

COLUMBIA GORGE REGIONAL AIRPORT MEETING MINUTES

February 16, 2024

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jim Wilcox, Tim McGlothlin (Zoom), Tim Urness, Randy Anderson, Terry Trapp, James Smith

BOARD ABSENT: Lori Zoller

STAFF PRESENT: Airport Manager Jeff Renard, FBO Manager Darren Lacock
City Manager Mathew Klebes, City EDO Dan Spatz (Zoom)

CALL TO ORDER

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

ROLL CALL

Roll call was conducted by Jim Wilcox.

APPROVAL OF AGENDA

The agenda was approved by unanimous consent with the addition of Hangar Grant Application (VIII B).

APPROVAL OF MINUTES

Randy Anderson moved to approve the minutes, James Smith seconded the motion. The minutes were approved as presented by unanimous consent.

PUBLIC COMMENTS

(None)

BOARD MEMBER REPORTS

Randy and Jeff Renard met to go over the budget.

AIRPORT SPONSORS/PARTNER REPORTS

Dan Spatz reported that in regards to the grant, there was a design meeting with the County and college. They are focusing on getting letters of support by March 18th for the community initiated projects.

FBO Report: Darren Lacock reported that due to the weather, January was slow selling just over 1200 gallons of fuel.

ACTION ITEMS

*Randy Anderson moved for the airport to pay the current water bill as it is. Terry Trapp seconded. **The motion passed unanimously.***

*Terry Trapp moved to direct staff to continue with the Connect Oregon Grant and pursue the aforementioned funding from the airport sponsors. James Smith seconded. **The motion passed with one abstention.***

DISCUSSION ITEMS

Budget/Check Report: Randy noted that the airport received a second bill for the audit.

Design Standards Committee: Jim Wilcox appointed the committee and gave specific instruction in coming together for a consensus for adoption regarding the Design Standards.

There will be a Vision Meeting directly following the Airport Board meeting this morning.

MANAGEMENT REPORT

See attached Manager's Report.

NEXT MEETING

The next meeting will be March 15, 2024 at 7:30 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 8:46 am.

SIGNED:

Jim Wilcox, Chair

Jeff Renard, Airport Manager

COLUMBIA GORGE REGIONAL AIRPORT MEETING MINUTES

January 26, 2024

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jim Wilcox, Tim McGlothlin (Zoom), Tim Urness, Randy Anderson, Terry Trapp, James Smith, Lori Zoller (Zoom)

BOARD ABSENT:

STAFF PRESENT: Airport Manager Jeff Renard, FBO Manager Darren Lacock
City Manager Mathew Klebes, City Attorney Jonathon Kara
(Zoom), City EDO Dan Spatz

CALL TO ORDER

The meeting was called to order by Chair Jim Wilcox at 7:34 am.

ROLL CALL

Roll call was conducted by Jim Wilcox.

APPROVAL OF AGENDA

The agenda was approved by unanimous consent with the addition of Board Reorganization (III B).

APPROVAL OF MINUTES

The minutes were approved as presented by unanimous consent.

Terry Trapp made a motion for Jim Wilcox to continue as Chair of the Board. James Smith seconded the motion. The motion passed unanimously.

Tim Urness moved to approve Terry Trapp as vice chair, the vote passed unanimously by the board members present.

PUBLIC COMMENTS

Dan Spatz reported calendar items approaching in March with visits at the airport from Business Oregon and Oregon Aviation and Washington Aviation for future planning.

BOARD MEMBER REPORTS

A Budget Committee was appointed in November and met at the beginning of January. Jim reported that the budget was not done but would hopefully be finished by the next board meeting.

AIRPORT SPONSORS/PARTNER REPORTS

Lori Zoller didn't have an update but expressed appreciation for the new economic development person, Keeton, and his presence at the board meeting.

Dan Spatz gave an update on the funding status of \$1.4M with Klickitat County and the Washington legislature.

Jonathan Kara did not have an update on the well issue with the FAA. The turnaround time has been delayed due to the retirement of an FAA representative but he is optimistic for a timely response.

FBO Report: As reported by Darren Lacock, December was slightly below average for fuel sales due to weather conditions. January is extremely slow due to the snow and weather.

ACTION ITEMS

Audit Report Randy Anderson moves to accept the audit report. Tim Urness seconded the motion. The motion passed unanimously by the board members present.

DISCUSSION ITEMS

Budget/Check Report- Randy Anderson put together an end-of-the-year cash statement per the request of Jim Wilcox and explained the findings of that report. Also, the city audit is complete with a clean opinion. Lori and Jim expressed their appreciation for the work Randy has done.

Jim noted that the February packet for the board would include a worksheet and history of the previous year's vision results. There will be a meeting for the 2024 vision after the regular meeting, as well as the appointment of a Design Standards Review Committee.

MANAGEMENT REPORT

See attached Manager's Report.


NEXT MEETING

The next meeting will be February 16, 2024 at 7:30 am.

ADJOURNMENTS

Having no further business, the meeting was adjourned at 8:35 am.

SIGNED:



Jim Wilcox, Chair



Jeff Renard, Airport Manager