INT PMTS - K CO FY13/14			07/31/2023 (07/23) Balance		062-6100-000.79-66			.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
RESERVE FOR FUTURE DEBT			07/31/2023 (07/23) Balance		062-6100-000.79-80			.00
			08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	25,359.00	Unexpended 25,359.00
Number of Transactions: 0 Number of Accounts: 8						Debit	Credit	Proof
Total AIRPORT DEBT SERVICE FUND:						.00	.00	.00
Number of Transactions: 20 Number of Accounts: 41						Debit	Credit	Proof
Grand Totals:						7,901.85	.00	7,901.85

---

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
------	---------	---------------------	----------------------	-------------------	-----------------	------------------	---------

---

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  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	.00	790,128.00	790,128.00	.0
TOTAL BEGINNING BALANCE	.00	.00	790,128.00	790,128.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	32,500.00	84,230.00	51,730.00	38.6
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	84,230.00	51,730.00	38.6
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	.00	3,488,240.00	3,488,240.00	.0
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	2,913,419.00	2,913,419.00	.0
TOTAL FEDERAL REVENUES	.00	.00	6,401,659.00	6,401,659.00	.0
<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	.00	662,860.00	662,860.00	.0
TOTAL STATE GRANTS	.00	.00	662,860.00	662,860.00	.0
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0 MISC SALES AND SERVICES	.00	.00	22,000.00	22,000.00	.0
TOTAL GENERAL GOVERNMENT	.00	.00	22,000.00	22,000.00	.0
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	5,129.50	6,190.00	20,000.00	13,810.00	31.0
TOTAL AVIATION FUEL SALES	5,129.50	6,190.00	20,000.00	13,810.00	31.0
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	3,229.94	5,242.29	6,336.00	1,093.71	82.7
TOTAL INTEREST REVENUES	3,229.94	5,242.29	6,336.00	1,093.71	82.7

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 362</u>					
061-0000-362.00-0 LEASE REVENUE	6,063.00	6,063.00	104,924.00	98,861.00	5.8
TOTAL SOURCE 362	6,063.00	6,063.00	104,924.00	98,861.00	5.8
<u>RENTAL REVENUES</u>					
061-0000-363.50-0 PROPERTY RENTALS	10,278.64	26,681.83	76,699.00	50,017.17	34.8
TOTAL RENTAL REVENUES	10,278.64	26,681.83	76,699.00	50,017.17	34.8
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0 OTHER MISC REVENUES	.00	1,750.00	20,000.00	18,250.00	8.8
TOTAL OTHER MISC REVENUES	.00	1,750.00	20,000.00	18,250.00	8.8
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0 GENERAL FUND	.00	30,826.92	369,923.00	339,096.08	8.3
TOTAL OPERATING TRANSFERS IN	.00	30,826.92	369,923.00	339,096.08	8.3
<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	.00	.00	.0
TOTAL PROCEEDS- LT LIABILITIES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	24,701.08	109,254.04	8,558,759.00	8,449,504.96	1.3

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	.00	.00	28,325.00	28,325.00	.0
	.00	.00	28,325.00	28,325.00	.0
<u>INTEREST REVENUES</u>					
062-0000-361.00-0	412.56	599.99	639.00	39.01	93.9
	412.56	599.99	639.00	39.01	93.9
<u>SOURCE 362</u>					
062-0000-362.00-0	4,445.00	4,445.00	23,878.00	19,433.00	18.6
	4,445.00	4,445.00	23,878.00	19,433.00	18.6
<u>RENTAL REVENUES</u>					
062-0000-363.50-0	13,014.81	30,646.62	154,792.00	124,145.38	19.8
	13,014.81	30,646.62	154,792.00	124,145.38	19.8
<u>SOURCE 391</u>					
062-0000-391.61-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	17,872.37	35,691.61	207,634.00	171,942.39	17.2



# Aviation Management Services Monthly Report

## Sept. 15, 2023

- Congressional outreach was successful!!
- Airport Management received notice at 7:45am that the grant had been sent to the City Manager for signature and that starts the chain of events for all 4 four of the signatures needed.
- I must say I have the best sponsor team in the airport business!! Grant award received at 7:45 am and returned to the FAA with all signatures in place at 1:42 pm. STELLAR!!!
- The SEPA review is in process.
- Letter to the FAA in regards to the water well / still awaiting their response.
- Congressional outreach was successful!!
- The Contractor has agreed to hold his bid thru the end of September. (meeting to be scheduled to set expectations for this season's work.)
- Letter to the FAA in regards to the water/ still awaiting their response.
- Renewed interest in the airport pasture ground for future large developments, waiting on formal proposals and details from 2 different parties.

- Grant Updates
- OEM / FEMA Waiting for response.
- COAR grants to be executed as we move further in to the FAA-AIP grant
- South Apron Design Grant is ready to close out, waiting on FAA review.
- 2023 Fire Land Use Agreements are being billed out, preparing for the end of season.
- Staff will be touring Pendelton and LaGrande airports in the weeks to come.
- Multiple interested parties desiring to build hangars (36 parties on waiting list for hangars)
- 15,000+ flight operations logged ytd