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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)

Friday February 21, 2025 @ 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 January 17, 2025

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

## **V. Board Member Reports**

### **Airport Sponsors/ Partner Reports**

## **VI. FBO Report**

## **VII. Action Items**

A. Coombs/Gilchrist Hangar Sale Response

B. Adopt Airport Vision Priorities for 2025 ranking.

## **VIII. Discussion Items**

A. Budget Report / Check Register

B. Engineer of Record selection Awarded

## **IX. Management Report**

(See attached report)

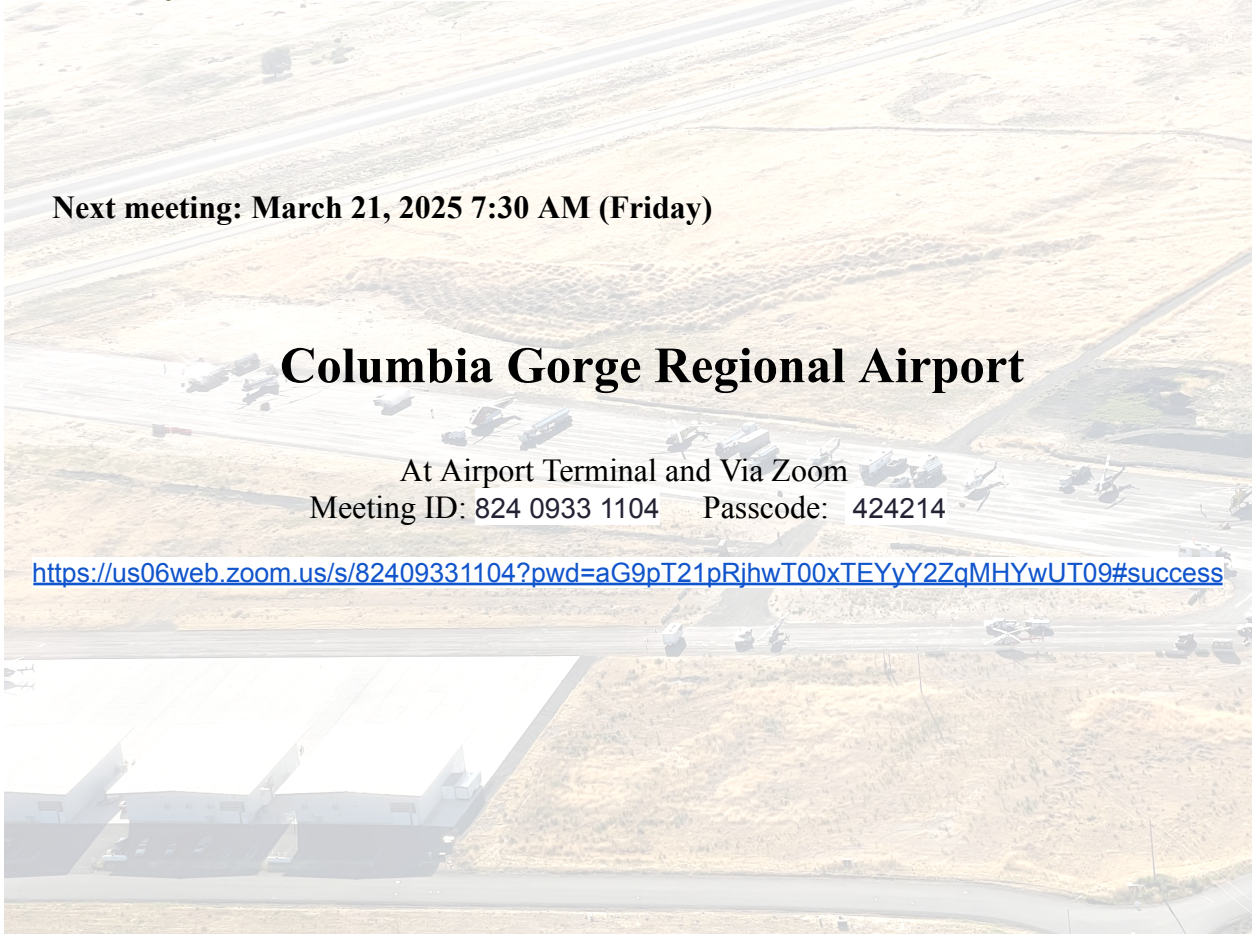
XI. Adjournment: 8:57 \_\_\_\_\_ AM

**Next meeting: March 21, 2025 7:30 AM (Friday)**

## **Columbia Gorge Regional Airport**

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

<https://us06web.zoom.us/j/82409331104?pwd=aG9pT21pRjhwT00xTEYyY2ZqMHYwUT09#success>



# MINUTES

## COLUMBIA GORGE REGIONAL AIRPORT MEETING

January 17, 2025

- PRESIDING:** Chair Jim Wilcox
- BOARD PRESENT:** Jim Wilcox (Zoom), Terry Trapp, Randy Anderson, James Smith, Lori Zoller
- BOARD ABSENT:** Tim McGLothlin, Tim Urness
- STAFF PRESENT:** Airport Manager Jeff Renard, City EDO Dan Spatz, City Manager Matthew Klebes
- PUBLIC PRESENT:** See Sign-in Sheet.

### **CALL TO ORDER**

The meeting was called to order by Chair Jim Wilcox at 7:31 a.m.

### **ROLL CALL**

Roll call was conducted by Jeff Renard.

### **APPROVAL OF AGENDA**

The agenda was approved as presented by unanimous consent.

### **APPROVAL OF MINUTES**

The minutes were approved as presented by unanimous consent.

**James Smith made a motion to reappoint Terry Trapp as the Commission appointed board member. Randy Anderson seconded the motion. *The motion passed with one opposition.***

**Randy Anderson made a motion to elect the current Board Member positions to serve for another year. James Smith seconded the motion. *The motion passed with one opposition.***

### **PUBLIC COMMENTS**

Adrian Bradford shared his concerns with how the last meeting ended and said he felt it was tyrannical and offensive. (Staff was requested to share the previous Zoom meeting with any interested parties.)

## **BOARD MEMBER REPORTS**

Jim Wilcox, by the request of Brian Dispan, reported that he wrote a letter of support for the college to receive an FAA grant for instructional purposes.

Lori Zoller expanded in detail her intent to re-initiate the relationship with the city and county regarding the airport and their shared asset.

Jim Wilcox reported that Dan Spatz will be retiring.

## **SPONSOR/PARTNERS REPORT**

FBO Report: According to Darren Lackock, 2024 was the 2nd best year in fuel sales breaking just over 225,000 gallons. Fire season and military traffic added to the increased sales. January is running a bit slow due to weather.

## **ACTION ITEMS**

**Terry Trapp moved to propose that the ground lease will be based on the footprint of the building plus a 5 foot setback on 3 sides and any dedicated apron required on the 4th side to get to a taxiway. This assumes the buildings are built to county standards for fire, life and safety. Randy Anderson seconded. *The motion passed unanimously.***

Airport Vision Priorities for 2025 has been put off to the February meeting to be revised.

Jim Wilcox appointed a Review Committee for the engineer selection which included Chuck Covert, James Smith and Jeff Renard as head of the committee.

## **DISCUSSION ITEMS –**

Jeff Renard made note of the Engineer of Record selection RFQ review Jan 23-24. (Recommendation to award at the first City Council and BOCC meeting in Feb.)

## **MANAGEMENT REPORT –**

See attached report.

## **NEXT MEETING**

The next meeting will be February 21, 2025 at 7:30 a.m.

## **ADJOURNMENTS**

The meeting was adjourned at 8:56 a.m.



SIGNED:

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Jim Wilcox, Chair or Terry Trapp, Vice Chair

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Jeff Renard, Airport Manager

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			12/31/2024 (12/24) Balance	061-6100-000.31-10			756.55
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	756.55
YTD Encumbrance	.00	YTD Actual	756.55 Total	756.55 YTD Budget	3,500.00 Unexpended	2,743.45	
CONTRACTUAL SERV-OTHER			12/31/2024 (12/24) Balance	061-6100-000.31-90			65,735.33
12/31/2024	AP	197	AVIATION MANAGEMENT SERVICES **VendorNo: 10704 **Inv. No: 1231 **Desc: DECEMBER 2024 AIRPORT MANAGEMENT CONTRACT **Inv. Date: 12/31/2024 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		12,500.00		
			01/31/2025 (01/25) Period Totals and Balance		12,500.00 *	.00 *	78,235.33
YTD Encumbrance	.00	YTD Actual	78,235.33 Total	78,235.33 YTD Budget	180,000.00 Unexpended	101,764.67	
AUDITING SERVICES			12/31/2024 (12/24) Balance	061-6100-000.32-10			27,000.00
12/31/2024	AP	720	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: ANNUAL AIRPORT ACFR FILING FEE A WILSON AP **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		300.00		
			01/31/2025 (01/25) Period Totals and Balance		300.00 *	.00 *	27,300.00
YTD Encumbrance	.00	YTD Actual	27,300.00 Total	27,300.00 YTD Budget	15,000.00 Unexpended	(12,300.00)	
ENGINEERING SERVICES			12/31/2024 (12/24) Balance	061-6100-000.34-10			1,412.50
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	1,412.50
YTD Encumbrance	.00	YTD Actual	1,412.50 Total	1,412.50 YTD Budget	30,000.00 Unexpended	28,587.50	
WATER & SEWER			12/31/2024 (12/24) Balance	061-6100-000.41-10			7,589.50
01/03/2025	AP	243	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: 100173 01-25 **Desc: AIRPORT WATER **Inv. Date: 1/3/2025 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		996.64		
			01/31/2025 (01/25) Period Totals and Balance		996.64 *	.00 *	8,586.14

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	8,586.14 Total	8,586.14 YTD Budget	15,000.00 Unexpended	6,413.86	
GARBAGE SERVICES			12/31/2024 (12/24) Balance	061-6100-000.41-20			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ELECTRICITY			12/31/2024 (12/24) Balance	061-6100-000.41-40			3,740.08
01/07/2025	AP	339	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 6195849 01-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 1/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		554.29		
01/07/2025	AP	340	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69456080 01-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 1/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		85.84		
01/07/2025	AP	341	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69547775 01-25 **Desc: AIRPORT ELECTRICITY **Inv. Date: 1/7/2025 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		74.48		
			01/31/2025 (01/25) Period Totals and Balance		714.61 *	.00 *	4,454.69
YTD Encumbrance		.00 YTD Actual	4,454.69 Total	4,454.69 YTD Budget	15,000.00 Unexpended	10,545.31	
BUILDINGS AND GROUNDS			12/31/2024 (12/24) Balance	061-6100-000.43-10			61,000.61
12/31/2024	AP	280	KLICKITAT COUNTY PUBLIC WORKS **VendorNo: 10351 **Inv. No: RW2-2412 **Desc: CHARGES FOR 2024 BROOMING GRAVEL OFF RUNWAY IN JULY **Inv. Date: 12/31/2024 **PO No: **Remit Name: KLICKITAT COUNTY PUBLIC WORKS **Merchant Vendor No: 10351 **Merchant Vendor Name: KLICKITAT COUNTY PUBLIC WORKS **Invoice Created By: Irowland		496.31		
12/31/2024	AP	862	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: BUSHINGS & TAPE J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		16.89		
12/31/2024	AP	864	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: BULBS J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		590.75		
12/31/2024	AP	865	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: ROOFING SCREWS, WASHERS FAST DRY J RENARD **Inv. Date: 12/31/2024 **PO		52.44		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
			No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland					
12/31/2024	AP	868	MASTERCARD		169.19			
			**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: LOCKWASHERS, BOLTS J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland					
12/31/2024	AP	870	MASTERCARD		29.91			
			**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: SUPPLIES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland					
01/31/2025 (01/25) Period Totals and Balance					1,355.49 *	.00 *	62,356.10	
YTD Encumbrance	.00	YTD Actual	62,356.10	Total	62,356.10	YTD Budget	75,000.00	
				Unexpended	12,643.90			
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JOINT USE OF LABOR/EQUIP			12/31/2024 (12/24) Balance	061-6100-000.43-45			.00	
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	5,000.00	
				Unexpended	5,000.00			
<hr/>								
VEHICLES			12/31/2024 (12/24) Balance	061-6100-000.43-50			2,026.48	
12/19/2024	AP	164	DALLES NAPA AUTO PARTS		15.26			
			**VendorNo: 10169 **Inv. No: 897136 **Desc: FUEL FILTERS FOR AIRPORT **Inv. Date: 12/19/2024 **PO No: **Remit Name: DALLES NAPA AUTO PARTS **Merchant Vendor No: 10169 **Merchant Vendor Name: DALLES NAPA AUTO PARTS **Invoice Created By: Irowland					
12/31/2024	AP	866	MASTERCARD		162.20			
			**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: BATTERY, BRAKE FLUID, HOT SHOT J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland					
12/31/2024	AP	869	MASTERCARD		23.97			
			**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: SNOW BRUSH W/ GRIPS J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland					
12/31/2024	AP	872	MASTERCARD		203.51			
			**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: SUPPLIES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland					
12/31/2024	AP	874	MASTERCARD		29.92			
			**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: BLOWER MOTOR & FAN J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No:					



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
01/31/2025 (01/25) Period Totals and Balance					434.86 *	.00 *	2,461.34
YTD Encumbrance	.00	YTD Actual	2,461.34 Total	2,461.34 YTD Budget	60,500.00 Unexpended	58,038.66	
<b>GAS/OIL/DIESEL/LUBRICANTS</b>							
12/31/2024 (12/24) Balance					061-6100-000.43-51		478.76
12/31/2024	AP	861	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: FUEL CHARGES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		48.97		
12/31/2024	AP	867	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: FUEL CHARGES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		59.03		
01/31/2025 (01/25) Period Totals and Balance					108.00 *	.00 *	586.76
YTD Encumbrance	.00	YTD Actual	586.76 Total	586.76 YTD Budget	4,500.00 Unexpended	3,913.24	
<b>PROPERTY TAXES</b>							
12/31/2024 (12/24) Balance					061-6100-000.46-10		.00
01/31/2025 (01/25) 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>LIABILITY</b>							
12/31/2024 (12/24) Balance					061-6100-000.52-10		4,707.30
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	4,707.30
YTD Encumbrance	.00	YTD Actual	4,707.30 Total	4,707.30 YTD Budget	7,542.00 Unexpended	2,834.70	
<b>PROPERTY</b>							
12/31/2024 (12/24) Balance					061-6100-000.52-30		20,217.59
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	20,217.59
YTD Encumbrance	.00	YTD Actual	20,217.59 Total	20,217.59 YTD Budget	16,937.00 Unexpended	(3,280.59)	
<b>POSTAGE</b>							
12/31/2024 (12/24) Balance					061-6100-000.53-20		235.90
01/23/2025	AP	378	PITNEY BOWES BANK INC PURCHASE POW **VendorNo: 2842 **Inv. No: JANUARY 2025 **Desc: POSTAGE REIMB 12-05-24 TO 01-22- 25 **Inv. Date: 1/23/2025 **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		104.88		
01/31/2025 (01/25) Period Totals and Balance					104.88 *	.00 *	340.78
YTD Encumbrance	.00	YTD Actual	340.78 Total	340.78 YTD Budget	250.00 Unexpended	(90.78)	
<b>TELEPHONE</b>							
12/31/2024 (12/24) Balance					061-6100-000.53-30		1,559.70
12/21/2024	AP	144	CHARTER COMMUNICATIONS **VendorNo: 4316 **Inv. No: 138455901122124 **Desc: WEB HOSTING AIRPORT **Inv. Date: 12/21/2024 **PO No: **Remit Name:		259.95		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland							
01/31/2025 (01/25) Period Totals and Balance					259.95 *	.00 *	1,819.65
YTD Encumbrance	.00	YTD Actual	1,819.65 Total	1,819.65 YTD Budget	3,000.00 Unexpended	1,180.35	
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LEGAL NOTICES		12/31/2024 (12/24) Balance		061-6100-000.53-40			.00
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
<hr/>							
ADVERTISING		12/31/2024 (12/24) Balance		061-6100-000.54-00			198.00
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	198.00
YTD Encumbrance	.00	YTD Actual	198.00 Total	198.00 YTD Budget	5,000.00 Unexpended	4,802.00	
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PERMITS		12/31/2024 (12/24) Balance		061-6100-000.57-00			.00
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
<hr/>							
TRAVEL, FOOD & LODGING		12/31/2024 (12/24) Balance		061-6100-000.58-10			2,187.52
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	2,187.52
YTD Encumbrance	.00	YTD Actual	2,187.52 Total	2,187.52 YTD Budget	3,000.00 Unexpended	812.48	
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TRAINING AND CONFERENCES		12/31/2024 (12/24) Balance		061-6100-000.58-50			.00
01/31/2025 (01/25) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
<hr/>							
MEMBERSHIPS/DUES/SUBSCRIP		12/31/2024 (12/24) Balance		061-6100-000.58-70			1,238.30
12/31/2024	AP	863	MASTERCARD		100.00		
**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: MIS OPS REPORT J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
12/31/2024	AP	873	MASTERCARD		159.90		
**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: ANNUAL ZOOM DUES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
12/31/2024	AP	875	MASTERCARD		15.48		
**VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland							
01/31/2025 (01/25) Period Totals and Balance					275.38 *	.00 *	1,513.68
YTD Encumbrance	.00	YTD Actual	1,513.68 Total	1,513.68 YTD Budget	4,500.00 Unexpended	2,986.32	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
OFFICE SUPPLIES			12/31/2024 (12/24) Balance	061-6100-000.60-10			169.99
12/31/2024	AP	871	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 01-25 **Desc: OFFICE SUPPLIES J RENARD **Inv. Date: 12/31/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		32.99		
			01/31/2025 (01/25) Period Totals and Balance		32.99 *	.00 *	202.98
YTD Encumbrance		.00 YTD Actual	202.98 Total	202.98 YTD Budget	1,200.00 Unexpended	997.02	
MISCELLANEOUS EXPENSES			12/31/2024 (12/24) Balance	061-6100-000.69-50			316.22
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	316.22
YTD Encumbrance		.00 YTD Actual	316.22 Total	316.22 YTD Budget	2,500.00 Unexpended	2,183.78	
ASSETS < \$5000			12/31/2024 (12/24) Balance	061-6100-000.69-80			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BUILDINGS			12/31/2024 (12/24) Balance	061-6100-000.72-20			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	12,000.00 Unexpended	12,000.00	
BUILDINGS - HANGER			12/31/2024 (12/24) Balance	061-6100-000.72-30			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
IMPRVMTS OTHER THAN BLDGS			12/31/2024 (12/24) Balance	061-6100-000.73-30			482,946.94
11/30/2024	AP	270	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6637 **Desc: SOUTH APRON RECONSTRUCTION & NEW TAXILINES PH 2 COAR-23-DLS-00018 **Inv. Date: 11/30/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		3,729.20		
12/31/2024	AP	397	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6657 **Desc: NEW FUEL SYSTEM DAL009-FS **Inv. Date: 12/31/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		6,579.15		
12/31/2024	AP	398	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6658 **Desc: NEW GENERATOR DAL009-GEN TASK ORDER #18 **Inv. Date: 12/31/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		2,799.75		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2024	AP	399	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6659 **Desc: GENERAL SERVICE SUPPORT DAL009-GENL SERV **Inv. Date: 12/31/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		2,772.00		
01/31/2025 (01/25) Period Totals and Balance					15,880.10 *	.00 *	498,827.04
YTD Encumbrance	.00	YTD Actual	498,827.04 Total	498,827.04	YTD Budget	11,331,286.00 Unexpended	10,832,458.96
MACHINERY			12/31/2024 (12/24) Balance	061-6100-000.74-10			.00
			01/31/2025 (01/25) 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			12/31/2024 (12/24) Balance	061-6100-000.78-50			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
TO GENERAL FUND			12/31/2024 (12/24) Balance	061-9500-000.81-01			57,339.00
01/31/2025	TF	46	RECORD MONTHLY BUDGETED TRANSFER		9,556.50		
			01/31/2025 (01/25) Period Totals and Balance		9,556.50 *	.00 *	66,895.50
YTD Encumbrance	.00	YTD Actual	66,895.50 Total	66,895.50	YTD Budget	95,565.00 Unexpended	28,669.50
TO AIRPORT DEBT SERVICE			12/31/2024 (12/24) Balance	061-9500-000.81-62			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
CONTINGENCY			12/31/2024 (12/24) Balance	061-9500-000.88-00			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	325,290.00 Unexpended	325,290.00
UNAPPROPRIATED ENDING FUND BAL			12/31/2024 (12/24) Balance	061-9500-000.89-00			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	805,402.00 Unexpended	805,402.00
Number of Transactions: 30 Number of Accounts: 34					Debit	Credit	Proof
Total AIRPORT FUND:					42,519.40	.00	42,519.40



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>MISCELLANEOUS EXPENSE</b>							
			12/31/2024 (12/24) Balance	062-6100-000.69-50			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
<b>BOND PRINCIPAL</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-15			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	95,000.00 Unexpended	95,000.00	
<b>BOND INTEREST</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-25			29,362.50
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	29,362.50
YTD Encumbrance	.00	YTD Actual	29,362.50 Total	29,362.50 YTD Budget	58,725.00 Unexpended	29,362.50	
<b>LOAN PRINCIPAL PAYMENTS</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-50			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
<b>PRIN PMTS - K CO CERB LN</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-55			25,000.00
			01/31/2025 (01/25) 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>LOAN INTEREST PAYMENTS</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-60			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
<b>INT PMTS - K CO CERB LN</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-65			4,125.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	4,125.00
YTD Encumbrance	.00	YTD Actual	4,125.00 Total	4,125.00 YTD Budget	4,125.00 Unexpended	.00	
<b>INT PMTS - K CO FY13/14</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-66			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
<b>RESERVE FOR FUTURE DEBT</b>							
			12/31/2024 (12/24) Balance	062-6100-000.79-80			.00
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00	

Number of Transactions: 0 Number of Accounts: 9

Total AIRPORT DEBT SERVICE FUND:

Number of Transactions: 30 Number of Accounts: 43  
Grand Totals:

Debit	Credit	Proof
.00	.00	.00
42,519.40	.00	42,519.40

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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
-

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
061-6100-000.31-10	.00	756.55	3,500.00	2,743.45	21.6
061-6100-000.31-90	12,500.00	78,235.33	180,000.00	101,764.67	43.5
061-6100-000.32-10	300.00	27,300.00	15,000.00	( 12,300.00)	182.0
061-6100-000.34-10	.00	1,412.50	30,000.00	28,587.50	4.7
061-6100-000.41-10	996.64	8,586.14	15,000.00	6,413.86	57.2
061-6100-000.41-20	.00	.00	500.00	500.00	.0
061-6100-000.41-40	714.61	4,454.69	15,000.00	10,545.31	29.7
061-6100-000.43-10	1,355.49	62,356.10	75,000.00	12,643.90	83.1
061-6100-000.43-45	.00	.00	5,000.00	5,000.00	.0
061-6100-000.43-50	434.86	2,461.34	60,500.00	58,038.66	4.1
061-6100-000.43-51	108.00	586.76	4,500.00	3,913.24	13.0
061-6100-000.46-10	.00	.00	15,000.00	15,000.00	.0
061-6100-000.52-10	.00	4,707.30	7,542.00	2,834.70	62.4
061-6100-000.52-30	.00	20,217.59	16,937.00	( 3,280.59)	119.4
061-6100-000.53-20	104.88	340.78	250.00	( 90.78)	136.3
061-6100-000.53-30	259.95	1,819.65	3,000.00	1,180.35	60.7
061-6100-000.53-40	.00	.00	500.00	500.00	.0
061-6100-000.54-00	.00	198.00	5,000.00	4,802.00	4.0
061-6100-000.57-00	.00	.00	3,000.00	3,000.00	.0
061-6100-000.58-10	.00	2,187.52	3,000.00	812.48	72.9
061-6100-000.58-50	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-70	275.38	1,513.68	4,500.00	2,986.32	33.6
061-6100-000.60-10	32.99	202.98	1,200.00	997.02	16.9
061-6100-000.69-50	.00	316.22	2,500.00	2,183.78	12.7
061-6100-000.69-80	.00	.00	.00	.00	.0
061-6100-000.72-20	.00	.00	12,000.00	12,000.00	.0
061-6100-000.72-30	.00	.00	.00	.00	.0
061-6100-000.73-30	15,880.10	498,827.04	11,331,286.00	10,832,458.96	4.4
061-6100-000.74-10	.00	.00	25,000.00	25,000.00	.0
061-6100-000.78-50	.00	.00	.00	.00	.0
<b>TOTAL AIRPORT</b>	<b>32,962.90</b>	<b>716,480.17</b>	<b>11,836,715.00</b>	<b>11,120,234.83</b>	<b>6.1</b>
<u>AIRPORT</u>					
061-9500-000.81-01	9,556.50	66,895.50	95,565.00	28,669.50	70.0
061-9500-000.81-62	.00	.00	.00	.00	.0
061-9500-000.88-00	.00	.00	325,290.00	325,290.00	.0
061-9500-000.89-00	.00	.00	805,402.00	805,402.00	.0
<b>TOTAL AIRPORT</b>	<b>9,556.50</b>	<b>66,895.50</b>	<b>1,226,257.00</b>	<b>1,159,361.50</b>	<b>5.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>42,519.40</b>	<b>783,375.67</b>	<b>13,062,972.00</b>	<b>12,279,596.33</b>	<b>6.0</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
062-6100-000.69-50 MISCELLANEOUS EXPENSE	.00	.00	.00	.00	.0
062-6100-000.79-15 BOND PRINCIPAL	.00	.00	95,000.00	95,000.00	.0
062-6100-000.79-25 BOND INTEREST	.00	29,362.50	58,725.00	29,362.50	50.0
062-6100-000.79-50 LOAN PRINCIPAL PAYMENTS	.00	.00	.00	.00	.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	.00	.00	.00	.0
062-6100-000.79-65 INT PMTS - K CO CERB LN	.00	4,125.00	4,125.00	.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	25,000.00	25,000.00	.0
TOTAL DEBT SERVICE	.00	58,487.50	207,850.00	149,362.50	28.1
TOTAL FUND EXPENDITURES	.00	58,487.50	207,850.00	149,362.50	28.1



CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0	.00	513,949.00	1,119,634.00	605,685.00	45.9
	.00	513,949.00	1,119,634.00	605,685.00	45.9
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0	32,500.00	65,000.00	646,335.00	581,335.00	10.1
061-0000-330.10-0	.00	.00	.00	.00	.0
061-0000-330.15-0	.00	.00	.00	.00	.0
	32,500.00	65,000.00	646,335.00	581,335.00	10.1
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0	.00	237,737.20	738,240.00	500,502.80	32.2
061-0000-331.90-0	.00	.00	5,514,000.00	5,514,000.00	.0
	.00	237,737.20	6,252,240.00	6,014,502.80	3.8
<u>STATE GRANTS</u>					
061-0000-334.80-0	.00	.00	.00	.00	.0
061-0000-334.90-0	.00	260,239.20	2,462,860.00	2,202,620.80	10.6
	.00	260,239.20	2,462,860.00	2,202,620.80	10.6
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0	.00	.00	100,000.00	100,000.00	.0
	.00	.00	100,000.00	100,000.00	.0
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0	.00	17,381.80	25,000.00	7,618.20	69.5
	.00	17,381.80	25,000.00	7,618.20	69.5
<u>INTEREST REVENUES</u>					
061-0000-361.00-0	4,684.48	22,351.59	25,000.00	2,648.41	89.4
	4,684.48	22,351.59	25,000.00	2,648.41	89.4

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 362</u>					
061-0000-362.00-0 LEASE REVENUE	13,249.00	74,017.00	142,755.00	68,738.00	51.9
TOTAL SOURCE 362	13,249.00	74,017.00	142,755.00	68,738.00	51.9
<u>RENTAL REVENUES</u>					
061-0000-363.50-0 PROPERTY RENTALS	908.11	87,390.45	109,148.00	21,757.55	80.1
TOTAL RENTAL REVENUES	908.11	87,390.45	109,148.00	21,757.55	80.1
<u>OTHER MISC REVENUES</u>					
061-0000-369.00-0 OTHER MISC REVENUES	.00	4,225.00	25,000.00	20,775.00	16.9
TOTAL OTHER MISC REVENUES	.00	4,225.00	25,000.00	20,775.00	16.9
<u>OPERATING TRANSFERS IN</u>					
061-0000-391.01-0 GENERAL FUND	6,500.00	45,500.00	65,000.00	19,500.00	70.0
061-0000-391.22-0 FROM SPECIAL ENTERPRISE ZONE	.00	.00	890,000.00	890,000.00	.0
TOTAL OPERATING TRANSFERS IN	6,500.00	45,500.00	955,000.00	909,500.00	4.8
<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	1,200,000.00	1,200,000.00	.0
TOTAL PROCEEDS- LT LIABILITIES	.00	.00	1,200,000.00	1,200,000.00	.0
TOTAL FUND REVENUE	57,841.59	1,327,791.24	13,062,972.00	11,735,180.76	10.2

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0	.00	74,236.00	53,232.00	( 21,004.00)	139.5
	.00	74,236.00	53,232.00	( 21,004.00)	139.5
<u>INTEREST REVENUES</u>					
062-0000-361.00-0	4,243.94	8,771.15	5,220.00	( 3,551.15)	168.0
	4,243.94	8,771.15	5,220.00	( 3,551.15)	168.0
<u>SOURCE 362</u>					
062-0000-362.00-0	28,295.00	30,625.00	52,008.00	21,383.00	58.9
	28,295.00	30,625.00	52,008.00	21,383.00	58.9
<u>RENTAL REVENUES</u>					
062-0000-363.50-0	( 12,543.23)	91,740.27	97,390.00	5,649.73	94.2
	( 12,543.23)	91,740.27	97,390.00	5,649.73	94.2
<u>SOURCE 391</u>					
062-0000-391.61-0	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	19,995.71	205,372.42	207,850.00	2,477.58	98.8

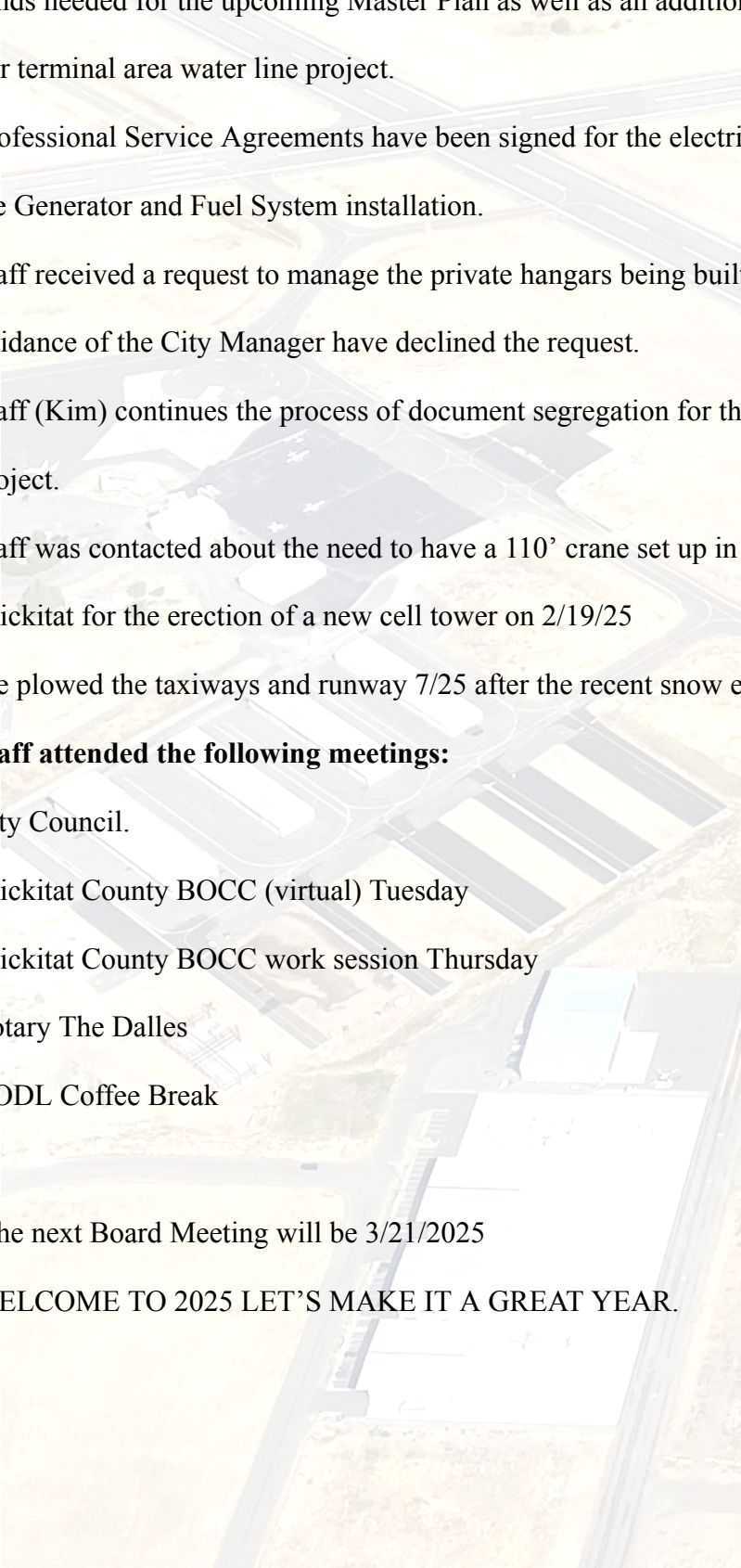
2025 Vision Priorities List ACTIVITY/GOAL	LEAD/REPOSIBILITY/STATUS
BEGIN MASTER PLAN PROCESS	COMMISSION/MANAGER/COUNTY/CITY
WELL DEVELOPMENT/WATER AGREEMENT	COUNTY/CITY LEGAL
REVIEW/UPDATE JOINT OPERATING AGREEMENT	COUNTY/CITY/MANAGER/COMMISSION TO REVIEW/COMMENT ON AFFECTED AREAS
IDENTIFY PROJECTS THAT COULD BE FUNDED BY SALE OF EXCESS DIRT	MANAGER/COMMISSION
RUNWAY LIGHTING UPGRADES	MANAGER/COMMISSION
TERMINAL AREA WATER SYSTEM	MANAGER/COMMISSION
REVIEW/UPDATE CGRA DEVELOPMENT STANDARDS	MANAGER/COMMISSION
FENCING	MANAGER/COMMISSION
GROUNDS MAINTENANCE	MANAGER/COMMISSION
T HANGER DEVELOPMENT	MANAGER/COMMISSION
PRESS FOR REPEAL OF TARGETED SELECTIVE WASHINGTON TAXATION OF AIRPORT OWNED ASSETS	COUNTY
PREPARE FLEXIBLE PLAN FOR EXPANSION OF INFRASTRUCTURE TO THE EAST	MANAGER/COMMISSION/COUNTY/CITY
PURCHASE EQUIPMENT THAT ADDS CAPACITY TO AIRPORT OPERATIONS FROM AVAILABLE SOURCES	MANAGER/COMMISSION/COUNTY/CITY WHEN REQUIRED
IDENTIFY FUNDING SOURCES/OPPORTUNITIES	MANAGER/COUNTY/CITY/COMMISSION
FUTURE INFRASTRUCTURE	MANAGER/COMMISSION
ONSTITE RESIDENCE REPLACEMENT	MANAGER/COMMISSION/COUNTY/CITY
TERMINAL BUILDING UPGRADES/REPLACEMENT	MANAGER/COMMISSION





## Aviation Management Services Monthly Report February 21, 2025

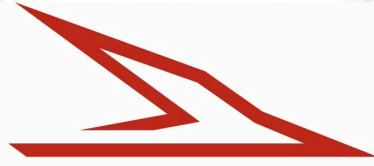
- The Connect Oregon T Hangar project loan from the City to be presented to the City Council on 2/24/25, BOCC has the details as well for awareness.
- Continued work on the budget numbers .
- Staff would like to confirm that the Airport Board appointments were completed with the Consent Agenda in the Jan. 27th City Council meeting?
- January Flight Numbers closed out with 1325 operations, Up from 753 from last month.
- Continued preparations for the above ground fuel tank and generator wiring / infrastructure to be installed.
- Klickitat County opened the bids for the civil portion of the airport project on Feb. 11th. The next step is for the EDA review (10 day process)
- Staff still need to meet with the CGCC staff to get the hangar lease details in order.
- The COAR grants for this cycle were awarded, not without some new decisions being made. CGRA was successful in our request for \$150,000 for the matching



funds needed for the upcoming Master Plan as well as an additional \$150,000 for our terminal area water line project.

- Professional Service Agreements have been signed for the electrical contractor for the Generator and Fuel System installation.
- Staff received a request to manage the private hangars being built and with the guidance of the City Manager have declined the request.
- Staff (Kim) continues the process of document segregation for the digitization project.
- Staff was contacted about the need to have a 110' crane set up in the Port of Klickitat for the erection of a new cell tower on 2/19/25
- We plowed the taxiways and runway 7/25 after the recent snow event.
- **Staff attended the following meetings:**
- City Council.
- Klickitat County BOCC (virtual) Tuesday
- Klickitat County BOCC work session Thursday
- Rotary The Dalles
- KODL Coffee Break
- The next Board Meeting will be 3/21/2025

WELCOME TO 2025 LET'S MAKE IT A GREAT YEAR.



# **AVIATION MANAGEMENT SERVICES**

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