COLUMBIA GORGE REGIONAL AIRPORT

PO Box 285 • Dallesport • Washington •98617-0285
• Airport Management • 509-767-2272
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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)
Friday July 21, 2019 @ 7:00am
Meeting to be held at the Airport Terminal in Dallesport, WA

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of June 19, 2019

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. Roseland Project – Conditions Deadline

VII. Discussion Items

A. DWD – Payments and Well Security

B. Budget Report

C. Check Register

VIII. Management Report

A. CGCC Boeing Meeting

B. New QT Pod Fuel Terminal

C. Apron Project Update

IX. Adjournment

Next meeting: August 21, 2019

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MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
June 21, 2019

PRESIDING:	President Jim Wilcox
BOARD PRESENT:	Jim Wilcox, David Griffith, Dave Sauter, Terry Trapp, and Russ Brown
BOARD ABSENT:	Norm Deo and Tim Urness
STAFF PRESENT:	Aryn Rasmussen, Airport Manager; David Rasmussen, AMS; Chuck Covert, Airport; Daren Lacock of TacAero and Dallesport Fire District; Julie Krueger, City of The Dalles
PUBLIC:	Linda Rose, Roseland Property Group; David McNeal, B-MCC Member; WJ Morris, Dallesport Water District; Tony O'Neil, Radix Construction; Rich May, City of The Dalles (Mayor); Carter & Olivia Crowe, Citizens; Gary Englund, Hanger Owner; George Baruxes, Seville, FC;

CALL TO ORDER

The meeting was called to order by Chairman Jim Wilcox at 10:02 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

Rich Mayes the Mayor of the City of The Dalles introduced himself to the airport board and the community present at the meeting.

BOARD MEMBER REPORTS

Jim Wilcox thanked the airport manager for including the staff reports and support documents in the board packet. He and the manager are continuing to work on preparing a thorough board packet in order to conduct efficient and productive board meetings.

Dave Sauter received a note from Senator Jim Honeyford in regards to the airport property taxes. Sen. Honeyford was the original sponsor of the addition to senate bill 6731 to charge property tax to airports larger than 500 acres in size. Dave explained the change between the original intent of the bill and the current partnership between the City and the County and Sen. Honeyford has agreed to support the new bill amendment during the next session.

ACTION ITEMS

A. Apron Rehab Project:

Aryn recapped the staff report for the north apron rehabilitation project, noting that the construction bids came in over budget. After conversations with PAE and the FAA about the funding shortage, the FAA has noted the additional funds required to complete the project. Once the rest of the FAA projects have come back from the bidding process, the FAA will determine if and/or how much additional funding is available for the apron project. The airport will be required to contribute the additional match money as well. Due to the timeline of the apron project starting on or around 1 September 2019, it is necessary to decide to accept funding for the base bid plus additive or base bid only prior to the FAAs final decision.

Russ Brown motioned to recommend to the City Council and County Commissioners to conditionally approve an additional $415,000 in funding from the FAA for the Apron Rehabilitation project with the understanding the airport will be responsible for an additional $46,667 in match money. Dave Sauter seconded. Motion passed unanimously, Tim Urness and Norm Deo absent.

B. Roseland Project:

Aryn reviewed the staff report stated that after reviewing the documents provided by the Roseland's and a lot of the historical documentation it is apparent that this project does not have an established project development plan to help navigate the requirements of the project. In addition, the airport does not currently have an updated vision of what would be the best use for that portion of the airport grounds. The airport has never gone through an RFP process to outline the requirements the airport (City and County) have for the land or to determine what opportunities are feasible. She recommended to void the motion from April 2019 meeting and establish a working group to develop a Request For Proposal (RFP) for development of airport property that is aligned with the airports future master plan.

Jim Wilcox commented that the MOU documents did not outline the criteria set by the board at the April 2019 meeting. His suggestion is to continue with the 90-day period to accomplish the set tasks previously approved by the board. He also suggested the attorneys from the Roseland's and the City/County need to meet about the documents.

Russ Brown stated he would like to wait to make any decisions until the entire board was present.

Dave Sauter agreed every effort should be made to ensure the entire board is present and that he is sensitive to the fact that we gave the project a 90-day period to complete the tasks and we should respect that.

Linda Rose requested that the attorney's all meet to discuss the MOU, purchase agreement and lease agreement because they will be able to figure out the differences.

Aryn commented that they attorneys will not be able to negotiate the documents because there is no development plan established to outline the base criteria for the purchase and lease agreements. In addition, the previous motion by the board stated the MOU would be negotiated if the set tasks were completed in the 90-day period.

Jim Wilcox suggests that no motion be made. He requests that the Roseland's bring an update on the status of their required actions to the next meeting. Specifically, the purchase of private property adjacent to the airport property.

No Action Taken.

DISCUSSION ITEMS

A. Water District:

Aryn reported back from the most recent DWD meeting. There was a lot of concern from the community in regards to the operation and administration of the DWD. Chuck Covert asked if had received an answer from the DWD attorney in regards to their rate schedule and the ability of the DWD commissioners to make exceptions to rates. Aryn said she had not received an answer from the DWD. WJ Morris a DWD Commissioner confirmed no response has been provided.
WJ Morris spoke on behalf of the DWD and asks the board respectfully defers until next month due to the DWD election. The DWD is working to correct some of their internal issues and to work on the CGRA and DWD relationship.

Russ Brown commented that he is very concerned that since his appointment to the airport board it has not been a good relationship. He would like to explore other options that CGRA could use to develop the use of the airport well and water rights.

Dave Sauter commented it's not a bad idea to explore other option. The airport has a very valuable asset they are transferring and even though DWD is a government organization, it's still critical to ensure it's still in the best interest of the airport. A lot has changed in the relationship and before it was thought there was an entity that could manage the asset, but an entity should

not fall due to one person's actions. It doesn't hurt anything for the airport to get more information.

Jim Wilcox commented it won't cost the airport anything to do some research and look at a potential "Plan B".

Dave Sauter will talk with the County Prosecuting Attorney in regards to the 2011 and 2012 water agreements. Aryn will follow up and also talk with the city attorney.

B. Budget Report:

No comments or questions.

C. Check Register:

No comments or questions.

D. CGRA Sell Sheet Draft Review:

Board provided positive feedback for sell sheet draft. Aryn will finalize approval of graphics and start using to promote business park and airport development.

MANAGEMENT REPORT

Gary Englund Hangar: Tenant and hangar owner Gary Englund asked for approval from board to complete drainage pipe in front of his hangar in order to pave is ramp. Jim Wilcox said as long as there are no issues with the engineering plans to go ahead and get started. Aryn will get a copy of the engineering plans from Tenneson Engineering and give to Mr. Englund.

Aryn commented she attended the 2019 Washington Airport Manager Association Conference from June 3rd – 5th.

Aryn and Darren Lacock commented on the success of the 2019 CGRA Fly – In. It was a great success for the Dallesport Volunteer Fire District, they raised a record profit in the 5 years they have been putting on the Fly – In. A highlight was having local WWII veteran CPT David Childs and his family present to view and sit in a P-47, the aircraft he flew during the war.

NEXT MEETING

The next meeting will be July 19, 2019 at 7:00 am.

ADJOURMENTS

Having no further business, the meeting was adjourned at 10:58 am.

SIGNED:

_____

Jim Wilcox, President

ATTEST:

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Aryn Rasmussen, Airport Manager

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AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: July 26, 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Roseland Condition(s) Deadline

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

At the April 2019 board meeting, the airport board moved to recommend the following 5 requirements for the project no later than 90 days after 30 April 2019:

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

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

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

COUNCIL ALTERNATIVES:

1. **Staff recommendation: Move to cease negotiations with Roseland Property Group for development of airport property and direct staff to place a discussion item on the next agenda for an updated master plan in regards to development of airport property.**

2. Move to rescind the 4 unmet conditions and direct staff to place a discussion item

on the next agenda to outline requirements for the next steps of the Roseland project.

3. Move to extended deadline by 6 – 12 months.

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AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: JULY 26, 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Water Bill

BACKGROUND: In September 2018 the CGRA's base water rate was raised from $400 to $800 a month. The airport manager has continued to pay the original rate of $400 a month as directed by the airport board during the April 2019 board meeting.

BUDGET IMPLICATIONS: The monthly water bill was doubled and the airport had an outstanding balance of $3,781.30.

CURRENT STATUS: At the 7/10/19 DWD Commissioner meeting motion M07102019-B waived the CGRA's outstanding balance and set the monthly base rate to $400.00. Attachment A.

Attachment A

7-10-2019 Dallesport Water District

Meeting Minutes

4:15PM Executive Session

5:00 PM Call Meeting to Order- Meeting was called to order by Commissioner Murray.

Pledge of Allegiance

Roll Call- Commissioner Murray, Commissioner Morris, District Clerk/Operator Wilson. Audience Members include Jana Greenfield, Renee McNeal, David McNeal, Bill Adams, Bill Clark, Leo Walton, Scott Dixon, Ann Slead.

Correspondence

Motion: M07102019-A Accept resignation letter 6-30-2019 from Commissioner Craig Stephens- Dallesport Water District has received correspondence from Craig Stephens dated 6/30/2019 the received letter is as follows because of inaction and stagnation Dallesport Water District board of directors I hereby tender my resignation hopefully the board will be able to move forward and complete the in-progress projects good luck to good luck to the Dallesport Water District and the residence of Dallesport, signed Craig H Stephens. Commissioner Morris made a motion to accept resignation Chris Murray second. Roll call, all commissioners approved.

Open the floor for volunteer to fill vacant Commissioner Seat- The district will now open the floor for the vacant commissioner seat. Commissioner Morris asked the audience if there was any volunteers. William Adams volunteered to fill the open the commissioner seat as an interim until a new elected commissioner in January.

Move to install volunteer (Roll Call)- Commissioner Morris made a motion to approve William Adams as temporary Commissioner until December 31st, 2019. Commissioner Murray seconded. Roll call all Commissioners approved.

Swear Commissioner in- Commissioner Adams was sworn into office at 4 minutes and 44 seconds into the meeting on July 10th, 2019.

Move to vote for new Chairman of DWD Commission (Roll Call)- Commissioner Murray made a motion to apoint a Chairman of the board, Bill Morris. Commissioner Adams seconded. Roll call, all Commissioners approved.

Manager's Report- Per Department of Health requirements, the district will be testing iron and manganese daily. every quarter the Water District will be sending water samples to

an appropriate lab for lab testing. this is a requirement that the Department of Health starting to enforce.

Motion: M07102019-B Motion to correct billing and waive past due amounts of CGRA- Corrective action to write off billing for Columbia Gorge Regional Airport in the amount of $3,781.30 which includes late fees. corrective action to set Columbia Gorge Regional Airport Base rate at $400 permanent. Commissioner Murray seconded. Roll call, all Commissioners approved.

Motion: M07102019-C Motion to approve and enact the 2019 budget as presented- Commissioner Morris made a motion to approve and enact 2019 budget. Commissioner Murray seconded. Roll call, all Commissioners approved.

Motion: M07102019-D Motion to approve Paid Holiday Schedule for Employee's- Commissioner Morris made a motion to approve and enact a paid holiday schedule for employees as follows New Year's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. Commissioner Murray seconded. Roll call all Commissioners approved.

Motion: M07102019-E Motion to approve on call pay schedule for Mr. Wilson- Commissioner Morris made a motion approve and enact on-call pay or Mr. Wilson. $2.50 per hour for 14 hours for weekday $35 a day. $2.50 per hour 48 hours for weekend $120 her weekend. this will go into effect August 1st, 2019. Commissioner Murray seconded. Roll call all Commissioners approved.

Motion: M07102019-F Motion to set next meeting for 7-31-2019- Commissioner Morris made a motion to approve next meeting for Dallesport Water District to be July 31st, 2019 at 5 p.m. at the Dallesport Community Center. Commissioner Murray seconded. roll call all Commissioners approved.

Motion: M07102019-G Motion to approve the issuance of RFP for engineering- Commissioner Morris made a motion to approve the issuance of RFP for Engineering Services Dallesport water, to mirror that of Klickitat County. At 4:15 on July 10th, 2019 in an executive session, Dallesport Water District made a motion to remove John Grim as the engineer of record Dallesport Water District. Commissioner Murray seconded. Roll call, all Commissioners approved.

Motion: M07102019-H Motion to accept and sign Mountain View Estates Subdivision Developers Extension Agreement dated June 2019- Commissioner Morris made a motion to accept and sign Mountain View Estates subdivision Developers extension agreement dated June 2019. This is the 26 lot housing development that is going in behind the Post Office and District

Pump Station. The subdivision has already been approved and the extension agreement is part of the final approval. Commissioner Murray seconded. Roll call, all Commissioners approved.

Review of consent Agenda Items-
Commdi-1, Dallesport Water District shall apply for credit cards from Bank of the West $3,000 total credit requested, $1,500 her card but the first card to be issued to Mr. Austin Wilson.
Commdi-2, Mrs. Wilson, please advise the commission as to the current PTO rate schedule in affect at Dallesport Water District.
Commdi-3, Mrs. Wilson, please set a quarterly schedule and provide snapshots to the commission of the Dallesport Water District financials on this quarterly basis.
Commdi-4, Mr. Wilson, please provide fire flow test rates from the weakest 7/8/2019 to The Dallesport Water District commissioners of the next meeting 7/31/2019.
Commdi-5, Mr. Wilson, Please institute a purchase order system Dallesport Water District to be in effect no later than 7/31/2019.
Commdi-6, Please update all emergency contacts and 411 system information please complete by 7/24/2019.

Motion: M07102019-I Motion to approve Consent Agenda- Commissioner Morris made a motion to approve consent agenda as amended. commissioner Murray seconded. Roll call, all Commissioners approved the following Commdi's.