COLUMBIA GORGE REGIONAL AIRPORT

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MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
May 17, 2019

PRESIDING:	President Jim Wilcox
BOARD PRESENT:	Jim Wilcox, Dave Sauter, Terry Trapp, Tim Urness, Norm Deo, and Russ Brown
BOARD ABSENT:	David Griffith
STAFF PRESENT:	Aryn Rasmussen, Airport Manager; David Rasmussen, AMS; Chuck Covert, Airport; Jeff Renard and Daren Lacock of TacAero and Dallesport Fire District; Matthew Klebes, City of The Dalles; Denny Newell; Klickitat County
PUBLIC:	Linda Rose, Roseland Property Group; Bill Clark, Dallesport Community Council; David McNeal, B-MCC Member; WJ Morris, Dallesport Water District; Tony O'Neil, Radix Construction;

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

Darren Lacock from the Dallesport Fire District gave an update on the Fly-In. There will be over 40 vendors and opportunities for rides on helicopters, a Stearman, and AT6. There will also be kid's carnival rides and a car show. The Fly –In in scheduled for June 15.

WJ Morris spoke on behalf of the fire commission. He spoke with the office of Gina Mossbrucker and he requested that tax bill 6731 be addressed during session next year. The fire district cannot in good faith move the firehouse onto airport property while it is paying state tax.

BOARD MEMBER REPORTS

Jim reported that he and Aryn met to discuss the board meeting agenda. They decided to switch the order of action and discussion items, placing action items before discussion items in order to expedite future meetings.

ACTION ITEMS

A. FBO Fuel Flowage Fee:

Aryn explained the issue with the interpretation of the fuel flowage fee in the TacAero Lease, she referenced the staff report and exhibits included in the board packet. Chuck commented that historically the FBO had a flat flowage rate of $0.07 per gallon. In addition, he stated that the money generated from the flowage fee barely covers the maintenance of the fuel island and that there is a need to develop a budget for future fuel development going forward.

Dave Sauter moved to recommend to accept the tenant interpretation of fuel flowage fee for 2018 for a total of $10,707.34 and to base the 2019 fuel flowage fees on the landlord's interpretation with the caveat that the lease is to be amended and section 5 regarding the fuel flowage fees is clarified. Russ Brown seconded. Motion passed unanimously, David Griffith was absent.

DISCUSSION ITEMS

A. Roseland MOU:

Linda Rose gave an update that Klickitat County was paid their outstanding balance as requested by the airport board. They are requesting a meeting with the city and county attorneys to discuss the MOU Roseland provided. They are concerned about being able to meet the deadline due to hold ups from the attorneys and wanted to note they are making every effort to meet the criteria established by the airport board at the March 2019 board meeting.

Aryn requested consent from the board to outline a project development plan for the Roseland project before moving forward with the MOU. The intent of the plan is to get all parties on the same page and establish a process to determine the specific who, what, when, where and who's paying for each part of the project. Aryn requested a current and complete project proposal/master plan from the Roseland's to initiate the development of the plan. The airport manager will be the lead contact for the project between the Roseland group and the airport

board, City of The Dalles and Klickitat County. Aryn will initiate a single email group to ensure all communication about the project is shared to all parties. The board agreed to let Aryn design a project development plan and present it at the June board meeting.

B. Water District:

The DWD held a special meeting on May 16th, 2019 at 2:00pm. Craig Stephens resigned as the interim water manager and WJ Morris was voted in as the new interim manager, with it being noted that is temporary and not WADOH certified. The DWD is now currently compliant with WADOH and requests patience and help from the airport as a customer and partner.

C. Budget Report:

Aryn addressed that the airport has overspent in five line items (vehicles, gas/oil/diesel/lubricants, travel/food/lodging, membership/dues, and office supplies) for a total of $1,624.81. The airport is not overspent on its bottom line with $283,657.85 remaining for this fiscal year. Tim Urness commented that he is concerned we are under budgeted on vehicles and gas/oil/diesel/lubricants and we should look at increasing those line items in the next budget.

D. Check Register:

There were no comments regarding the check register.

E. Private and Public Farewell/Welcome Receptions:

Aryn discussed hosting a public "thank you" luncheon for Chuck following the June board meeting. She will coordinate with Chuck to find a good date and time. Jim is putting together a smaller event to be held in the evening during the first week of June.

MANAGEMENT REPORT

The plan for the alternate operating area is to maintain native grass until the fall and then reseed for next year. Lots of excitement up and down the Gorge amongst pilots to use the new AOA.

The apron project is out to bid, pre-bid meeting is at 11:00am on May 17th, 2019. The DBE consultation meeting for grant assurances is scheduled for 2:00pm on May 17th, 2019.

Registration for the underground tanks was updated.

Working on updating the airport website.

Aryn is attending a 4 series grant writing class.

Izetta The Dalles City Clerk helped with record keeping/retention procedures.

David Re is keeping the airport on a great spraying and mowing schedule to keep the grounds looking professional. He has taken the initiative to improve the maintenance and appearance of the airport.

NEXT MEETING

The next meeting will be June 21, 2019 at 7:00 am.

ADJOURMENTS

Having no further business, the meeting was adjourned at 8:10 am.

SIGNED:

Jim Wilcox, President

ATTEST:

Aryn Rasmussen, Airport Manager