



PO Box 285 □ Dallesport □ Washington □98617-0285  
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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 October 11, 2022 @ 8:00am

At Airport Terminal and Via Zoom

Meeting ID: [898 5939 6846](#) Passcode: 310337

## **I. Roll Call**

## **II. Approval of Agenda**

## **III. Approval of Minutes**

A. Regular Board Meeting Minutes of Sept 20, 2022

## **IV. Public Comments (Items not on the Agenda)**

## **V. Board Member Reports**

## **VI. FBO Report**

**VII. Action Items:** Hangar and Land lease rate schedule (See attached ASR)

## **VIII. Discussion Items**

A. Budget Report / Check Register

## **IX. Management Report**

A. Runway Lights: *List of fixtures that will not come on with bulb swap has been shared with the electrician. No scheduled date with him yet.*

B. Hangar Roof repair plans *Waiting on the 3 written quotes for the replacement metal.*

C. Hangar waiting list has 25 active pilots

D. Grant Updates *Applying for COAR, OEM/FEMA moving forward. South Apron in final design. EDA in cultural resource review.*

E. Staff will be attending both Washington and Oregon Airport Conferences in the next 2 weeks.

F. Staff is working with Scott Dixon to confirm the water usage in the terminal area, we will have a listening device here on Wednesday.

G. Staff is getting fresh bids for the design of the new terminal water system.

**X. Meeting adjournment at \_\_\_\_\_AM**

**Next meeting: November 15, 2022**

**MINUTES**  
**COLUMBIA GORGE REGIONAL AIRPORT MEETING**  
September 20, 2022

**PRESIDING:** Chair Jim Wilcox

**BOARD PRESENT:** Jim Wilcox, Tim McGlothlin, Dave Griffith, Jake Anderson, Terry Trapp, Tim Urness Jonathon Kara (Zoom)

**BOARD ABSENT:** Norm Deo

**STAFF PRESENT:** Airport Manager Jeff Renard, FBO Manager Darren Lacock

**PUBLIC:** Chuck Covert (Zoom)

**CALL TO ORDER**

The meeting was called to order by Chair Jim Wilcox at 7:08 am.

**ROLL CALL**

Roll call was conducted by Chair Jim Wilcox.

**APPROVAL OF AGENDA**

The agenda was approved as presented with the addition of “Hangar Lease” under Action Items.

**APPROVAL OF MINUTES**

The minutes were approved as presented with the mention of the August meeting being canceled.

**PUBLIC COMMENTS**

None

**BOARD MEMBER REPORTS**

It was with unanimous consent that Jim Wilcox will approach Matthew Klebes regarding the outdated joint operating agreement with Klickitat county.

Regarding the Dallesport Water District, there is nothing to report.

FBO Report: August and September had average fuel sales. Fire season is ending and the Fire Boss will be leaving this Friday. Jet season is beginning and there has been a lot of military movement with 18 Black Hawks transitioning through a couple of days ago.

## **ACTION ITEMS**

Hangar Lease: Jim read a letter from Jeff Renard sent to all the County Commissioners, City Council members, city manager and city attorney regarding possible conflict of interest in building a 40 x 40 structure with 20 x 20 extension. Jeff is requesting approval of continuing the process of building the structure.

**Jake Anderson moved to allow Jeff to go forward pursuing the building, subject to no conflict of interest. Tim McGlothlin seconds the motion. *Passed Unanimously by Board members Present.***

## **DISCUSSION ITEMS –**

Budget/Check Report- none

Jim suggests the board reappoints a lease rate committee and charges them to come back in 2 weeks with a new rate schedule for hangar and ground leases. The volunteers for this committee includes David Griffith, Tim Urness, Jake Anderson and Jim Wilcox. They will meet this Friday at noon at Zim's and Jeff will have a proposed rate schedule for both ground and hangar lease and possibly a recommendation to the commission to approve the rate schedule.

Future meetings for the airport board will take place the 3rd Tuesday of each month at 8:00 a.m. The reason for this change is to include Matthew Klebes in the meetings.

Richard Foster gave CGCC/EDA update.

## **MANAGEMENT REPORT –**

Grant Updates (Hazard Mitigation, South Apron, EDA, Fuel Island Apron)

Design Update South apron

Roof Repair/Red and White Hangar

Roofing quotes Blue Quonset Building

Airspace tool

## **NEXT MEETING**

The next meeting will be October 18, 2022 at 8:00 am.

**ADJOURNMENTS**

Having no further business, the meeting was adjourned at 8:12 am.

SIGNED:

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Jim Wilcox, Chair

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Jeff Renard, Airport Manager

Report Criteria:

Actual amounts  
 Accounts with balances or activity  
 Account.Account number = "06161000003110"-06161000007410",06261000007915"- "06261000007980"  
 [Report].Fund = "061"-062"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>061-6100-000.31-10 CONTRACTUAL SERVICES</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	40.00
AP	654	WAVE	20.00		
		**VendorNo: 10091 **Inv. No: 103341201-0009691 **Desc: CITY ISP PROVIDER **Inv. Date: 9/1/2022 **PO No: **Remit Name: WAVE **Merchant Vendor No: 10091 **Merchant Vendor Name: WAVE **Invoice Created By: Irowland			
	09/30/2022 (09/22)	Period Totals and Balance	20.00 *	.00 *	60.00
YTD Encumbrance	.00	YTD Actual	60.00	Total	60.00
			YTD Budget	1,350.00	Unexpended
					1,290.00
<b>061-6100-000.31-90 CONTRACTUAL SERV-OTHER</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	13,168.43
AP	980	HOOD TECH CORP-AERO INC	1,151.86		
		**VendorNo: 10697 **Inv. No: 14670 **Desc: AIRPORT MAINTENANCE **Inv. Date: 8/17/2022 **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			
AP	195	AVIATION MANAGEMENT SERVICES	11,358.67		
		**VendorNo: 10704 **Inv. No: 8-2022 **Desc: AUGUST 2022 AIRPORT MGNT CONTRACT **Inv. Date: 8/31/2022 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland			
	09/30/2022 (09/22)	Period Totals and Balance	12,510.53 *	.00 *	25,678.96
YTD Encumbrance	.00	YTD Actual	25,678.96	Total	25,678.96
			YTD Budget	180,000.00	Unexpended
					154,321.04
<b>061-6100-000.32-10 AUDITING SERVICES</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	2,100.00
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	2,100.00
YTD Encumbrance	.00	YTD Actual	2,100.00	Total	2,100.00
			YTD Budget	6,430.00	Unexpended
					4,330.00
<b>061-6100-000.41-10 WATER &amp; SEWER</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	422.26
AP	498	DALLESPOUR WATER ASSOCIATION	422.49		
		**VendorNo: 366 **Inv. No: ACT 100173 08-22 **Desc: AIRPORT WATER **Inv. Date: 8/31/2022 **PO No: **Remit Name: DALLESPOUR WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPOUR WATER ASSOCIATION **Invoice Created By: Irowland			
	09/30/2022 (09/22)	Period Totals and Balance	422.49 *	.00 *	844.75
YTD Encumbrance	.00	YTD Actual	844.75	Total	844.75
			YTD Budget	9,700.00	Unexpended
					8,855.25
<b>061-6100-000.41-20 GARBAGE SERVICES</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	.00
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	250.00	Unexpended
					250.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>061-6100-000.41-40 ELECTRICITY</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	1,387.54
AP	526	KLICKITAT COUNTY PUD	564.34		
		**VendorNo: 689 **Inv. No: 6195849 09-22 **Desc: AIRPORT ELECTRICITY **Inv. Date: 9/7/2022 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland			
AP	527	KLICKITAT COUNTY PUD	241.47		
		**VendorNo: 689 **Inv. No: 69456080 09-22 **Desc: AIRPORT ELECTRICITY **Inv. Date: 9/7/2022 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland			
AP	528	KLICKITAT COUNTY PUD	109.16		
		**VendorNo: 689 **Inv. No: 69547775 09-22 **Desc: AIRPORT ELECTRICITY **Inv. Date: 9/7/2022 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	914.97 *	.00 *	2,302.51
YTD Encumbrance	.00	YTD Actual 2,302.51	Total 2,302.51	YTD Budget 10,000.00	Unexpended 7,697.49

<b>061-6100-000.43-10 BUILDINGS AND GROUNDS</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	3,208.65
AP	995	GENESIS LAMP CORPORATION	939.52		
		**VendorNo: 10824 **Inv. No: 14119 **Desc: LIGHTING SUPPLIES **Inv. Date: 7/28/2022 **PO No: **Remit Name: GENESIS LAMP CORPORATION **Merchant Vendor No: 10824 **Merchant Vendor Name: GENESIS LAMP CORPORATION **Invoice Created By: Irowland			
AP	1032	MASTERCARD	270.63		
		**VendorNo: 10541 **Inv. No: 8386 08-22 **Desc: 5/8 SHEAVE WHEELS J RENARD **Inv. Date: 8/31/2022 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	1,210.15 *	.00 *	4,418.80
YTD Encumbrance	5.00	YTD Actual 4,418.80	Total 4,423.80	YTD Budget 50,000.00	Unexpended 45,576.20

<b>061-6100-000.43-45 JOINT USE OF LABOR/EQUIP</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	.00
		09/30/2022 (09/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00	Total .00	YTD Budget 5,000.00	Unexpended 5,000.00

<b>061-6100-000.43-50 VEHICLES</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	135.95
AP	4	CM & WO SHEPPARD INC	174.75		
		**VendorNo: 264 **Inv. No: 24549 **Desc: DUAL GRASS HDD RING **Inv. Date: 8/9/2022 **PO No: **Remit Name: CM & WO SHEPPARD INC **Merchant Vendor No: 264 **Merchant Vendor Name: CM & WO SHEPPARD INC **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	174.75 *	.00 *	310.70
YTD Encumbrance	.00	YTD Actual 310.70	Total 310.70	YTD Budget 40,000.00	Unexpended 39,689.30

<b>061-6100-000.43-51 GAS/OIL/DIESEL/LUBRICANTS</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	105.99
AP	1033	MASTERCARD	34.90		
		**VendorNo: 10541 **Inv. No: 8386 08-22 **Desc: FUEL J RENARD **Inv. Date: 8/31/2022 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland			
AP	1034	MASTERCARD	92.00		
		**VendorNo: 10541 **Inv. No: 8386 08-22 **Desc: FUEL J RENARD **Inv. Date: 8/31/2022 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	126.90 *	.00 *	232.89
YTD Encumbrance	.00	YTD Actual 232.89	Total 232.89	YTD Budget 3,500.00	Unexpended 3,267.11

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>061-6100-000.46-10 PROPERTY TAXES</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	.00
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	15,000.00	Unexpended
					15,000.00
<b>061-6100-000.52-10 LIABILITY</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	6,613.16
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	6,613.16
YTD Encumbrance	.00	YTD Actual	6,613.16	Total	6,613.16
			YTD Budget	9,800.00	Unexpended
					3,186.84
<b>061-6100-000.52-30 PROPERTY</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	5,852.84
JE	3	RECLASSIFY CIS EXPENSES INCORRECTLY S	9,459.09		
	09/30/2022 (09/22)	Period Totals and Balance	9,459.09 *	.00 *	15,311.93
YTD Encumbrance	.00	YTD Actual	15,311.93	Total	15,311.93
			YTD Budget	14,800.00	Unexpended
					511.93-
<b>061-6100-000.53-20 POSTAGE</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	.00
AP	865	PURCHASE POWER	95.76		
	**VendorNo: 2842 **Inv. No: 8000-9000-0260-2351 09-22 **Desc: POSTAGE REIMB 07-01-2022 TO 09-23-2022 **Inv. Date: 9/26/2022 **PO No: **Remit Name: PURCHASE POWER **Merchant Vendor No: 2842 **Merchant Vendor Name: PURCHASE POWER **Invoice Created By: Irowland				
	09/30/2022 (09/22)	Period Totals and Balance	95.76 *	.00 *	95.76
YTD Encumbrance	.00	YTD Actual	95.76	Total	95.76
			YTD Budget	325.00	Unexpended
					229.24
<b>061-6100-000.53-30 TELEPHONE</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	532.80
AP	396	CHARTER COMMUNICATIONS	259.95		
	**VendorNo: 4316 **Inv. No: 0122193082622 **Desc: WEB HOSTING AIRPORT **Inv. Date: 8/26/2022 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland				
AP	1030	MASTERCARD	25.79		
	**VendorNo: 10541 **Inv. No: 8386 08-22 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 8/31/2022 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland				
	09/30/2022 (09/22)	Period Totals and Balance	285.74 *	.00 *	818.54
YTD Encumbrance	.00	YTD Actual	818.54	Total	818.54
			YTD Budget	2,000.00	Unexpended
					1,181.46
<b>061-6100-000.53-40 LEGAL NOTICES</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	.00
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	250.00	Unexpended
					250.00



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>061-6100-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	200.00
		09/30/2022 (09/22) Period Totals and Balance	.00 *	.00 *	200.00
YTD Encumbrance	.00	YTD Actual	200.00	Total	200.00
			YTD Budget	750.00	Unexpended
					550.00
<b>061-6100-000.60-10 OFFICE SUPPLIES</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	.00
AP	1029	MASTERCARD	28.99		
		**VendorNo: 10541 **Inv. No: 8386 08-22 **Desc: TR COLOR PRINTER PPR J RENARD **Inv. Date: 8/31/2022 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	28.99 *	.00 *	28.99
YTD Encumbrance	.00	YTD Actual	28.99	Total	28.99
			YTD Budget	800.00	Unexpended
					771.01
<b>061-6100-000.69-50 MISCELLANEOUS EXPENSES</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	1,200.00
AP	1031	MASTERCARD	100.00		
		**VendorNo: 10541 **Inv. No: 8386 08-22 **Desc: MARITIME INFORMATION J RENARD **Inv. Date: 8/31/2022 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	100.00 *	.00 *	1,300.00
YTD Encumbrance	.00	YTD Actual	1,300.00	Total	1,300.00
			YTD Budget	1,500.00	Unexpended
					200.00
<b>061-6100-000.69-80 ASSETS &lt; \$5000</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	.00
		09/30/2022 (09/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>061-6100-000.73-30 IMPRVMTS OTHER THAN BLDGS</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	26,296.92
AP	355	PRECISION APPROACH ENGINEERING	3,274.10		
		**VendorNo: 3780 **Inv. No: 5657 **Desc: SOUTH APRON & TAXILANES- DESIGN **Inv. Date: 3/31/2022 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland			
AP	356	PRECISION APPROACH ENGINEERING	3,038.70		
		**VendorNo: 3780 **Inv. No: 5655 **Desc: SOUTH APRON & TAXILANES- DESIGN **Inv. Date: 5/31/2022 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland			
AP	357	PRECISION APPROACH ENGINEERING	24,068.15		
		**VendorNo: 3780 **Inv. No: 5719 **Desc: SOUTH APRON & TAXILANES- DESIGN **Inv. Date: 7/31/2022 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland			
		09/30/2022 (09/22) Period Totals and Balance	30,380.95 *	.00 *	56,677.87
YTD Encumbrance	.00	YTD Actual	56,677.87	Total	56,677.87
			YTD Budget	3,155,780.00	Unexpended
					3,099,102.13
<b>061-6100-000.74-10 MACHINERY</b>					
		08/31/2022 (08/22) Balance	.00 *	.00 *	.00
		09/30/2022 (09/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	35,000.00	Unexpended
					35,000.00

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Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
		Total AIRPORT FUND:	<u>55,730.32</u>	<u>.00</u>	<u>55,730.32</u>

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Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	25,000.00
	09/30/2022 (09/22)	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
<b>062-6100-000.79-55 PRIN PMTS - K CO CERB LN</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	25,000.00
	09/30/2022 (09/22)	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
<b>062-6100-000.79-60 LOAN INTEREST PAYMENTS</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	109.45
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	109.45
YTD Encumbrance	.00	YTD Actual 109.45 Total	109.45	YTD Budget 2,500.00	Unexpended 2,390.55
<b>062-6100-000.79-65 INT PMTS - K CO CERB LN</b>					
	08/31/2022 (08/22)	Balance	.00 *	.00 *	4,875.00
	09/30/2022 (09/22)	Period Totals and Balance	.00 *	.00 *	4,875.00
YTD Encumbrance	.00	YTD Actual 4,875.00 Total	4,875.00	YTD Budget 4,875.00	Unexpended .00

Number of transactions: 0	Number of accounts: 4	Debit	Credit	Proof
Total AIRPORT DEBT SERVICE FUND:		.00	.00	.00
Number of transactions: 21	Number of accounts: 37	Debit	Credit	Proof
Grand Totals:		55,730.32	.00	55,730.32

Report Criteria:

Actual amounts

Accounts with balances or activity

Account.Account number = "06161000003110"- "06161000007410", "06261000007915"- "06261000007980"

[Report].Fund = "061"- "062"

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10	20.00	60.00	1,350.00	1,290.00	4.4
061-6100-000.31-90	12,510.53	25,678.96	180,000.00	154,321.04	14.3
061-6100-000.32-10	.00	2,100.00	6,430.00	4,330.00	32.7
061-6100-000.34-10	.00	.00	1,000.00	1,000.00	.0
061-6100-000.41-10	422.49	844.75	9,700.00	8,855.25	8.7
061-6100-000.41-20	.00	.00	250.00	250.00	.0
061-6100-000.41-40	914.97	2,302.51	10,000.00	7,697.49	23.0
061-6100-000.43-10	1,210.15	4,418.80	50,000.00	45,581.20	8.8
061-6100-000.43-45	.00	.00	5,000.00	5,000.00	.0
061-6100-000.43-50	174.75	310.70	40,000.00	39,689.30	.8
061-6100-000.43-51	126.90	232.89	3,500.00	3,267.11	6.7
061-6100-000.46-10	.00	.00	15,000.00	15,000.00	.0
061-6100-000.52-10	.00	6,613.16	9,800.00	3,186.84	67.5
061-6100-000.52-30	9,459.09	15,311.93	14,800.00	( 511.93)	103.5
061-6100-000.53-20	95.76	95.76	325.00	229.24	29.5
061-6100-000.53-30	285.74	818.54	2,000.00	1,181.46	40.9
061-6100-000.53-40	.00	.00	250.00	250.00	.0
061-6100-000.54-00	.00	.00	10,000.00	10,000.00	.0
061-6100-000.57-00	.00	.00	1,000.00	1,000.00	.0
061-6100-000.58-10	.00	.00	2,500.00	2,500.00	.0
061-6100-000.58-50	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-70	.00	200.00	750.00	550.00	26.7
061-6100-000.60-10	28.99	28.99	800.00	771.01	3.6
061-6100-000.69-50	100.00	1,300.00	1,500.00	200.00	86.7
061-6100-000.69-80	.00	.00	.00	.00	.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	30,380.95	56,677.87	3,155,780.00	3,099,102.13	1.8
061-6100-000.74-10	.00	.00	35,000.00	35,000.00	.0
061-6100-000.78-50	.00	.00	.00	.00	.0
<b>TOTAL AIRPORT</b>	<b>55,730.32</b>	<b>116,994.86</b>	<b>3,603,735.00</b>	<b>3,486,740.14</b>	<b>3.3</b>
<u>AIRPORT</u>					
061-9500-000.81-62	.00	.00	.00	.00	.0
061-9500-000.88-00	.00	.00	360,374.00	360,374.00	.0
061-9500-000.89-00	.00	.00	109,437.00	109,437.00	.0
<b>TOTAL AIRPORT</b>	<b>.00</b>	<b>.00</b>	<b>469,811.00</b>	<b>469,811.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>55,730.32</b>	<b>116,994.86</b>	<b>4,073,546.00</b>	<b>3,956,551.14</b>	<b>2.9</b>

CITY OF THE DALLES  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 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	.00	66,600.00	66,600.00	.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	109.45	2,500.00	2,390.55	4.4
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	4,875.00	4,875.00	.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	54,984.45	234,334.00	179,349.55	23.5
TOTAL FUND EXPENDITURES	.00	54,984.45	234,334.00	179,349.55	23.5



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## AGENDA STAFF REPORT

**MEETING DATE:** October 11, 2021

**TO:** AIRPORT BOARD

**FROM:** AIRPORT MANAGER

**ISSUE:** Land Lease and Hangar Rate Schedule

**BACKGROUND:** The Columbia Gorge Regional Airport (KDLS) has been the subject of renewed interest recently. More specifically, numerous individuals have approached the Airport indicating a desire to enter into long-term land leases where they intend to construct hanger spaces for personal aircraft or lease space.

Prior to entertaining a lease, staff felt it appropriate to conduct a rent analysis to determine market rates for airport land leases. The analysis reviewed existing airport lease rates and compared KDLS to nearby airports. Today, the base lease rate is set at \$.14 per square foot (sf) on an annual basis which was established in 200?, while the study recommends a price range of \$.20 to \$.65 per sf per year.

Staff is recommending a base lease rate of \$0.20 sf per year on an annual basis for the "airside" building lots. These square foot calculations will be based on the dedicated space to the project. If the project requires dedicated ramp space and parking this area would be included in the total square footage.

Staff is recommending a base lease rate of \$0.30 per sq ft per year on an annual basis for the “**business park**” building lots. These square foot calculations will also be based on the dedicated space to the project.

Each of these lease’s shall have a consumer price index (CPI) increase annually at the rate of 2.6% per year which is applied to the rental rates at the term of the agreement.

The CPI is an index generated by the Bureau of Labor Statistics that measures the prices paid by urban consumers for a representative basket of goods and services. The index is used in leases as an attempt to fairly increase or decrease the rent required to be paid by a tenant to correspond. For our purposes we have taken an average of the previous 5 years as our rate.

As part of this rate study staff found that our T and box hangar rates are competitive to other markets. The finding needing to be corrected is the disparity of rates for the same space in each building, due to missed rate increases or CPI adjustments. Staff would like to stabilize these rates as per the attached “Rate Schedule” as well as start the annual CPI increase of the 2.6%

#### **BUDGET IMPLICATIONS:**

The adjustment of the lease rates and CPI increases will create additional revenue in each of the following years 2.6%

#### **COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** Authorize the Staff to adjust the Land Lease Rates as described above.
2. Move to authorize Staff to change Land Lease Rates with recommended modifications.
3. Decline to authorize and provide additional direction.

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	.00	721,736.00	721,736.00	.0
TOTAL BEGINNING BALANCE	.00	.00	721,736.00	721,736.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	32,500.00	65,000.00	32,500.00	50.0
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	32,500.00	65,000.00	32,500.00	50.0
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	.00	302,780.00	302,780.00	.0
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	2,691,000.00	2,691,000.00	.0
TOTAL FEDERAL REVENUES	.00	.00	2,993,780.00	2,993,780.00	.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	.00	.00	.0
TOTAL STATE GRANTS	.00	.00	.00	.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	3,702.79	3,702.79	17,000.00	13,297.21	21.8
TOTAL AVIATION FUEL SALES	3,702.79	3,702.79	17,000.00	13,297.21	21.8
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	438.65	2,029.79	8,450.00	6,420.21	24.0
TOTAL INTEREST REVENUES	438.65	2,029.79	8,450.00	6,420.21	24.0



CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 362</u>					
061-0000-362.00-0 LEASE REVENUE	.00	.00	.00	.00	.0
TOTAL SOURCE 362	.00	.00	.00	.00	.0
<u>RENTAL REVENUES</u>					
061-0000-363.50-0 PROPERTY RENTALS	22,321.25	50,839.87	180,080.00	129,240.13	28.2
TOTAL RENTAL REVENUES	22,321.25	50,839.87	180,080.00	129,240.13	28.2
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0 OTHER MISC REVENUES	850.00	2,845.16	20,000.00	17,154.84	14.2
TOTAL OTHER MISC REVENUES	850.00	2,845.16	20,000.00	17,154.84	14.2
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0 GENERAL FUND	5,416.67	16,250.01	65,000.00	48,749.99	25.0
TOTAL OPERATING TRANSFERS IN	5,416.67	16,250.01	65,000.00	48,749.99	25.0
<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	32,729.36	108,167.62	4,073,546.00	3,965,378.38	2.7

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	.00	.00	29,069.00	29,069.00	.0
	.00	.00	29,069.00	29,069.00	.0
<u>INTEREST REVENUES</u>					
062-0000-361.00-0	72.01	322.09	125.00	( 197.09)	257.7
	72.01	322.09	125.00	( 197.09)	257.7
<u>SOURCE 362</u>					
062-0000-362.00-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
<u>RENTAL REVENUES</u>					
062-0000-363.50-0	17,070.00	50,380.00	205,140.00	154,760.00	24.6
	17,070.00	50,380.00	205,140.00	154,760.00	24.6
<u>SOURCE 391</u>					
062-0000-391.61-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	17,142.01	50,702.09	234,334.00	183,631.91	21.6