

MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
March 15, 2022

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Tim McGlothlin, Dave Griffith, Tim Urness, Jake Anderson (Zoom), Terry Trapp, Norm Deo

BOARD ABSENT:

STAFF PRESENT: Airport Manager Jeff Renard, FBO Manager Darren Lacock
Jonathon Kara (Zoom)

GUESTS: Dallesport Water district manager and Board.
Scott Dixon, Bill Clark, Dan Slead, Mark D., Chuck Covert

CALL TO ORDER

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

ROLL CALL

Roll call was conducted by the Airport Manager Jeff Renard.

APPROVAL OF AGENDA

The agenda was approved with corrections, adding Fencing Project as an action item.

APPROVAL OF MINUTES

The minutes were approved with corrections by unanimous consent.

PUBLIC COMMENTS

Chuck Covert inquired about whether or not a letter has been sent to the FAA regarding the Dallesport Water District issue. Jonathan Kara has not met with the water district and was finalizing details to send to the FAA. Scott Dixon, with the water district, shared the Dallesport water district's concerns and communication with the FAA. Jonathan thanked the City and County for their patience while navigating this issue and informed them that the letter will be drafted timely and according to government principals and not under the pressure of future developers. Jim Wilcox suggested that Jonathan and Scott, along with members of both the airport board and the board of the water district meet up this week to clarify and resolve the issues at hand, all agreed.

A meeting will be held Wednesday, March 16, at 2:00 for Jonathan, Jake, Scott and members of both boards to discuss and finalize the letter being sent to the FAA

BOARD MEMBER REPORTS

Jake Anderson informed the board he has spoken with the Dept. of Ecology as to whether or not they can amend the water rights so they can pump the water out of their current well that wouldn't have to come out of the big well until it can be plugged in, hooked up and turned on. He got a verbal go ahead, yet not official in writing.

Jim informed the board of Jeff's Zoom meeting with the City council, it went well but was continually interrupted throughout the meeting by an individual with difficulties navigating the Zoom. Jonathan informed the board that the city council will be meeting in person starting March 28th.

Jim stated that quarterly reports from the airport will begin again.

FBO Report: Darren Lacock reported record fuel sales for both Hood River and The Dalles for the months of January (9,963 gallons) and February (13,145 gallons). Fuel prices are skyrocketing, increased by \$.45 last week; \$.23 on 100 low lead and \$.30 for jet fuel. Halfway through the month, they are currently at 7100 gallons, 4400 gallons away from the average. \$6.20 retail price currently for jet A and Low Lead.

Jim noted a difference in comparing the current FBO management vs. previous FBO management. TacAero FBO currently employs 15 individuals, a significant increase in employment thus making a huge difference to the airport.

ACTION ITEMS

Jeff noted that in regards to initiating the process of the EDA grant for the CGCC project, a letter needs to be sent to the FAA. Also, he wanted to make sure the board was aware that when they close down the runway there will be a loss of revenue; granted the revenue from the Flex Space building and new lots will far outweigh the \$20k loss on the closed runway. Jim stated that half the building will generate \$48k/yr vs. the \$20k loss. On an annual basis, it more than doubles the income. A motion is not necessary but Jeff wanted approval to initiate a pen and ink process, Tracy May is ready to do that. David Griffith asked how many employees the CGCC project will add. Jim indicated that there would be at least 2 instructors, maybe more. But ultimately it would be a feeder industry. Richard Foster added there would be 10-15 students as well.

2022 Airport Vision meeting results—Jeff sent out a list of the top 10 needs for the improvement of the airport.

Jake motioned to accept the list of improvements as priorities for the coming year.

Terry Trapp seconded, motion passed unanimously.

DISCUSSION ITEMS

Fencing Project–The Stevens lease on the cattle ground has volunteered to rebuild the fence along the north side of that property which is in dire need of repair. They just got a fresh quote from Coastal for the materials needed, \$5,016. They would immediately get started on rebuilding if approved. The board agreed to spend the money to fix the fence and noted how the cattle are a benefit to the property as they are seen as a fire prevention asset. Being that the project is over budget by \$16, the board moves.

Terry Trapp moves to accept the \$5,016 project expenditure to repair the north side of the Stevens leased fence, Tim McGlothlin seconded, motion passed unanimously.

Jim states there is a possible additional funding source they were unaware of. He called Nolan and got the official letter stating that if we get into the final funding cycle, Nolan will help with the funding application and can possibly help in the future. Jeff confirmed they made it to the second round of that process and states that this grant would be coming from Federal FEMA. This grant can help with the emergency generator hookup for the runway lights and fuel system/fuel farm, earthquake mitigation, and fire access to the terminal system.

Budget/Check Report- Chuck inquires about the taxes and notes that ½ are due in April. Jeff confirms they have already been submitted to Angie Wilson.

Chuck also inquired about the \$45k allotted to “buildings” in the budget. He wanted to know what that money was budgeted for. Jeff and Jim confirmed that it would be used for roofing repair and doors for hangars in need.

MANAGEMENT REPORT

Jeff shared an idea for the marina which includes a float plane dock and a card-lock fuel system with aviation fuel. The devastating fire that destroyed an entire finger of boathouses last summer has caused for a possible redesign of the space. A reconfiguration of that area on the west end of the marina could possibly house a float plane dock. There is a dire need in the area for this accommodation and has the potential to add an additional path of economic growth to The Dalles.

Jeff reported on the incident that happened at the airport last week. New FX3 came in on 31 and lost control of his aircraft. The airplane tipped on its left wing damaging the aircraft but not damaging the runway or injuring the pilot. The runway was shut down for 2 hours and the pilot called NTSB and sent them pictures.

NEXT MEETING

The next meeting will be April 19, 2022 at 7:00 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 7:56 am.

SIGNED:



Jim Wilcox, Chair



Jeff Renard, Airport Manager



**COLUMBIA GORGE
REGIONAL AIRPORT**

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

SIGN IN PLEASE

March 15, 2022
Board Meeting

Name	Agency/Company
BILL CLARK	DALLESPORT WATER DISTRICT
SCOTT DIXON	" " "
CHUCK COVERT	
MARK RAY	DPWD
David Griffith	A Port Bd
Dan Slead	DPWD



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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)

Tuesday March 15, 2022 @ 7:00am

At Airport Terminal and Via Zoom

Meeting ID: 898 5939 6846 Passcode: 310337

<https://us06web.zoom.us/j/89859396846?pwd=NHpDRDhXVHBCkV9mb0F6L3VTZHRVZz09>

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

- A. Regular Board Meeting Minutes of February 15, 2022

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. FBO Report

VII. Action Items

- A. Future CGCC building lot: See staff report
- B. Vision Meeting Results: See Vision results attachment
- C. Fencing Project (Stevens Cattle Lease)

VIII. Discussion Items

- A. Budget Report / Check Register
- B. City & Port Update



North Apron Project

The north apron project has been completed except for some painting and crack seal on the new helo pads. We were able to make use of the remaining funds in the grant and had 3 concrete helicopter pads poured in conjunction with the airplane tie downs. Last summer in the heat we had Huey helicopters here for the fire watch and they were causing damage to the black top. The grant should be closed out in this budget year with no carry over.

Fuel Farm Enhancements

We finished the 24,000 gallon fuel farm installation and have it full of fuel. This does a great service to our airport when the military calls and asks if we can fuel 22 helicopters in an afternoon. I love being able to say yes!! We need to plan for an additional 25-50,000 gallons as we develop our next Master Plan.

Fuel Sales Records

TacAero, the FBO at the airport, has been able to boast about the record number of gallons they have been able to sell each month. (It would not have been possible without the extra capacity.) The City receives .07 cent per gallon as a fuel flowage fee. As we have transient fire aircraft come in with their own fuel trucks, the airport charges them a .10 fuel flowage fee in addition to the daily ramp fees.

Full time employment at the airport

TacAero has 14 full time employees with another full time instructor coming in June. They also have 2 part time employees.

Life Flight ?

WyEast wildland fire crew

Dan Shaw / Delta Sierra Aviation 1 FT and 2-3 parttime

Scott Gifford 1 FT

Fire assets staged at the airport this summer

We will have multiple types of aircraft this year. It is too soon in the season to have anything definitive beyond at least 2 Fire Boss airplanes from Coastal Air Strike and 1 Huey helicopter from Washington Dept. of Natural Resources. As we get closer the USFS will assign a few "surge" aircraft to our airport.

Status of grant application for Flex building for CGCC

I will be sending a letter to the FAA to let them know that the airport and CGCC are working with the EDA for a grant for a new training facility and the infrastructure improvements to the business park.



Visioning meeting

The airport Board and a few stakeholders in the airport had a vision meeting to discuss and set a course as to what we each feel are the most important needs for the improvement of the airport.

The top 10 are as follows.

1. Grounds Maintenance
2. T Hangar Development
3. Equipment Update
4. Fencing
5. Funding Sources Expansion List
6. Fire Base Operations
7. Lease Terms / Standards
8. Water System at terminal building development
9. Fuel island realignment
10. Master Plan update

Abandoned runway rental

The closed runway has been booked for a good portion of the summer weekends, Team Oregon Motorcycle training and Northwest Auto Association and Gresham Police Dept. are the primary users. We will continue to use it for the fire season aircraft as they are dispatched to our region. As we develop the business park we will ultimately lose this piece of asphalt and all associated revenue, yet gain building rentals and land lease revenue.

Hazard Mitigation Funding Opportunity

I have submitted a letter of intent to the Oregon Office of Emergency Management with 3 different projects for our airport.

1. Emergency Generator for Runway lights and fuel
2. Fuel Farm Earthquake mitigation
3. Terminal Building water system (Fire hydrants and buildings)

March 11, 2022 at 1:36 PM

Airport fence project

18 rolls of wire x \$98= \$1764

400 1.33 T posts x \$5.40= \$2160

400 wire fence stays x \$0.98= \$392

7 stretching structures x \$100= \$700

Total material is \$5,016

Quote from The Dalles Coastal on
3/11/2022

MOTION TO APPROVE MATERIAL PURCHASE

TERRY TRAPP

Tim McGlothlin 2ND

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10 CONTRACTUAL SERVICES	(10,391.25)	489.30	1,350.00	860.70	36.2
061-6100-000.31-90 CONTRACTUAL SERV-OTHER	20,822.50	73,961.75	154,935.00	80,973.25	47.7
061-6100-000.32-10 AUDITING SERVICES	200.00	5,200.00	5,500.00	300.00	94.6
061-6100-000.34-10 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.41-10 WATER & SEWER	400.00	2,944.62	9,700.00	6,755.38	30.4
061-6100-000.41-20 GARBAGE SERVICES	.00	.00	250.00	250.00	.0
061-6100-000.41-40 ELECTRICITY	1,469.33	6,920.44	10,000.00	3,079.56	69.2
061-6100-000.43-10 BUILDINGS AND GROUNDS	11.91	11,326.07	25,000.00	13,673.93	45.3
061-6100-000.43-45 JOINT USE OF LABOR/EQUIP	.00	.00	1,000.00	1,000.00	.0
061-6100-000.43-50 VEHICLES	693.43	16,585.20	24,100.00	7,514.80	68.8
061-6100-000.43-51 GAS/OIL/DIESEL/LUBRICANTS	1,089.74	2,007.80	2,700.00	692.20	74.4
061-6100-000.46-10 PROPERTY TAXES	.00	19,821.55	14,300.00	(5,521.55)	138.6
061-6100-000.52-10 LIABILITY	.00	11,167.00	9,800.00	(1,367.00)	114.0
061-6100-000.52-30 PROPERTY	.00	10,582.52	14,800.00	4,217.48	71.5
061-6100-000.53-20 POSTAGE	63.07	249.11	300.00	50.89	83.0
061-6100-000.53-30 TELEPHONE	257.79	1,548.21	1,800.00	251.79	86.0
061-6100-000.53-40 LEGAL NOTICES	.00	.00	250.00	250.00	.0
061-6100-000.54-00 ADVERTISING	.00	.00	10,000.00	10,000.00	.0
061-6100-000.57-00 PERMITS	.00	.00	1,000.00	1,000.00	.0
061-6100-000.58-10 TRAVEL, FOOD & LODGING	.00	632.38	2,000.00	1,367.62	31.6
061-6100-000.58-50 TRAINING AND CONFERENCES	.00	.00	1,800.00	1,800.00	.0
061-6100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	38.52	550.00	511.48	7.0
061-6100-000.60-10 OFFICE SUPPLIES	.00	978.97	800.00	(178.97)	122.4
061-6100-000.69-50 MISCELLANEOUS EXPENSES	.00	398.74	1,000.00	601.26	39.9
061-6100-000.69-80 ASSETS < \$5000	.00	.00	.00	.00	.0
061-6100-000.72-20 BUILDINGS	.00	.00	45,000.00	45,000.00	.0
061-6100-000.72-30 BUILDINGS - HANGER	.00	.00	.00	.00	.0
061-6100-000.73-30 IMPRVMTS OTHER THAN BLDGS	96,464.98	221,563.00	2,972,607.00	2,751,044.00	7.5
061-6100-000.74-10 MACHINERY	.00	.00	5,000.00	5,000.00	.0
061-6100-000.78-50 FIXED ASSET RECLASS ACCT	.00	.00	.00	.00	.0
TOTAL AIRPORT	111,081.50	386,415.18	3,316,542.00	2,930,126.82	11.7
<u>AIRPORT</u>					
061-9500-000.81-62 TO AIRPORT DEBT SERVICE	.00	.00	.00	.00	.0
061-9500-000.88-00 CONTINGENCY	.00	.00	366,856.00	366,856.00	.0
061-9500-000.89-00 UNAPPROPRIATED ENDING FUND BAL	.00	.00	276,197.00	276,197.00	.0
TOTAL AIRPORT	.00	.00	643,053.00	643,053.00	.0
TOTAL FUND EXPENDITURES	111,081.50	386,415.18	3,959,595.00	3,573,179.82	9.8

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	85,000.00	85,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	34,575.00	69,150.00	34,575.00	50.0
062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS	.00	25,000.00	25,000.00	.00	100.0
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	100.43	2,500.00	2,399.57	4.0
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	5,250.00	5,250.00	.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	30,500.00	30,500.00	.0
TOTAL DEBT SERVICE	.00	89,925.43	242,400.00	152,474.57	37.1
TOTAL FUND EXPENDITURES	.00	89,925.43	242,400.00	152,474.57	37.1

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	742,591.09	687,011.00	(55,580.09)	108.1
TOTAL BEGINNING BALANCE	.00	742,591.09	687,011.00	(55,580.09)	108.1
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	65,000.00	65,000.00	.00	100.0
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	.00	65,000.00	65,000.00	.00	100.0
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	28,840.27	275,000.00	246,159.73	10.5
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	2,530,000.00	2,530,000.00	.0
TOTAL FEDERAL REVENUES	.00	28,840.27	2,805,000.00	2,776,159.73	1.0
<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	27,780.00	27,780.00	.0
TOTAL STATE GRANTS	.00	.00	27,780.00	27,780.00	.0
<u>GENERAL GOVERNMENT</u>					
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
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	697.41	10,443.29	15,000.00	4,556.71	69.6
TOTAL AVIATION FUEL SALES	697.41	10,443.29	15,000.00	4,556.71	69.6
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	85.95	933.84	8,450.00	7,516.16	11.1
TOTAL INTEREST REVENUES	85.95	933.84	8,450.00	7,516.16	11.1

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

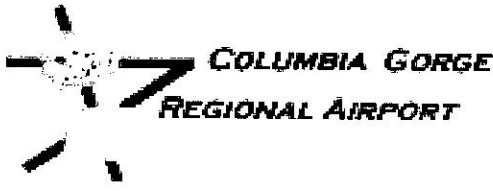
AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RENTAL REVENUES</u>					
061-0000-363.50-0	14,283.56	116,945.37	207,227.00	90,281.63	56.4
PROPERTY RENTALS					
TOTAL RENTAL REVENUES	14,283.56	116,945.37	207,227.00	90,281.63	56.4
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	2,925.00	7,909.85	16,800.00	8,890.15	47.1
OTHER MISC REVENUES					
TOTAL OTHER MISC REVENUES	2,925.00	7,909.85	16,800.00	8,890.15	47.1
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	11,347.91	90,783.28	124,827.00	34,043.72	72.7
GENERAL FUND					
TOTAL OPERATING TRANSFERS IN	11,347.91	90,783.28	124,827.00	34,043.72	72.7
<u>SALE OF FIXED ASSETS</u>					
061-0000-392.00-0	.00	.00	.00	.00	.0
SALE OF FIXED ASSETS					
TOTAL SALE OF FIXED ASSETS	.00	.00	.00	.00	.0
<u>PROCEEDS- LT LIABILITIES</u>					
061-0000-393.10-0	.00	.00	.00	.00	.0
LOAN/BOND PROCEEDS					
TOTAL PROCEEDS- LT LIABILITIES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	29,339.83	1,063,446.99	3,959,595.00	2,896,148.01	26.9

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0 BEGINNING BALANCE	.00	64,378.25	65,732.00	1,353.75	97.9
TOTAL BEGINNING BALANCE	.00	64,378.25	65,732.00	1,353.75	97.9
<u>INTEREST REVENUES</u>					
062-0000-361.00-0 INTEREST REVENUES	29.26	172.24	362.00	189.76	47.6
TOTAL INTEREST REVENUES	29.26	172.24	362.00	189.76	47.6
<u>RENTAL REVENUES</u>					
062-0000-363.50-0 PROPERTY RENTALS	16,495.00	136,470.00	176,306.00	39,836.00	77.4
TOTAL RENTAL REVENUES	16,495.00	136,470.00	176,306.00	39,836.00	77.4
<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	16,524.26	201,020.49	242,400.00	41,379.51	82.9



PO Box 285 • Dallesport • Washington
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AGENDA STAFF REPORT

MEETING DATE: March 15, 2022

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Letter to FAA informing them of CGRA and EDA's desire to initiate a pen and ink process and for EDA to start the NEPA process.

BACKGROUND: Klickitat County in partnership with The City of The Dalles and Columbia Gorge Community College are in the final stages of being awarded a Federal EDA grant to expand utilities to four additional aviation lots in the CGRA business park and construct a flex space hangar. I will be sending a letter to the FAA to start the process with the 2 Federal agencies (FAA & EDA) to determine who will lead the environmental part of the project.

The location of the building lots and road do cause for the elimination of the closed runway.

BUDGET IMPLICATIONS:

Increased monthly rental income from half of flex space hangar. \$4-5000 per month.

Loss of \$20,000 per year of runway rental from non aviation customers.

BOARD ALTERNATIVES:

1. **Staff recommendation:** Move to approve the letter to FAA to introduce the EDA and the intent to start the NEPA process.
2. Move to approve letter to the FAA with following changes
3. Move to take no action.



2022 Airport Vision Results

Rank	Project
9th	Fuel Island Realignment
14th	Modern Aesthetically Pleasing Facilities
3rd	Grounds Maintenance
20th	NE Corner Development
17th	Increased Use of Closed Runway (Heliport, Taxilane, etc.)
6th	Fire Base Operations
10th	Master Plan Update (2025)
12th	Topographic Map with Utility Locations
Done	Development Proposal Criteria and Guidelines
21st	Well Development as Revenue Stream
1st	T-Hangar Development
7th	Lease Terms (Standards, Flexibility)
4th	Fencing
19th	Office Space (temp)
2nd	Equipment (update)
8th	Water System at Terminal Location
13th	Develop conceptual building development map
18th	Onsite residence
17th	Jet Center concepts and drawings
16th	Elected Owners Educations
16th	Runway Lighting Upgrades
5th	Funding Sources Expansion List
11th	Management Relationship
22nd	Runway Extension (Webster Orchard Agreement)

