



**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 April 18, 2025 @ 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 March 21, 2025

IV. Public Comments (Items not on the Agenda)

Public Comment

V. Board Member Reports

Airport Sponsors/ Partner Reports

VI. FBO Report

VII. Action Items

Masterplan RFQ selection committee.

VIII. Discussion Items

A. Budget Report / Check Register

IX. Management Report

(See attached report)

XI. Adjournment: _____AM

Next meeting: May 16, 2025 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

March 21, 2025

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jim Wilcox, Tim McGlothlin, Randy Anderson, James Smith, Lori Zoller

BOARD ABSENT: Terry Trapp, Randy Anderson

STAFF PRESENT: Airport Manager Jeff Renard, City EDO Dan Spatz

PUBLIC PRESENT: See Sign-in Sheet.

CALL TO ORDER

The meeting was called to order by Chair Jim Wilcox at 7:30 a.m.

ROLL CALL

Roll call was conducted by Chair 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

BOARD MEMBER REPORTS

None.

SPONSOR/PARTNERS REPORT

Jim Wilcox acknowledged that this would be Dan Spatz's last meeting though he might be part-time through April. He also expressed his appreciation for the significant work Dan has done for the airport.

Lori Zoller thanked Jeff Renard for giving airport tours to the other two commissioners and she also expressed appreciation for her new board.

FBO Report: Due to poor weather, February was a little behind the average by about 200 gallons according to Darren Lacock. So far, March has been busy with a high volume of jet sales. USAF called and wants to bring in C-17's requesting anywhere from 10k-20k gallons of fuel per aircraft. A 5,000 gallon jet refueler will be added to the fleet to support the increase in jet sales.

ACTION ITEMS

None.

DISCUSSION ITEMS

Budget Report/Check Register: Jim explained the dollar amount allocated for Audit Services, noting that he has no control over their charges and that the estimate is based on previous invoices. The good news is that there were no findings in the audit. Chuck Covert questioned the reclassification of allocations for Lawncare Services. Jeff Renard and Jim gave explanations for the change.

The RFQ for the Master Plan has been drafted.

MANAGEMENT REPORT

See attached report.

NEXT MEETING

The next meeting will be April 18, 2025 at 7:30 a.m.

ADJOURNMENTS

The meeting was adjourned at 8:09 a.m.

SIGNED:

Jim Wilcox, Chair or Terry Trapp, Vice Chair

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			02/28/2025 (02/25) Balance	061-6100-000.31-10			756.55
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	756.55
YTD Encumbrance	.00	YTD Actual	756.55 Total	756.55 YTD Budget	3,500.00 Unexpended	2,743.45	
CONTRACTUAL SERV-OTHER			02/28/2025 (02/25) Balance	061-6100-000.31-90			109,055.33
03/01/2025	AP	186	AVIATION MANAGEMENT SERVICES **VendorNo: 10704 **Inv. No: 2503 **Desc: FEBRUARY 2025 AIRPORT MANAGEMENT CONTRACT **Inv. Date: 3/1/2025 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		12,500.00		
			03/31/2025 (03/25) Period Totals and Balance		12,500.00 *	.00 *	121,555.33
YTD Encumbrance	.00	YTD Actual	121,555.33 Total	121,555.33 YTD Budget	180,000.00 Unexpended	58,444.67	
AUDITING SERVICES			02/28/2025 (02/25) Balance	061-6100-000.32-10			27,300.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	27,300.00
YTD Encumbrance	.00	YTD Actual	27,300.00 Total	27,300.00 YTD Budget	15,000.00 Unexpended	(12,300.00)	
ENGINEERING SERVICES			02/28/2025 (02/25) Balance	061-6100-000.34-10			1,412.50
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	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			02/28/2025 (02/25) Balance	061-6100-000.41-10			10,353.04
03/03/2025	AP	274	DALLESPOUR WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100173 03-25 **Desc: AIRPORT WATER **Inv. Date: 3/3/2025 **PO No: **Remit Name: DALLESPOUR WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPOUR WATER ASSOCIATION **Invoice Created By: Irowland		997.76		
03/03/2025	AP	275	DALLESPOUR WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100489 03-25 **Desc: AIRPORT WATER **Inv. Date: 3/3/2025 **PO No: **Remit Name: DALLESPOUR WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPOUR WATER ASSOCIATION **Invoice Created By: Irowland		463.57		
			03/31/2025 (03/25) Period Totals and Balance		1,461.33 *	.00 *	11,814.37

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	11,814.37 Total	11,814.37 YTD Budget	15,000.00 Unexpended	3,185.63	
GARBAGE SERVICES			02/28/2025 (02/25) Balance	061-6100-000.41-20			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ELECTRICITY			02/28/2025 (02/25) Balance	061-6100-000.41-40			5,262.63
03/07/2025	AP	601	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 6195849 03-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 3/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		584.51		
03/07/2025	AP	602	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69456080 03-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 3/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		101.49		
03/07/2025	AP	603	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69547775 03-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 3/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		72.23		
			03/31/2025 (03/25) Period Totals and Balance		758.23 *	.00 *	6,020.86
YTD Encumbrance		.00 YTD Actual	6,020.86 Total	6,020.86 YTD Budget	15,000.00 Unexpended	8,979.14	
BUILDINGS AND GROUNDS			02/28/2025 (02/25) Balance	061-6100-000.43-10			44,144.22
02/19/2025	AP	147	SCHOCK WELDING LLC **VendorNo: 10140 **Inv. No: 1506 **Desc: ROLLING GATE FOR TD AIRPORT **Inv. Date: 2/19/2025 **PO No: **Remit Name: SCHOCK WELDING LLC **Merchant Vendor No: 10140 **Merchant Vendor Name: SCHOCK WELDING LLC **Invoice Created By: Irowland		922.00		
02/28/2025	AP	420	HOOD TECH CORP-AERO INC **VendorNo: 10697 **Inv. No: 4126496 **Desc: FEB 25 SNOW REMOVAL & FIELD DRAGGING **Inv. Date: 2/28/2025 **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		282.19		
			03/31/2025 (03/25) Period Totals and Balance		1,204.19 *	.00 *	45,348.41
YTD Encumbrance		.00 YTD Actual	45,348.41 Total	45,348.41 YTD Budget	75,000.00 Unexpended	29,651.59	
JOINT USE OF LABOR/EQUIP			02/28/2025 (02/25) Balance	061-6100-000.43-45			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
VEHICLES			02/28/2025 (02/25) Balance	061-6100-000.43-50			2,461.34	
03/11/2025	AP	1249	COLUMBIA RIVER ELECTRIC **VendorNo: 11192 **Inv. No: 57826 **Desc: INSTALLED VINYL ON FORD RANGER **Inv. Date: 3/11/2025 **PO No: **Remit Name: COLUMBIA RIVER ELECTRIC **Merchant Vendor No: 11192 **Merchant Vendor Name: COLUMBIA RIVER ELECTRIC **Invoice Created By: Irowland		370.00			
			03/31/2025 (03/25) Period Totals and Balance		370.00	*	2,831.34	
YTD Encumbrance		.00	YTD Actual	2,831.34 Total	2,831.34	YTD Budget	60,500.00 Unexpended	57,668.66
GAS/OIL/DIESEL/LUBRICANTS			02/28/2025 (02/25) Balance	061-6100-000.43-51			686.76	
02/28/2025	AP	1080	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 03-25 **Desc: FUEL J RENARD **Inv. Date: 2/28/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		81.66			
02/28/2025	AP	1082	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 03-25 **Desc: FUEL J RENARD **Inv. Date: 2/28/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		61.86			
			03/31/2025 (03/25) Period Totals and Balance		143.52	*	830.28	
YTD Encumbrance		.00	YTD Actual	830.28 Total	830.28	YTD Budget	4,500.00 Unexpended	3,669.72
PROPERTY TAXES			02/28/2025 (02/25) Balance	061-6100-000.46-10			.00	
03/14/2025	AP	459	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-2600- 0014/00 03-25 **Desc: PROPERTY TAX 02-13- 2600-0014/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		226.64			
03/14/2025	AP	460	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-2700- 0006/00 03-25 **Desc: PROPERTY TAX 02-13- 2700-0006/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		366.07			
03/14/2025	AP	461	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-2700- 0007/00 03-25 **Desc: PROPERTY TAX 02-13- 2700-0007/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		165.53			
03/14/2025	AP	462	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3400- 0010/00 03-25 **Desc: PROPERTY TAX 02-13- 3400-0010/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KLICKITAT COUNTY		272.72			

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland				
03/14/2025	AP	463	KCLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3400- 0012/00 03-25 **Desc: PROPERTY TAX 02-13- 3400-0012/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		5,107.29		
03/14/2025	AP	464	KCLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3500- 0009/00 03-25 **Desc: PROPERTY TAX 02-13- 3500-0009/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		410.63		
03/14/2025	AP	465	KCLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3500- 0010/00 03-25 **Desc: PROPERTY TAX 02-13- 3500-0010/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		278.09		
03/14/2025	AP	466	KCLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 55-00-0000- 5032/00 03-25 **Desc: PROPERTY TAX 55-00- 0000-5032/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		64.17		
03/14/2025	AP	467	KCLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 55-00-0000- 5069/00 03-25 **Desc: PROPERTY TAX 055- 00-0000-5069/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		475.58		
03/14/2025	AP	468	KCLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 55-00-0000- 8891/00 03-25 **Desc: PROPERTY TAX 05-00- 0000-8891/00 **Inv. Date: 3/14/2025 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		1,698.19		
			03/31/2025 (03/25) Period Totals and Balance		9,064.91 *	.00 *	9,064.91
YTD Encumbrance		.00 YTD Actual	9,064.91 Total	9,064.91 YTD Budget	15,000.00 Unexpended	5,935.09	
LIABILITY			02/28/2025 (02/25) Balance	061-6100-000.52-10			4,707.30
			03/31/2025 (03/25) 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	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
PROPERTY			02/28/2025 (02/25) Balance	061-6100-000.52-30			20,217.59
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance	061-6100-000.53-20			377.35
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	377.35
YTD Encumbrance	.00	YTD Actual	377.35 Total	377.35 YTD Budget	250.00 Unexpended	(127.35)	
TELEPHONE			02/28/2025 (02/25) Balance	061-6100-000.53-30			2,079.60
02/21/2025 AP		383	CHARTER COMMUNICATIONS **VendorNo: 4316 **Inv. No: 138455901022125 **Desc: WEB HOSTING AIRPORT **Inv. Date: 2/21/2025 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland		259.95		
			03/31/2025 (03/25) Period Totals and Balance		259.95 *	.00 *	2,339.55
YTD Encumbrance	.00	YTD Actual	2,339.55 Total	2,339.55 YTD Budget	3,000.00 Unexpended	660.45	
LEGAL NOTICES			02/28/2025 (02/25) Balance	061-6100-000.53-40			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ADVERTISING			02/28/2025 (02/25) Balance	061-6100-000.54-00			198.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	198.00
YTD Encumbrance	.00	YTD Actual	198.00 Total	198.00 YTD Budget	5,000.00 Unexpended	4,802.00	
PERMITS			02/28/2025 (02/25) Balance	061-6100-000.57-00			75.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	75.00
YTD Encumbrance	.00	YTD Actual	75.00 Total	75.00 YTD Budget	3,000.00 Unexpended	2,925.00	
TRAVEL, FOOD & LODGING			02/28/2025 (02/25) Balance	061-6100-000.58-10			2,187.52
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	2,187.52
YTD Encumbrance	.00	YTD Actual	2,187.52 Total	2,187.52 YTD Budget	3,000.00 Unexpended	812.48	
TRAINING AND CONFERENCES			02/28/2025 (02/25) Balance	061-6100-000.58-50			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance	061-6100-000.58-70			1,529.16
02/28/2025 AP		1079	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 03-25 **Desc: MARITIME INFOR SYSTEMS J RENARD **Inv. Date: 2/28/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		100.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/28/2025	AP	1081	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 03-25 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 2/28/2025 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		15.48		
03/31/2025 (03/25) Period Totals and Balance					115.48 *	.00 *	1,644.64
YTD Encumbrance		.00 YTD Actual	1,644.64 Total	1,644.64 YTD Budget	4,500.00 Unexpended	2,855.36	
OFFICE SUPPLIES			02/28/2025 (02/25) Balance	061-6100-000.60-10			213.43
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	213.43
YTD Encumbrance		.00 YTD Actual	213.43 Total	213.43 YTD Budget	1,200.00 Unexpended	986.57	
MISCELLANEOUS EXPENSES			02/28/2025 (02/25) Balance	061-6100-000.69-50			416.22
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	416.22
YTD Encumbrance		.00 YTD Actual	416.22 Total	416.22 YTD Budget	2,500.00 Unexpended	2,083.78	
ASSETS < \$5000			02/28/2025 (02/25) Balance	061-6100-000.69-80			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BUILDINGS			02/28/2025 (02/25) Balance	061-6100-000.72-20			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance	061-6100-000.72-30			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
IMPRVMTS OTHER THAN BLDGS			02/28/2025 (02/25) Balance	061-6100-000.73-30			550,837.45
01/31/2025	AP	102	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6695 **Desc: SOUTH APRON RECONSTRUCTION & NEW TAXILINES PH 2 COAR-23-DLS-00018 **Inv. Date: 1/31/2025 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		2,072.85		
01/31/2025	AP	103	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6696 **Desc: NEW FUEL SYSTEM DAL009-FS COAR#2023- DLS-00056 **Inv. Date: 1/31/2025 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		1,810.50		
03/31/2025 (03/25) Period Totals and Balance					3,883.35 *	.00 *	554,720.80
YTD Encumbrance		.00 YTD Actual	554,720.80 Total	554,720.80 YTD Budget	11,331,286.00 Unexpended	10,776,565.20	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
MACHINERY			02/28/2025 (02/25) Balance	061-6100-000.74-10			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance	061-6100-000.78-50			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
TO GENERAL FUND			02/28/2025 (02/25) Balance	061-9500-000.81-01			76,452.00
03/31/2025 TF	48	RECORD MONTHLY BUDGETED TRANSFER			9,556.50		
			03/31/2025 (03/25) Period Totals and Balance		9,556.50 *	.00 *	86,008.50
YTD Encumbrance	.00	YTD Actual	86,008.50 Total	86,008.50 YTD Budget	95,565.00 Unexpended	9,556.50	
TO AIRPORT DEBT SERVICE			02/28/2025 (02/25) Balance	061-9500-000.81-62			.00
			03/31/2025 (03/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CONTINGENCY			02/28/2025 (02/25) Balance	061-9500-000.88-00			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance	061-9500-000.89-00			.00
			03/31/2025 (03/25) 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: 27 Number of Accounts: 34					Debit	Credit	Proof
Total AIRPORT FUND:					39,317.46	.00	39,317.46

Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
MISCELLANEOUS EXPENSE			02/28/2025 (02/25) Balance		062-6100-000.69-50			.00
			03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
BOND PRINCIPAL			02/28/2025 (02/25) Balance		062-6100-000.79-15			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance		062-6100-000.79-25			29,362.50
			03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	29,362.50
YTD Encumbrance	.00	YTD Actual	29,362.50 Total	29,362.50 YTD Budget	58,725.00 Unexpended	29,362.50		
LOAN PRINCIPAL PAYMENTS			02/28/2025 (02/25) Balance		062-6100-000.79-50			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance		062-6100-000.79-55			25,000.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance		062-6100-000.79-60			.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance		062-6100-000.79-65			4,125.00
			03/31/2025 (03/25) 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			02/28/2025 (02/25) Balance		062-6100-000.79-66			.00
			03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
PRIN PMTS - CITY			02/28/2025 (02/25) Balance		062-6100-000.79-70			.00
			03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
INT PMTS - CITY			02/28/2025 (02/25) Balance		062-6100-000.79-75			.00
			03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
RESERVE FOR FUTURE DEBT			02/28/2025 (02/25) Balance		062-6100-000.79-80			.00
			03/31/2025 (03/25) 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: 11

Debit

Credit

Proof

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total AIRPORT DEBT SERVICE FUND:					.00	.00	.00
Number of Transactions: 27 Number of Accounts: 45					Debit	Credit	Proof
Grand Totals:					39,317.46	.00	39,317.46

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 9 MONTHS ENDING MARCH 31, 2025

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10 CONTRACTUAL SERVICES	.00	756.55	3,500.00	2,743.45	21.6
061-6100-000.31-90 CONTRACTUAL SERV-OTHER	12,500.00	121,555.33	180,000.00	58,444.67	67.5
061-6100-000.32-10 AUDITING SERVICES	.00	27,300.00	15,000.00	(12,300.00)	182.0
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	1,461.33	11,814.37	15,000.00	3,185.63	78.8
061-6100-000.41-20 GARBAGE SERVICES	.00	.00	500.00	500.00	.0
061-6100-000.41-40 ELECTRICITY	758.23	6,020.86	15,000.00	8,979.14	40.1
061-6100-000.43-10 BUILDINGS AND GROUNDS	1,204.19	45,348.41	75,000.00	29,651.59	60.5
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	370.00	2,831.34	60,500.00	57,668.66	4.7
061-6100-000.43-51 GAS/OIL/DIESEL/LUBRICANTS	143.52	830.28	4,500.00	3,669.72	18.5
061-6100-000.46-10 PROPERTY TAXES	9,064.91	9,064.91	15,000.00	5,935.09	60.4
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	.00	377.35	250.00	(127.35)	150.9
061-6100-000.53-30 TELEPHONE	259.95	2,339.55	3,000.00	660.45	78.0
061-6100-000.53-40 LEGAL NOTICES	.00	.00	500.00	500.00	.0
061-6100-000.54-00 ADVERTISING	.00	198.00	5,000.00	4,802.00	4.0
061-6100-000.57-00 PERMITS	.00	75.00	3,000.00	2,925.00	2.5
061-6100-000.58-10 TRAVEL, FOOD & LODGING	.00	2,187.52	3,000.00	812.48	72.9
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	1,644.64	4,500.00	2,855.36	36.6
061-6100-000.60-10 OFFICE SUPPLIES	.00	213.43	1,200.00	986.57	17.8
061-6100-000.69-50 MISCELLANEOUS EXPENSES	.00	416.22	2,500.00	2,083.78	16.7
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	3,883.35	554,720.80	11,331,286.00	10,776,565.20	4.9
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	29,760.96	814,031.95	11,836,715.00	11,022,683.05	6.9
<u>AIRPORT</u>					
061-9500-000.81-01 TO GENERAL FUND	9,556.50	86,008.50	95,565.00	9,556.50	90.0
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	86,008.50	1,226,257.00	1,140,248.50	7.0
TOTAL FUND EXPENDITURES	39,317.46	900,040.45	13,062,972.00	12,162,931.55	6.9

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2025

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	29,362.50	58,725.00	29,362.50	50.0
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
062-6100-000.79-70	PRIN PMTS - CITY	.00	.00	.00	.00	.0
062-6100-000.79-75	INT PMTS - CITY	.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	58,487.50	207,850.00	149,362.50	28.1
	TOTAL FUND EXPENDITURES	.00	58,487.50	207,850.00	149,362.50	28.1

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2025

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
061-0000-300.00-0	BEGINNING BALANCE	.00	513,949.00	1,119,634.00	605,685.00	45.9
	TOTAL BEGINNING BALANCE	.00	513,949.00	1,119,634.00	605,685.00	45.9
	<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0	INTERGOVERNMENTAL REVENUE	51,335.00	116,335.00	646,335.00	530,000.00	18.0
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	51,335.00	116,335.00	646,335.00	530,000.00	18.0
	<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	45,845.63	100,000.00	54,154.37	45.9
	TOTAL GENERAL GOVERNMENT	.00	45,845.63	100,000.00	54,154.37	45.9
	<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0	AVIATION FUEL SALES	738.60	19,069.60	25,000.00	5,930.40	76.3
	TOTAL AVIATION FUEL SALES	738.60	19,069.60	25,000.00	5,930.40	76.3
	<u>INTEREST REVENUES</u>					
061-0000-361.00-0	INTEREST REVENUES	2,402.80	26,787.80	25,000.00	(1,787.80)	107.2
	TOTAL INTEREST REVENUES	2,402.80	26,787.80	25,000.00	(1,787.80)	107.2

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2025

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 362</u>					
061-0000-362.00-0	LEASE REVENUE	9,821.00	94,514.00	142,755.00	48,241.00	66.2
	TOTAL SOURCE 362	9,821.00	94,514.00	142,755.00	48,241.00	66.2
	<u>RENTAL REVENUES</u>					
061-0000-363.50-0	PROPERTY RENTALS	5,736.11	56,373.12	109,148.00	52,774.88	51.7
	TOTAL RENTAL REVENUES	5,736.11	56,373.12	109,148.00	52,774.88	51.7
	<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	OTHER MISC REVENUES	.00	5,878.00	25,000.00	19,122.00	23.5
	TOTAL OTHER MISC REVENUES	.00	5,878.00	25,000.00	19,122.00	23.5
	<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	GENERAL FUND	6,500.00	58,500.00	65,000.00	6,500.00	90.0
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	58,500.00	955,000.00	896,500.00	6.1
	<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	76,533.51	1,435,228.55	13,062,972.00	11,627,743.45	11.0

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2025

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	BEGINNING BALANCE	.00	74,236.00	53,232.00	(21,004.00)	139.5
	TOTAL BEGINNING BALANCE	.00	74,236.00	53,232.00	(21,004.00)	139.5
	<u>INTEREST REVENUES</u>					
062-0000-361.00-0	INTEREST REVENUES	2,075.43	11,610.24	5,220.00	(6,390.24)	222.4
	TOTAL INTEREST REVENUES	2,075.43	11,610.24	5,220.00	(6,390.24)	222.4
	<u>SOURCE 362</u>					
062-0000-362.00-0	LEASE REVENUE	8,750.00	39,375.00	52,008.00	12,633.00	75.7
	TOTAL SOURCE 362	8,750.00	39,375.00	52,008.00	12,633.00	75.7
	<u>RENTAL REVENUES</u>					
062-0000-363.50-0	PROPERTY RENTALS	8,018.40	116,639.14	97,390.00	(19,249.14)	119.8
	TOTAL RENTAL REVENUES	8,018.40	116,639.14	97,390.00	(19,249.14)	119.8
	<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	18,843.83	241,860.38	207,850.00	(34,010.38)	116.4



PO Box 285 □ Dallesport □ Washington □ 98617-0285
□ Airport Management □ 509-767-2272
manager@flycgra.com

AGENDA STAFF REPORT

MEETING DATE: April 18, 2025

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Selection Committee for Masterplan RFQ

BACKGROUND: The Columbia Gorge Regional Airport now has an RFQ being advertised for the upcoming Masterplan, the opportunity to respond closes on April 29th and will require the airport to review and select a consultant to perform this work with us.

Timeline of process

Anticipated Solicitation Schedule

1. 4/8/25 – Issuance of RFQ
2. 4/15/25 – Deadline for written questions response by
3. 4/29/25 – Submittals due
4. 5/6/25 – Evaluation then interviews (at the Airport's discretion)
5. 6/9/25 – Contract negotiations
6. 7/31/25 – Tentative award (upon FAA grant award)

May 6, 2025 Consultant selection

May 9, 2025 Consultant submits draft scope to FAA for review

May 26, 2025 FAA provides concurrence of scope

June 20, 2025 Sponsors provides Record of Negotiation, Fee, IFE, and final grant application

July/August 2025 FAA issues grant to sponsors to begin Master Plan Update

BUDGET IMPLICATIONS: NONE

BOARD ALTERNATIVES:

1. Move to appoint a committee or direct Staff to select a committee.
2. Move to provide staff with an alternate direction and solution.
3. Move to direct staff to take no action.



Aviation Management Services Monthly Report

April 18, 2025

- The Masterplan RFQ was posted on April 8th to be opened April 29th
- The budget is prepared for the City council.
- Staff needs a committee for the RFQ selection.
- Staff has received a couple of requests for info about our Masterplan.
- March Flight Numbers closed out with 1424 operations, double from last month.
- The transfer switch has been shipped and work will start as soon as it arrives.
- Construction has started on the Klickitat County EDA project.
- Staff met with the CGCC staff to sort out the details for the hangar lease and will continue to get all of the needed info.
- Professional Service Agreement has been signed with PAE
- The digitization project has been delivered for digitization.
- Staff would like to put the terminal area waterline project out to bid to be completed this summer.
- Staff continue to work with the FAA to close out on 2 of our grants.

- Groundskeeping and spraying have started for the year.
- Staff attended the OAMA legislative conference on 4/16/2025
- Staff is working with ANPC to have a SOP document for the future operations.

- **Staff attended the following meetings:**

- City Council.
- Klickitat County BOCC (virtual) Tuesday
- Klickitat County BOCC work session Thursday
- ODAV Board meeting
- The next Board Meeting will be 5/21/2025



**AVIATION MANAGEMENT
SERVICES**

jrenard@aviationmanagementservice.com