

MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
February 21, 2023

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jim Wilcox, Tim McGlothlin, Tim Urness, Terry Trapp, Norm Deo, Randy Anderson

BOARD ABSENT: Lori Zoller

STAFF PRESENT: Airport Manager Jeff Renard, FBO Manager Darren Lacock, City Manager Mathew Klebes, City Attorney Jonathan Kara (Zoom)

CALL TO ORDER

The meeting was called to order by Chair Jim Wilcox at 7:56 am.

ROLL CALL

Roll call was conducted by Jim Wilcox.

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

The minutes were approved as presented.

PUBLIC COMMENTS

N/A

BOARD MEMBER REPORTS

Terry Trapp brought to attention reports of an individual selling drone pictures. These pictures are within 5 miles of the airport and are possibly breaking the FAA guidelines. The FAA will be contacting the photographer. W.J. Morris asked to be notified of the FAA report in regards to drones flying around the airport.

Jim reported that the Budget Committee met and the details regarding the 2023 budget are moving forward. City Manager Mathew Klebes shared further details regarding the budget and the involvement of the City of The Dalles and Klickitat County.

Jim appointed David Griffith as Chairman of the Marketing Plan with Tim Urness assisting. Description of that plan was elaborated and David graciously agreed to move forward as

chairman and to devise a plan for the airport. Jim requested that Jeff send him all the contact information for the Board. Chuck Covert asked if the Advertising Budget will be used for the Marketing Plan. The response is yes, it will.

A Conflict of Interest letter was sent from Jim Wilcox to the Airport Board, the Columbia Gorge Regional Airport, The City of The Dalles, and the Klickitat County Commissioners regarding his interest in investing in building a hangar at the airport for aviation purposes.

FBO Report: Darren Lacock reported that January was above average in fuel sales and February will be a record fuel sales month. Hood Aero changed their signs from TacAero to Hood Aero and they are in the process of transitioning their website to reflect the same changes. Hood Aero Maintenance and their flight school are both swamped with business. Chuck asked for clarification of Exhibit A on the Hood Aero lease agreement, as well as clarification on the upstairs leased space.

ACTION ITEMS –

Randy Anderson moved to recommend to the city and county to renew the contract with Hood Tech Corp Aero. Inc. dba Hood Aero and the City of The Dalles and Klickitat County with the amendments noted. 1) Strike last sentence of Flowage Fee, 2) Define the airport manager's office space upstairs as not part of the leased space, 3) Include correct building in Exhibit A. Terry Trapp seconded the motion. *The vote was passed unanimously by the board members present.*

Chuck inquired about whether or not an expired lease with Hood Tech should have been caught in the lease tracker. Jim responded that the lease tracker is tracking hangar leases and not contracts. This function is being taken over by the city attorney's office.

Chuck also inquired about the rate increase on the management contract.

Terry Trapp moved to recommend to the City and County to approve the third amendment and contract extension of AMS. Randy seconded the motion. *The vote was passed unanimously by the board members present.*

Chuck requested clarification on Tenneson Engineering as DWD as the engineer on record. W.J. Morris confirmed that yes they are.

Tim Urness moved to direct the manager to employ Tenneson Engineering to do the engineering for the fire flow line. Tim McGlothlin seconded the motion. *The vote was passed unanimously by the board members present.*

Randy Anderson moved to resume the Airport Board meetings on the third Friday of each month at 7:30 am. Tim Urness seconded the motion. *The vote was passed unanimously by the board members present.*

Tim Urness was looking for clarification on the weight capacity of the closed runway. Chuck stated that somewhere in the history there is a core sample report. Jeff said he would attempt to find it. Tim requested that Jeff send the board a rough drawing of a map showing where a new terminal would be located.

Chuck inquired whether or not the ALP has been approved by the FAA. Jeff stated the pen and ink process is in place and the ALP will be updated upon completion of the South Apron project.

Chuck raised a question regarding the reversionary clause for airside vs. business park land leases. More discussion needed.

Randy moved for tentative approval of both Approved Safe Storage LLC and Chak Chak LLC hangar projects and to review the final lease agreement at the next meeting. Tim McGlothlin seconded the motion. *The vote was approved 5 to 1 with Norm Deo voting No.*

DISCUSSION ITEMS –

Budget Report: Randy Anderson pointed out some discrepancies with the budget and explained that those were due to miscategorized items by The City of The Dalles. The bottom line is that the airport budget is healthy.

MANAGEMENT REPORT –

Jeff Renard gave grant updates regarding the Haz. Mit., South Apron, EDA and Fuel Island

OEM/FEMA: There are no new updates.

The South Apron FAA Grant is ready to go to bid with pending approval from FAA.

COAR Grants: Jeff applied for 4 grants and was awarded 4 grants.

\$250,000 FAA match for South Apron.

\$31,860 match for the Fuel Apron grant. (\$318k BIL funds)

\$131,000 for a new emergency generator and connection alongside OEM grant.

\$250,000 for a new above ground self-serve fuel system for the new fuel apron.

If the airport is successful with all of the grant requests, they will leverage \$4.2 million in grants with a local investment of \$174,780. (4%)

NEXT MEETING

The next meeting will be March 17, 2023 at 7:30 am.

The 2023 Vision Meeting is postponed until next month.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 10:04 am.

SIGNED:


Jim Wilcox, Chair or Vice Chair Tim Urness


Jeff Renard, Airport Manager