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Agenda for the
MEETING OF THE REGIONAL AIRPORT BOARD
OF THE
COLUMBIA GORGE REGIONAL AIRPORT

(Established cooperatively between the City of The Dalles, Oregon and Klickitat County, Washington)

Friday January 19, 2018 @ 7:00am

Meeting to be Held at the Airport Terminal in Dallesport, WA

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of Minutes: December 15 , 2017**
- V. Public Comments (items not on the Agenda)**
- VI. Board Member Comments (items not on the Agenda)**
- VII. Discussion Items**
 - A. Flex Space Update**
 - B. Closed Runway**
 - C. FBO / Manager Transition**
- VIII. Action Items**
 - A. Stevens Cattle Lease**
- IX. Management Report**
 - A. December Budget Report**
- X. Next Meeting February 16 , 2018**
- XI. Adjournment**

Minutes of the Board of Directors
Regional Airport Authority
December 15, 2017
Airport Terminal – Dallesport, Washington

CALL TO ORDER

Chairman Jim Wilcox called the meeting to order at 7:03

ROLL CALL

Members present: Jim Wilcox, Norm Deo, Dave Griffith, Tim Urness, Dave Sauter, Terry Trapp and Tm McGlothlin

Staff members present: Rolf Anderson and Chuck Covert of AMI and Julie Krueger and Matthew Klebes of the City of The Dalles.

AGENDA

The Agenda was approved by consensus

APPROVAL OF MINUTES

The December 4, 2017, minutes were unanimously approved.

PUBLIC COMMENTS

W.J. Morris discussed items relating to “Save Dallesport.”

BOARD MEMBER COMMENTS

Jim Wilcox welcomed Dave Griffith back.

DISCUSSION ITEMS

Flex Space. AMI reported there the Final Inspection will be held this coming Monday. There are few items to complete. Gene is working on the Lease with Life Flight.

Closed Runway. AMI reported it was talking with other Airports and will report further at the next meeting. BPA would like to discuss its lease at least one more month.

Board Member Terms. There was a discussion of the Board Member terms. The list of terms and those expiring is attached to these minutes. Tim Urness, Norm Deo and Jim Wilcox expire on 12/31/2017. Norm and Tim will require the County Commissioners action and Jim Wilcox will require the City action.

Action Items

The Board considered the draft of the FBO Lease. After a Motion, dully seconded and after a discussion, the Board unanimously recommended that the City and County execute the draft of the FBO Lease presented.

The Board considered the draft of the FBO Airport Manager's Agreement. After a Motion, dully seconded and after a discussion, the Board unanimously recommended that the City and County execute the draft of the Airport Manager's Agreement presented.

Manager's Report

November Budget Report. There was a discussion on the excise and real estate taxes paid by the Airport. There was a question of whether taxes were due on the equipment owned by the Airport.

NEXT REGULAR MEETING

January 19, 2018

ADJOURNMENT

Chairman Jim Wilcox adjourned the meeting at 8:18 a.m.

Jim Wilcox, Chairman

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	1,565,822.67	1,030,166.00	(535,656.67)	152.0
TOTAL BEGINNING BALANCE	.00	1,565,822.67	1,030,166.00	(535,656.67)	152.0
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	.00	65,000.00	65,000.00	.0
061-0000-330.10-0 OTHER WA	.00	.00	.00	.00	.0
061-0000-330.15-0 OTHER OR	.00	.00	100,000.00	100,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	165,000.00	165,000.00	.0
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	71,852.72	90,000.00	18,147.28	79.8
061-0000-331.90-0 FEDERAL GRANTS-MISC	50,000.00	200,000.00	700,000.00	500,000.00	28.6
TOTAL FEDERAL REVENUES	50,000.00	271,852.72	790,000.00	518,147.28	34.4
<u>STATE GRANTS</u>					
061-0000-334.80-0 WASHINGTON STATE GRANTS	.00	.00	3,000.00	3,000.00	.0
061-0000-334.90-0 STATE GRANTS, OTHER	.00	.00	.00	.00	.0
TOTAL STATE GRANTS	.00	.00	3,000.00	3,000.00	.0
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0 MISC SALES AND SERVICES	560.00	5,293.60	3,000.00	(2,293.60)	176.5
TOTAL GENERAL GOVERNMENT	560.00	5,293.60	3,000.00	(2,293.60)	176.5
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	424.90	5,969.95	10,000.00	4,030.05	59.7
TOTAL AVIATION FUEL SALES	424.90	5,969.95	10,000.00	4,030.05	59.7
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	.00	1,547.46	5,000.00	3,452.54	31.0
TOTAL INTEREST REVENUES	.00	1,547.46	5,000.00	3,452.54	31.0

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>RENTAL REVENUES</u>					
061-0000-363.50-0	9,946.87	90,861.25	125,000.00	34,138.75	72.7
	9,946.87	90,861.25	125,000.00	34,138.75	72.7
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0	.00	163.23	10,000.00	9,836.77	1.6
	.00	163.23	10,000.00	9,836.77	1.6
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0	5,909.09	35,454.54	65,000.00	29,545.46	54.6
	5,909.09	35,454.54	65,000.00	29,545.46	54.6
<u>SALE OF FIXED ASSETS</u>					
061-0000-392.00-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
<u>PROCEEDS- LT LIABILITIES</u>					
061-0000-393.10-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	66,840.86	1,976,965.42	2,206,166.00	229,200.58	89.6

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	.00	32,763.96	23,530.00	(9,233.96)	139.2
	.00	32,763.96	23,530.00	(9,233.96)	139.2
<u>INTEREST REVENUES</u>					
062-0000-361.00-0	825.92	2,967.88	1,800.00	(1,167.88)	164.9
	825.92	2,967.88	1,800.00	(1,167.88)	164.9
<u>RENTAL REVENUES</u>					
062-0000-363.50-0	12,125.00	75,530.00	143,640.00	68,110.00	52.6
	12,125.00	75,530.00	143,640.00	68,110.00	52.6
<u>SOURCE 391</u>					
062-0000-391.61-0	.00	68,437.00	68,437.00	.00	100.0
	.00	68,437.00	68,437.00	.00	100.0
	12,950.92	179,698.84	237,407.00	57,708.16	75.7

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10	.00	6,920.00	6,400.00	(520.00)	108.1
061-6100-000.31-90	9,538.24	47,366.20	119,200.00	71,833.80	39.7
061-6100-000.34-10	.00	.00	.00	.00	.0
061-6100-000.41-10	750.00	3,645.00	9,000.00	5,355.00	40.5
061-6100-000.41-20	.00	.00	600.00	600.00	.0
061-6100-000.41-40	168.70	3,123.10	14,000.00	10,876.90	22.3
061-6100-000.43-10	1,495.70	7,952.11	23,500.00	15,547.89	33.8
061-6100-000.43-45	.00	.00	1,600.00	1,600.00	.0
061-6100-000.43-50	3,920.51	4,618.41	6,000.00	1,381.59	77.0
061-6100-000.43-51	113.30	450.12	3,000.00	2,549.88	15.0
061-6100-000.46-10	.00	4,433.51	10,000.00	5,566.49	44.3
061-6100-000.52-10	.00	8,080.00	7,988.00	(92.00)	101.2
061-6100-000.52-30	.00	11,226.82	12,073.00	846.18	93.0
061-6100-000.53-20	89.24	132.94	300.00	167.06	44.3
061-6100-000.53-30	.00	805.60	4,000.00	3,194.40	20.1
061-6100-000.53-40	.00	.00	500.00	500.00	.0
061-6100-000.54-00	.00	1,462.50	15,000.00	13,537.50	9.8
061-6100-000.57-00	.00	1,018.88	2,000.00	981.12	50.9
061-6100-000.58-10	265.14	452.88	8,500.00	8,047.12	5.3
061-6100-000.58-50	.00	890.00	4,000.00	3,110.00	22.3
061-6100-000.58-70	.00	100.00	1,000.00	900.00	10.0
061-6100-000.60-10	8.89	26.37	1,000.00	973.63	2.6
061-6100-000.69-50	.00	17,406.10	1,000.00	(16,406.10)	1740.6
061-6100-000.69-80	.00	.00	3,000.00	3,000.00	.0
061-6100-000.72-20	.00	.00	100,000.00	100,000.00	.0
061-6100-000.72-30	248,611.05	1,460,355.50	1,025,786.00	(434,569.50)	142.4
061-6100-000.73-30	6,710.00	55,926.41	400,000.00	344,073.59	14.0
061-6100-000.74-10	.00	.00	.00	.00	.0
061-6100-000.78-50	.00	.00	.00	.00	.0
TOTAL AIRPORT	271,670.77	1,636,392.45	1,779,447.00	143,054.55	92.0
<u>AIRPORT</u>					
061-9500-000.81-62	.00	68,437.00	68,437.00	.00	100.0
061-9500-000.88-00	.00	.00	358,282.00	358,282.00	.0
TOTAL AIRPORT	.00	68,437.00	426,719.00	358,282.00	16.0
TOTAL FUND EXPENDITURES	271,670.77	1,704,829.45	2,206,166.00	501,336.55	77.3

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	75,000.00	75,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	38,462.50	76,925.00	38,462.50	50.0
062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS	25,000.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-55 PRIN PMTS - K CO CERB LN	.00	25,000.00	275.00	(24,725.00)	9090.9
062-6100-000.79-60 LOAN INTEREST PAYMENTS	1,109.47	1,109.47	25,000.00	23,890.53	4.4
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	6,750.00	6,375.00	(375.00)	105.9
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	28,832.00	28,832.00	.0
TOTAL DEBT SERVICE	<u>26,109.47</u>	<u>96,321.97</u>	<u>237,407.00</u>	<u>141,085.03</u>	<u>40.6</u>
TOTAL FUND EXPENDITURES	<u>26,109.47</u>	<u>96,321.97</u>	<u>237,407.00</u>	<u>141,085.03</u>	<u>40.6</u>