



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

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 November 17, 2023 @ 7:30 am

At Airport Terminal and Via Zoom

Meeting ID: 824 0933 1104 Passcode: 424214

<https://us06web.zoom.us/j/82409331104?pwd=aG9pT21pRjhwT00xTEYyY2ZqMhYwUT09#success>

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of October 20, 2023

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Airport Sponsors/ Partner Reports

VII. FBO Report

VIII. Action Items

IX. Discussion Items

A. Budget Report / Check Register

X. Management Report

(See attached report)

XI. Adjournment: _____AM

Next meeting: December15, 2023 7:30 AM (Friday)

Columbia Gorge Regional Airport

At Airport Terminal and Via Zoom
Meeting ID: 824 0933 1104 Passcode: 424214

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MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
October 20, 2023

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jim Wilcox, Tim McGlothlin, Tim Urness, Norm Deo, Randy Anderson, Terry Trapp, James Smith, Lori Zoller

BOARD ABSENT: None

STAFF PRESENT: Airport Manager Jeff Renard, FBO Manager Darren Lacock, City EDO Dan Spatz, City Manager Mathew Klebes, City Attorney Jonathon Kara, HoodAero Kevin Cole

STAFF ABSENT: None

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 as presented by unanimous consent.

APPROVAL OF MINUTES

Tim Urness moved to approve the minutes as amended with the addition of Dan Spatz listed as Staff Present. Randy Anderson seconded, all present approved.

PUBLIC COMMENTS

BOARD MEMBER REPORTS

Jim Wilcox reported that on October 4th, he took a trip with Bryan Despain and Melissa to the Oregon National Guard to tour the facility and program. Jim gave details of this trip.

Lori Zoller welcomed James Smith to the Airport Board.

Chair Wilcox made mention of public comments on social media regarding airport property and proposed projects.

AIRPORT SPONSORS/PARTNER REPORTS

Dan Spatz is awaiting an update from the City and explained the details surrounding the loan.

FBO REPORT

FBO Report: Darren Lacock stated that this year to date is the 4th best year in fuel sales with \$205k gallons sold thus far. 5 Chinooks came through last night and there was also a reported airplane that crashed on the south side of The Dalles.

ACTION ITEMS

Terry Trapp made a motion to approve the Jordan/Richter hangar Application to Build with the review of the plan subject to a final approval. Randy Anderson seconded the motion. *The vote was passed unanimously by the board members present.*

DISCUSSION ITEMS

Budget/Check Report: Randy Anderson is awaiting the finalization of the audit. Randy made a motion to approve the Budget Report; Tim Urness seconded the motion. Motion passed unanimously.

A draft of the Marketing Plan was sent out to the board members by David Griffith. David discussed the details of his plan for the airport which included an aircraft display. Mike Davis offered his assistance to David for any planning needs he might have.

Jeff Renard gave an update regarding the waterline. The chair of the Dallesport water district, Mark Peppel, stated their intent to bill the airport starting November 1st for a 3 inch meter, doubling the current cost. In-depth discussion regarding this change ensued.

MANAGEMENT REPORT

See attached Manager's Report.

NEXT MEETING

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

ADJOURNMENTS

Having no further business, the meeting was adjourned at 9:19 am.

SIGNED:

Jim Wilcox, Chair

Jeff Renard, Airport Manager



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SIGN IN PLEASE

October 20, 2023
Board Meeting

Name	Agency/Company
Ethan Wray	the Dalles
Bill Clark	DALLESPORT WATER DISTRICT
Wade Rogers	418 Scamidge Av
Debs Simonsen	local pilot
Dan Steaf	local
CHUCK COVERT	Local
BRYAN AUSTIN	CGCC-AMTS
MIKE DAVIS	CGCC

Columbia Gorge Regional Airport
For the four months ended October 31, 2023

Airport fund 061

YTD				
Actual	Budget	Variance	Percent	

Revenue

Intergovernmental revenue	\$ 32,500	\$ 84,230	\$ 51,730	38.6%
Federal grants FAA	-	3,488,240	3,488,240	-
Federal grants MISC		2,913,419	2,913,419	-
State grants		662,860	662,860	
Misc. sales and services		22,000	22,000	-
Aviation fuel sales	11,815	20,000	8,185	59.1
Interest income	13,196	6,336	(6,860)	208.3
Lease, property rentals	24,301	104,924	80,623	23.2
Property rentals	47,470	76,699	29,229	61.9
Other misc. revenue	5,050	20,000	14,950	25.3
Operating transfers in	<u>123,308</u>	<u>369,923</u>	<u>246,615</u>	33.3
Total revenue	<u>257,640</u>	<u>7,768,631</u>	<u>7,510,991</u>	

Expenditures

Contractual services	39,921	180,000	140,079	22.2
Audit services	13,300	9,000	(4,300)	147.8
Engineering services		30,000	30,000	-
Utilities	12,124	25,750	13,626	47.1
Property taxes & insurance	31,602	39,600	7,998	79.8
Buildings & grounds	4,139	50,000	45,861	8.3
Vehicle expense	276	30,500	30,224	0.9
Office expense	1,860	3,950	2,090	47.1
Permits, legal, advertising	874	5,250	4,376	16.6
Travel, training, dues	835	10,000	9,165	8.4
Miscellaneous expense	-	2,000	2,000	-
Buildings	-	45,000	45,000	-
Imprvmts other than buildings	722	7,307,759	7,307,037	0.0
Machinery	<u>-</u>	<u>25,000</u>	<u>25,000</u>	-
Total expenditures	<u>105,653</u>	<u>7,763,809</u>	<u>7,658,156</u>	

Other

To Airport debt service	-	-	-	
Contingency	-	532,489	532,489	
Unapprop. Ending fund balance	<u>-</u>	<u>262,461</u>	<u>262,461</u>	
Total other	<u>-</u>	<u>794,950</u>	<u>794,950</u>	

Summary

Beginning fund balance		790,128	(790,128)	
Add, revenues	257,640	7,768,631	(7,510,991)	
Less, expenditures	(105,653)	(7,763,809)	7,658,156	
other	<u>-</u>	<u>(794,950)</u>	<u>794,950</u>	
Ending fund balance	<u>\$ 151,987</u>	<u>\$ -</u>	<u>\$ 151,987</u>	

Columbia Gorge Regional Airport
For the four months ended October 31, 2023

Debt service fund 062

	YTD Actual	Budget	Variance	Percent
Revenue				
Interest income	\$ 1,622	\$ 639	\$ 983	253.8%
Lease revenue	8,890	23,878	(14,988)	
Property rentals	61,293	154,792	(93,499)	39.6
Transfer from airport fund	-	-	-	-
	<u>71,805</u>	<u>179,309</u>	<u>(107,504)</u>	
Total revenue				
Expenditures				
Bond principal	-	90,000	90,000	-
Bond interest	-	62,775	62,775	-
Loan principal payments	-	-	-	-
Prin pymt -K Co Cerb Ln	25,000	-	(25,000)	-
Loan interest payments	-	25,000	25,000	-
Int pymt - K Co Cerb Ln	4,500	4,500	-	100.0
Reserve for future debt svc.	-	25,359	25,359	-
	<u>29,500</u>	<u>207,634</u>	<u>178,134</u>	
Total expenditures				
Summary				
Beginning fund balance	-	28,325	(28,325)	
Add, revenues	71,805	179,309	(107,504)	
Less, expenditures	<u>(29,500)</u>	<u>(207,634)</u>	<u>178,134</u>	
Ending fund balance	<u>\$ 42,305</u>	<u>\$ -</u>	<u>\$ 42,305</u>	

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include All Comments
- Include Funds: 061-062
- Page and Total by Fund
- Include Balance Sheets: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CONTRACTUAL SERVICES			09/30/2023 (09/23) Balance	061-6100-000.31-10			5,865.00
09/30/2023	AP	176	WAVE **VendorNo: 10091 **Inv. No: 103341201-0010409 **Desc: CITY ISP PROVIDER **Inv. Date: 9/30/2023 **PO No: **Remit Name: WAVE **Merchant Vendor No: 10091 **Merchant Vendor Name: WAVE **Invoice Created By: Irowland		20.00		
			10/31/2023 (10/23) Period Totals and Balance		20.00 *	.00 *	5,865.00
YTD Encumbrance	.00	YTD Actual	5,885.00 Total	5,885.00 YTD Budget	1,500.00 Unexpended	(4,385.00)	
CONTRACTUAL SERV-OTHER			09/30/2023 (09/23) Balance	061-6100-000.31-90			27,420.50
09/30/2023	AP	391	AVIATION MANAGEMENT SERVICES **VendorNo: 10704 **Inv. No: 9-2023 **Desc: SEPTEMBER 23 AIRPORT MGNT CONTRACT **Inv. Date: 9/30/2023 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		12,500.00		
			10/31/2023 (10/23) Period Totals and Balance		12,500.00 *	.00 *	39,920.50
YTD Encumbrance	.00	YTD Actual	39,920.50 Total	39,920.50 YTD Budget	180,000.00 Unexpended	140,079.50	
AUDITING SERVICES			09/30/2023 (09/23) Balance	061-6100-000.32-10			600.00
09/30/2023	AP	638	KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **VendorNo: 10939 **Inv. No: 1067878 **Desc: AIRPORT AUDIT PROGRESS BILL FY22-23 **Inv. Date: 9/30/2023 **PO No: **Remit Name: KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **Merchant Vendor No: 10939 **Merchant Vendor Name: KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **Invoice Created By: Irowland		12,700.00		
			10/31/2023 (10/23) Period Totals and Balance		12,700.00 *	.00 *	13,300.00
YTD Encumbrance	.00	YTD Actual	13,300.00 Total	13,300.00 YTD Budget	9,000.00 Unexpended	(4,300.00)	
ENGINEERING SERVICES			09/30/2023 (09/23) Balance	061-6100-000.34-10			.00
10/23/2023	AP	732	TENNESON ENGINEERING INC **VendorNo: 1296 **Inv. No: 10599-01 **Desc: SURVEYING & ENGINEERING DESIGN FOR CGRA WATERLINE LOOP **Inv. Date: 10/23/2023 **PO No: **Remit Name: TENNESON ENGINEERING INC **Merchant Vendor No: 1296 **Merchant Vendor Name: TENNESON ENGINEERING INC **Invoice		7,650.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Created By: Irowland							
10/31/2023 (10/23) Period Totals and Balance					7,650.00 *	.00 *	7,650.00
YTD Encumbrance	.00	YTD Actual	7,650.00 Total	7,650.00 YTD Budget	30,000.00 Unexpended	22,350.00	
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WATER & SEWER		09/30/2023 (09/23) Balance		061-6100-000.41-10			2,042.48
10/03/2023	AP	299	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100173 10-23 **Desc: AIRPORT WATER **Inv. Date: 10/3/2023 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		456.00		
10/03/2023	AP	300	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100489 10-23 **Desc: AIRPORT WATER **Inv. Date: 10/3/2023 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		128.39		
10/11/2023	AP	692	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: 20231011-3 **Desc: HYDRANT METER AIRPORT **Inv. Date: 10/11/2023 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		253.10		
10/31/2023 (10/23) Period Totals and Balance					837.49 *	.00 *	2,879.97
YTD Encumbrance	.00	YTD Actual	2,879.97 Total	2,879.97 YTD Budget	12,000.00 Unexpended	9,120.03	
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GARBAGE SERVICES		09/30/2023 (09/23) Balance		061-6100-000.41-20			.00
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
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ELECTRICITY		09/30/2023 (09/23) Balance		061-6100-000.41-40			2,604.54
10/05/2023	AP	459	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 6195849 10-23 **Desc: AIRPORT ELECTRICITY **Inv. Date: 10/5/2023 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		534.91		
10/05/2023	AP	460	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69456080 10-23 **Desc: AIRPORT ELECTRICITY **Inv. Date: 10/5/2023 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		130.73		
10/05/2023	AP	461	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69547775 10-23 **Desc: AIRPORT ELECTRICITY **Inv. Date: 10/5/2023 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		88.62		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2023 (10/23) Period Totals and Balance					754.26 *	.00 *	3,358.80
YTD Encumbrance	.00	YTD Actual	3,358.80 Total	3,358.80 YTD Budget	12,000.00 Unexpended	8,641.20	
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BUILDINGS AND GROUNDS		09/30/2023 (09/23) Balance		061-6100-000.43-10			3,139.13
09/29/2023	AP	982	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: ROOF PROTECTOR UNDERLAYMENT ROLL J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		486.42		
09/29/2023	AP	983	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: HEAVY DUTY STAPLES J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		37.16		
09/29/2023	AP	984	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: STEEL CABLE, WIRE ROPE J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		298.33		
09/29/2023	AP	985	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: WIRE ROPE, MAG TOOL & SUPPLIES J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		178.01		
10/31/2023 (10/23) Period Totals and Balance					999.92 *	.00 *	4,139.05
YTD Encumbrance	.00	YTD Actual	4,139.05 Total	4,139.05 YTD Budget	50,000.00 Unexpended	45,860.95	
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JOINT USE OF LABOR/EQUIP		09/30/2023 (09/23) Balance		061-6100-000.43-45			.00
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
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VEHICLES		09/30/2023 (09/23) Balance		061-6100-000.43-50			.00
09/29/2023	AP	986	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: SOLID TELESCOPIC STABILIZER J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		79.00		
10/31/2023 (10/23) Period Totals and Balance					79.00 *	.00 *	79.00
YTD Encumbrance	.00	YTD Actual	79.00 Total	79.00 YTD Budget	22,000.00 Unexpended	21,921.00	
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GAS/OIL/DIESEL/LUBRICANTS		09/30/2023 (09/23) Balance		061-6100-000.43-51			143.02
09/29/2023	AP	981	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: FUEL J RENARD **Inv. Date:		54.02		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
10/31/2023 (10/23) Period Totals and Balance					54.02 *	.00 *	197.04
YTD Encumbrance	.00	YTD Actual	197.04 Total	197.04 YTD Budget	3,500.00 Unexpended	3,302.96	
<hr/>							
PROPERTY TAXES		09/30/2023 (09/23) Balance		061-6100-000.46-10			.00
10/30/2023	AP	697	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-2600-0014/00 10-23 **Desc: PROPERTY TAX 02-13-2600-0014/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		202.43		
10/30/2023	AP	698	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-2700-0006/00 10-23 **Desc: PROPERTY TAX 02-13-2700-0006/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		329.33		
10/30/2023	AP	699	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-2700-0007/00 10-23 **Desc: PROPERTY TAX 02-13-2700-0007/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		146.47		
10/30/2023	AP	700	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3400-0010/00 10-23 **Desc: PROPERTY TAX 02-13-3400-0010/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		244.58		
10/30/2023	AP	701	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3400-0012/00 10-23 **Desc: PROPERTY TAX 02-13-3400-0012/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		5,121.01		
10/30/2023	AP	702	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3500-0009/00 10-23 **Desc: PROPERTY TAX 02-13-3500-0009/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KLICKITAT COUNTY TREASURER **Invoice Created By: Irowland		369.14		
10/30/2023	AP	703	KLICKITAT COUNTY TREASURER **VendorNo: 692 **Inv. No: 02-13-3500-0010/00 10-23 **Desc: PROPERTY TAX 02-13-3500-0010/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KLICKITAT COUNTY TREASURER **Merchant Vendor No: 692		249.49		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
**Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland							
10/30/2023	AP	704	KCLICKITAT COUNTY TREASURER		59.28		
**VendorNo: 692 **Inv. No: 55-00-0000-5032/00 10-23 **Desc: PROPERTY TAX 55-00-0000-5032/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland							
10/30/2023	AP	705	KCLICKITAT COUNTY TREASURER		439.40		
**VendorNo: 692 **Inv. No: 55-00-0000-5069/00 10-23 **Desc: PROPERTY TAX 55-00-0000-5069/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland							
10/30/2023	AP	706	KCLICKITAT COUNTY TREASURER		1,563.03		
**VendorNo: 692 **Inv. No: 55-00-0000-8891/00 10-23 **Desc: PROPERTY TAX 55-00-0000-8891/00 **Inv. Date: 10/30/2023 **PO No: **Remit Name: KCLICKITAT COUNTY TREASURER **Merchant Vendor No: 692 **Merchant Vendor Name: KCLICKITAT COUNTY TREASURER **Invoice Created By: Irowland							
10/31/2023 (10/23) Period Totals and Balance					8,724.16 *	.00 *	8,724.16
YTD Encumbrance	.00	YTD Actual	8,724.16 Total	8,724.16 YTD Budget	15,000.00 Unexpended	6,275.84	
LIABILITY							
09/30/2023 (09/23) Balance				061-6100-000.52-10			7,048.52
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	7,048.52
YTD Encumbrance	.00	YTD Actual	7,048.52 Total	7,048.52 YTD Budget	9,800.00 Unexpended	2,751.48	
PROPERTY							
09/30/2023 (09/23) Balance				061-6100-000.52-30			15,829.45
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	15,829.45
YTD Encumbrance	.00	YTD Actual	15,829.45 Total	15,829.45 YTD Budget	14,800.00 Unexpended	(1,029.45)	
POSTAGE							
09/30/2023 (09/23) Balance				061-6100-000.53-20			.00
10/06/2023	AP	82	PITNEY BOWES BANK INC PURCHASE POW		114.03		
**VendorNo: 2842 **Inv. No: 8000900002602351 10-23 **Desc: POSTAGE REIMB 06-30-23 TO 09-29-23 **Inv. Date: 10/6/2023 **PO No: **Remit Name: PITNEY BOWES BANK INC PURCHASE POWER **Merchant Vendor No: 2842 **Merchant Vendor Name: PITNEY BOWES BANK INC PURCHASE POWER **Invoice Created By: Irowland							
10/31/2023 (10/23) Period Totals and Balance					114.03 *	.00 *	114.03
YTD Encumbrance	.00	YTD Actual	114.03 Total	114.03 YTD Budget	250.00 Unexpended	135.97	
TELEPHONE							
09/30/2023 (09/23) Balance				061-6100-000.53-30			818.98
09/26/2023	AP	359	CHARTER COMMUNICATIONS		259.95		
**VendorNo: 4316 **Inv. No: 0002893092623 **Desc: WEB HOSTING AIRPORT **Inv. Date: 9/26/2023 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No:							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland				
09/29/2023	AP	979	MASTERCARD		12.90		
			**VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland				
			10/31/2023 (10/23) Period Totals and Balance		272.85 *	.00 *	1,091.83
YTD Encumbrance	.00	YTD Actual	1,091.83 Total	1,091.83 YTD Budget	2,500.00 Unexpended	1,408.17	
LEGAL NOTICES			09/30/2023 (09/23) Balance		061-6100-000.53-40		.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
ADVERTISING			09/30/2023 (09/23) Balance		061-6100-000.54-00		373.50
08/16/2023	AP	678	GOLDENDALE SENTINEL, THE		373.50		
			**VendorNo: 3044 **Inv. No: 156540 **Desc: HARVEST AD **Inv. Date: 8/16/2023 **PO No: **Remit Name: GOLDENDALE SENTINEL, THE **Merchant Vendor No: 3044 **Merchant Vendor Name: GOLDENDALE SENTINEL, THE **Invoice Created By: Irowland				
10/06/2023	AP	681	GOLDENDALE SENTINEL, THE		110.00		
			**VendorNo: 3044 **Inv. No: 156677 **Desc: CALENDAR ADS **Inv. Date: 10/6/2023 **PO No: **Remit Name: GOLDENDALE SENTINEL, THE **Merchant Vendor No: 3044 **Merchant Vendor Name: GOLDENDALE SENTINEL, THE **Invoice Created By: Irowland				
10/25/2023	AP	682	GOLDENDALE SENTINEL, THE		16.78		
			**VendorNo: 3044 **Inv. No: FC2370 **Desc: FINANCE CHARGES **Inv. Date: 10/25/2023 **PO No: **Remit Name: GOLDENDALE SENTINEL, THE **Merchant Vendor No: 3044 **Merchant Vendor Name: GOLDENDALE SENTINEL, THE **Invoice Created By: Irowland				
			10/31/2023 (10/23) Period Totals and Balance		500.28 *	.00 *	873.78
YTD Encumbrance	.00	YTD Actual	873.78 Total	873.78 YTD Budget	5,000.00 Unexpended	4,126.22	
PERMITS			09/30/2023 (09/23) Balance		061-6100-000.57-00		.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
TRAVEL, FOOD & LODGING			09/30/2023 (09/23) Balance		061-6100-000.58-10		.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
TRAINING AND CONFERENCES			09/30/2023 (09/23) Balance		061-6100-000.58-50		235.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	235.00
YTD Encumbrance	.00	YTD Actual	235.00 Total	235.00 YTD Budget	2,000.00 Unexpended	1,765.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
MEMBERSHIPS/DUES/SUBSCRIP			09/30/2023 (09/23) Balance	061-6100-000.58-70			500.00
09/29/2023	AP	980	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 09-23 **Desc: MARITIME INFORMATION J RENARD **Inv. Date: 9/29/2023 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		100.00		
10/31/2023 (10/23) Period Totals and Balance					100.00 *	.00 *	600.00
YTD Encumbrance		.00	YTD Actual	600.00 Total	600.00 YTD Budget	5,000.00 Unexpended	4,400.00
OFFICE SUPPLIES			09/30/2023 (09/23) Balance	061-6100-000.60-10			104.77
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	104.77
YTD Encumbrance		.00	YTD Actual	104.77 Total	104.77 YTD Budget	1,200.00 Unexpended	1,095.23
MISCELLANEOUS EXPENSES			09/30/2023 (09/23) Balance	061-6100-000.69-50			.00
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00
ASSETS < \$5000			09/30/2023 (09/23) Balance	061-6100-000.69-80			549.99
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	549.99
YTD Encumbrance		.00	YTD Actual	549.99 Total	549.99 YTD Budget	.00 Unexpended	(549.99)
BUILDINGS			09/30/2023 (09/23) Balance	061-6100-000.72-20			.00
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00 YTD Budget	45,000.00 Unexpended	45,000.00
BUILDINGS - HANGER			09/30/2023 (09/23) Balance	061-6100-000.72-30			.00
10/31/2023 (10/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
IMPRVMTS OTHER THAN BLDGS			09/30/2023 (09/23) Balance	061-6100-000.73-30			514.70
09/27/2023	AP	679	GOLDENDALE SENTINEL, THE **VendorNo: 3044 **Inv. No: 156652 **Desc: LEGAL NOTICE S APRON **Inv. Date: 9/27/2023 **PO No: **Remit Name: GOLDENDALE SENTINEL, THE **Merchant Vendor No: 3044 **Merchant Vendor Name: GOLDENDALE SENTINEL, THE **Invoice Created By: Irowland		69.06		
09/27/2023	AP	680	GOLDENDALE SENTINEL, THE **VendorNo: 3044 **Inv. No: 156653 **Desc: LEGAL NOTICE S APRON **Inv. Date: 9/27/2023 **PO No: **Remit Name: GOLDENDALE SENTINEL, THE **Merchant Vendor No: 3044 **Merchant Vendor Name: GOLDENDALE SENTINEL, THE **Invoice Created By: Irowland		138.13		
10/31/2023 (10/23) Period Totals and Balance					207.19 *	.00 *	721.89
YTD Encumbrance		.00	YTD Actual	721.89 Total	721.89 YTD Budget	7,307,759.00 Unexpended	7,307,037.11

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
MACHINERY							
			09/30/2023 (09/23) Balance	061-6100-000.74-10			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00	
FIXED ASSET RECLASS ACCT							
			09/30/2023 (09/23) Balance	061-6100-000.78-50			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
TO AIRPORT DEBT SERVICE							
			09/30/2023 (09/23) Balance	061-9500-000.81-62			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CONTINGENCY							
			09/30/2023 (09/23) Balance	061-9500-000.88-00			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	532,489.00 Unexpended	532,489.00	
UNAPPROPRIATED ENDING FUND BAL							
			09/30/2023 (09/23) Balance	061-9500-000.89-00			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	262,461.00 Unexpended	262,461.00	
Number of Transactions: 35 Number of Accounts: 33					Debit	Credit	Proof
Total AIRPORT FUND:					45,513.20	.00	45,513.20

Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
			09/30/2023 (09/23) Balance		062-6100-000.79-15			.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	90,000.00	Unexpended 90,000.00
			09/30/2023 (09/23) Balance		062-6100-000.79-25			.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	62,775.00	Unexpended 62,775.00
			09/30/2023 (09/23) Balance		062-6100-000.79-50			.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
			09/30/2023 (09/23) Balance		062-6100-000.79-55			25,000.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	25,000.00
YTD Encumbrance	.00	YTD Actual	25,000.00	Total	25,000.00	YTD Budget	.00	Unexpended (25,000.00)
			09/30/2023 (09/23) Balance		062-6100-000.79-60			.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	25,000.00	Unexpended 25,000.00
			09/30/2023 (09/23) Balance		062-6100-000.79-65			4,500.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	4,500.00
YTD Encumbrance	.00	YTD Actual	4,500.00	Total	4,500.00	YTD Budget	4,500.00	Unexpended .00
			09/30/2023 (09/23) Balance		062-6100-000.79-66			.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
			09/30/2023 (09/23) Balance		062-6100-000.79-80			.00
			10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	25,359.00	Unexpended 25,359.00
Number of Transactions: 0 Number of Accounts: 8						Debit	Credit	Proof
Total AIRPORT DEBT SERVICE FUND:						.00	.00	.00
Number of Transactions: 35 Number of Accounts: 41						Debit	Credit	Proof
Grand Totals:						45,513.20	.00	45,513.20

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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Report Criteria:

- Actual Amounts
 - All Accounts
 - Summarize Payroll Detail
 - Print Period Totals
 - Print Grand Totals
 - Include All Comments
 - Include Funds: 061-062
 - Page and Total by Fund
 - Include Balance Sheets: None
 - Include Revenues: None
 - All Segments Tested for Total Breaks
-



Aviation Management Services Monthly Report

November 17, 2023

- Waterline design done and being bid.
- Construction of AIP grant project is underway
- Letter to the FAA in regards to the water/ still awaiting their response.
- Ground Vehicle policy to be implemented in 2024 FAA training module shared with FBO staff and Construction companies to avoid potential mishaps.
- **Grant Updates**
- OEM / FEMA Waiting for response.
- COAR grants to be executed as we move further in to the FAA-AIP grant
- South Apron Design Grant is closed out.
- 2023 Fire Land Use Agreements are being billed out.
- Staff will be touring Pendelton and LaGrande airports in the weeks to come.
- 18,500+ flight operations logged ytd