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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 January 17, 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 December 20, 2024

B. Airport Board Organization 2025

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

## **V. Board Member Reports**

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

## **VI. FBO Report**

## **VII. Action Items**

A. Terry Trapp Land Lease details

B. Adopt Airport Vision Priorities for 2025 ranking.

C. Appoint a review committee for the engineer selection.

## VIII. Discussion Items

- A. Budget Report / Check Register
- B. Engineer of Record selection RFQ review Jan 23-24 (recommendation to award at the first City Council and BOCC meeting in Feb.)

## IX. Management Report

(See attached report)

XI. Adjournment: \_\_\_\_\_ AM

**Next meeting: February 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

December 20, 2024

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

### **CALL TO ORDER**

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

### **ROLL CALL**

Roll call was conducted by Chair Jim Wilcox.

### **APPROVAL OF AGENDA**

The agenda was approved as presented by unanimous consent.

### **APPROVAL OF MINUTES**

The minutes were approved as presented by unanimous consent.

### **PUBLIC COMMENTS**

David Griffith questioned the dollar amount listed under “Ethics” within the airport’s financial statement.

### **BOARD MEMBER REPORTS**

Terry requested more time regarding the hangar and Jeff Renard confirmed the rate change for the price per square foot for 2025 along with the future set-backs.

## **SPONSOR/PARTNERS REPORT**

Jeff noted that he walked through the agenda with Lori Zoller and she was in agreement with what was presented.

Dan Spatz noted that the EDA was authorized with appropriations going forward. He also gave an update regarding the letter of proposal from the college to the FAA for the Aviation Maintenance Program.

FBO: Darren Lacock noted that last month was above average in fuel sales and they are 1200 gal from the 2nd best year they have had. He also gave an update regarding cable swaps and filter system installments on the trucks and fuel island. Airport traffic has been slow but normal this time of year due to inclement weather.

Matthew Klebes gave updates on the EDA project, water agreement, and T-hangars.

## **ACTION ITEMS**

*Randy Anderson moved to recommend to the owners of the airport to enter into a land lease agreement with Gorge Hangars LLC to construct another hangar. James Smith seconded the motion. **The motion passed unanimously.***

## **DISCUSSION ITEMS –**

Budget/Check Report: David Griffith questioned the dollar amount listed under “Ethics” within the airport’s financial statement. Randy Anderson gave insight as to what that number represents.

Audit Report: Randy reported that the airport received a clean opinion that the financial statements are presented fairly, with highlights noted.

Engineer of Record selection RFQ to be posted on the 18th.

## **MANAGEMENT REPORT –**

See attached report.

2025 Airport Vision Suggestion Box is posted on the website along with the 2024 Vision and Priority List.

**NEXT MEETING**

The next meeting will be January 17th at 7:30 a.m.

**ADJOURNMENTS**

The meeting was adjourned at 8:48 a.m.

SIGNED:

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Jim Wilcox, Chair or Terry Trapp, Vice Chair

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Jeff Renard, Airport Manager

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
061-0000-300.00-0 BEGINNING BALANCE	.00	513,949.00	1,119,634.00	605,685.00	45.9
TOTAL BEGINNING BALANCE	.00	513,949.00	1,119,634.00	605,685.00	45.9
<u>INTERGOVERNMENTAL REVENUE</u>					
061-0000-330.00-0 INTERGOVERNMENTAL REVENUE	.00	32,500.00	646,335.00	613,835.00	5.0
061-0000-330.10-0 OTHER WA	.00	.00	.00	.00	.0
061-0000-330.15-0 OTHER OR	.00	.00	.00	.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	32,500.00	646,335.00	613,835.00	5.0
<u>FEDERAL REVENUES</u>					
061-0000-331.20-0 FEDERAL GRANTS-FAA	.00	237,737.20	738,240.00	500,502.80	32.2
061-0000-331.90-0 FEDERAL GRANTS-MISC	.00	.00	5,514,000.00	5,514,000.00	.0
TOTAL FEDERAL REVENUES	.00	237,737.20	6,252,240.00	6,014,502.80	3.8
<u>STATE GRANTS</u>					
061-0000-334.80-0 WASHINGTON STATE GRANTS	.00	.00	.00	.00	.0
061-0000-334.90-0 STATE GRANTS, OTHER	.00	260,239.20	2,462,860.00	2,202,620.80	10.6
TOTAL STATE GRANTS	.00	260,239.20	2,462,860.00	2,202,620.80	10.6
<u>GENERAL GOVERNMENT</u>					
061-0000-341.90-0 MISC SALES AND SERVICES	.00	.00	100,000.00	100,000.00	.0
TOTAL GENERAL GOVERNMENT	.00	.00	100,000.00	100,000.00	.0
<u>AVIATION FUEL SALES</u>					
061-0000-347.00-0 AVIATION FUEL SALES	1,141.20	17,381.80	25,000.00	7,618.20	69.5
TOTAL AVIATION FUEL SALES	1,141.20	17,381.80	25,000.00	7,618.20	69.5
<u>INTEREST REVENUES</u>					
061-0000-361.00-0 INTEREST REVENUES	3,029.44	17,667.11	25,000.00	7,332.89	70.7
TOTAL INTEREST REVENUES	3,029.44	17,667.11	25,000.00	7,332.89	70.7

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 362</u>					
061-0000-362.00-0 LEASE REVENUE	12,557.00	60,768.00	142,755.00	81,987.00	42.6
TOTAL SOURCE 362	12,557.00	60,768.00	142,755.00	81,987.00	42.6
<u>RENTAL REVENUES</u>					
061-0000-363.50-0 PROPERTY RENTALS	4,454.38	86,482.34	109,148.00	22,665.66	79.2
TOTAL RENTAL REVENUES	4,454.38	86,482.34	109,148.00	22,665.66	79.2
<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	39,000.00	65,000.00	26,000.00	60.0
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	39,000.00	955,000.00	916,000.00	4.1
<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	27,682.02	1,269,949.65	13,062,972.00	11,793,022.35	9.7

CITY OF THE DALLES  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

AIRPORT DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
062-0000-300.00-0 BEGINNING BALANCE	.00	74,236.00	53,232.00	( 21,004.00)	139.5
TOTAL BEGINNING BALANCE	.00	74,236.00	53,232.00	( 21,004.00)	139.5
<u>INTEREST REVENUES</u>					
062-0000-361.00-0 INTEREST REVENUES	664.56	4,527.21	5,220.00	692.79	86.7
TOTAL INTEREST REVENUES	664.56	4,527.21	5,220.00	692.79	86.7
<u>SOURCE 362</u>					
062-0000-362.00-0 LEASE REVENUE	.00	2,330.00	52,008.00	49,678.00	4.5
TOTAL SOURCE 362	.00	2,330.00	52,008.00	49,678.00	4.5
<u>RENTAL REVENUES</u>					
062-0000-363.50-0 PROPERTY RENTALS	17,249.45	104,283.50	97,390.00	( 6,893.50)	107.1
TOTAL RENTAL REVENUES	17,249.45	104,283.50	97,390.00	( 6,893.50)	107.1
<u>SOURCE 391</u>					
062-0000-391.61-0 TRANSFER FROM AIRPORT FUND	.00	.00	.00	.00	.0
TOTAL SOURCE 391	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	17,914.01	185,376.71	207,850.00	22,473.29	89.2



CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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	65,735.33	180,000.00	114,264.67	36.5
061-6100-000.32-10	8,500.00	27,000.00	15,000.00	( 12,000.00)	180.0
061-6100-000.34-10	.00	1,412.50	30,000.00	28,587.50	4.7
061-6100-000.41-10	1,355.74	7,589.50	15,000.00	7,410.50	50.6
061-6100-000.41-20	.00	.00	500.00	500.00	.0
061-6100-000.41-40	36.98	3,740.08	15,000.00	11,259.92	24.9
061-6100-000.43-10	13,847.00	61,000.61	75,000.00	13,999.39	81.3
061-6100-000.43-45	.00	.00	5,000.00	5,000.00	.0
061-6100-000.43-50	621.97	2,026.48	60,500.00	58,473.52	3.4
061-6100-000.43-51	127.36	478.76	4,500.00	4,021.24	10.6
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	42.78	235.90	250.00	14.10	94.4
061-6100-000.53-30	259.95	1,559.70	3,000.00	1,440.30	52.0
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	399.52	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	115.48	1,238.30	4,500.00	3,261.70	27.5
061-6100-000.60-10	.00	169.99	1,200.00	1,030.01	14.2
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	9,393.40	482,946.94	11,331,286.00	10,848,339.06	4.3
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>47,200.18</b>	<b>683,517.27</b>	<b>11,836,715.00</b>	<b>11,153,197.73</b>	<b>5.8</b>
<u>AIRPORT</u>					
061-9500-000.81-01	9,556.50	57,339.00	95,565.00	38,226.00	60.0
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>57,339.00</b>	<b>1,226,257.00</b>	<b>1,168,918.00</b>	<b>4.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>56,756.68</b>	<b>740,856.27</b>	<b>13,062,972.00</b>	<b>12,322,115.73</b>	<b>5.7</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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

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			11/30/2024 (11/24) Balance	061-6100-000.31-10			756.55
			12/31/2024 (12/24) 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			11/30/2024 (11/24) Balance	061-6100-000.31-90			53,235.33
11/30/2024	AP	80	AVIATION MANAGEMENT SERVICES **VendorNo: 10704 **Inv. No: 1130 **Desc: NOVEMBER 2024 AIRPORT MGNT CONTRACT **Inv. Date: 11/30/2024 **PO No: **Remit Name: AVIATION MANAGEMENT SERVICES **Merchant Vendor No: 10704 **Merchant Vendor Name: AVIATION MANAGEMENT SERVICES **Invoice Created By: Irowland		12,500.00		
			12/31/2024 (12/24) Period Totals and Balance		12,500.00 *	.00 *	65,735.33
YTD Encumbrance	.00	YTD Actual	65,735.33 Total	65,735.33 YTD Budget	180,000.00 Unexpended	114,264.67	
AUDITING SERVICES			11/30/2024 (11/24) Balance	061-6100-000.32-10			18,500.00
11/30/2024	AP	279	KDP CERTIFIED PUBLIC ACCOUNTANTS LLP **VendorNo: 10939 **Inv. No: 1-12067 **Desc: AIRPORT PROGRESS BILL FY23-24 **Inv. Date: 11/30/2024 **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		8,500.00		
			12/31/2024 (12/24) Period Totals and Balance		8,500.00 *	.00 *	27,000.00
YTD Encumbrance	.00	YTD Actual	27,000.00 Total	27,000.00 YTD Budget	15,000.00 Unexpended	(12,000.00)	
ENGINEERING SERVICES			11/30/2024 (11/24) Balance	061-6100-000.34-10			1,412.50
			12/31/2024 (12/24) 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			11/30/2024 (11/24) Balance	061-6100-000.41-10			6,233.76
12/03/2024	AP	323	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100173 12-24 **Desc: AIRPORT WATER **Inv. Date: 12/3/2024 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		1,154.21		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/03/2024	AP	324	DALLESPORT WATER ASSOCIATION **VendorNo: 366 **Inv. No: ACT 100489 12-24 **Desc: AIRPORT WATER **Inv. Date: 12/3/2024 **PO No: **Remit Name: DALLESPORT WATER ASSOCIATION **Merchant Vendor No: 366 **Merchant Vendor Name: DALLESPORT WATER ASSOCIATION **Invoice Created By: Irowland		201.53		
12/31/2024 (12/24) Period Totals and Balance					1,355.74 *	.00 *	7,589.50
YTD Encumbrance	.00	YTD Actual	7,589.50 Total	7,589.50 YTD Budget	15,000.00 Unexpended	7,410.50	
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GARBAGE SERVICES			11/30/2024 (11/24) Balance	061-6100-000.41-20			.00
12/31/2024 (12/24) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
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ELECTRICITY			11/30/2024 (11/24) Balance	061-6100-000.41-40			3,703.10
12/06/2024	AP	337	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 6195849 12-24 **Desc: AIRPORT ELECTRICITY **Inv. Date: 12/6/2024 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		10.16		
12/06/2024	AP	338	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 69456080 12-24 **Desc: AIRPORT ELECTRICITY **Inv. Date: 12/6/2024 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		26.82		
12/31/2024 (12/24) Period Totals and Balance					36.98 *	.00 *	3,740.08
YTD Encumbrance	.00	YTD Actual	3,740.08 Total	3,740.08 YTD Budget	15,000.00 Unexpended	11,259.92	
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BUILDINGS AND GROUNDS			11/30/2024 (11/24) Balance	061-6100-000.43-10			47,153.61
12/03/2024	AP	3	KLICKITAT COUNTY PUD **VendorNo: 689 **Inv. No: 7009 **Desc: WO#248030 (2) NEW 200AMP ELECTRICAL SERVICES AT AIRPORT **Inv. Date: 12/3/2024 **PO No: **Remit Name: KLICKITAT COUNTY PUD **Merchant Vendor No: 689 **Merchant Vendor Name: KLICKITAT COUNTY PUD **Invoice Created By: Irowland		9,667.92		
11/08/2024	AP	47	PATRIOT FIRE PROTECTION **VendorNo: 4350 **Inv. No: 3310252 **Desc: FIRE EXTINGUISHER SERVICE AIRPORT **Inv. Date: 11/8/2024 **PO No: **Remit Name: PATRIOT FIRE PROTECTION **Merchant Vendor No: 4350 **Merchant Vendor Name: PATRIOT FIRE PROTECTION **Invoice Created By: Irowland		279.08		
10/20/2024	AP	108	VALENCIA LAWN CARE LLC **VendorNo: 11074 **Inv. No: 5654 **Desc: OCT 2024 GROUNDS KEEPING AT THE AIRPORT **Inv. Date: 10/20/2024 **PO No: **Remit Name: VALENCIA LAWN CARE LLC **Merchant Vendor No: 11074 **Merchant Vendor Name: VALENCIA LAWN CARE LLC **Invoice Created By: Irowland		2,600.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/27/2024	AP	109	VALENCIA LAWN CARE LLC **VendorNo: 11074 **Inv. No: 5739 **Desc: NOV 24 GROUNDS KEEPING AT THE AIRPORT **Inv. Date: 11/27/2024 **PO No: **Remit Name: VALENCIA LAWN CARE LLC **Merchant Vendor No: 11074 **Merchant Vendor Name: VALENCIA LAWN CARE LLC **Invoice Created By: Irowland		1,300.00		
12/31/2024 (12/24) Period Totals and Balance					13,847.00 *	.00 *	61,000.61
YTD Encumbrance	.00	YTD Actual	61,000.61 Total	61,000.61 YTD Budget	75,000.00 Unexpended	13,999.39	
<hr/>							
JOINT USE OF LABOR/EQUIP			11/30/2024 (11/24) Balance	061-6100-000.43-45			.00
12/31/2024 (12/24) 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			11/30/2024 (11/24) Balance	061-6100-000.43-50			1,404.51
12/16/2024	AP	493	SCHOCK WELDING LLC **VendorNo: 10140 **Inv. No: 1495 **Desc: REPAIR AIRPORT SNOW PLOW **Inv. Date: 12/16/2024 **PO No: **Remit Name: SCHOCK WELDING LLC **Merchant Vendor No: 10140 **Merchant Vendor Name: SCHOCK WELDING LLC **Invoice Created By: Irowland		560.00		
11/29/2024	AP	1038	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 12-24 **Desc: BRAKE FLUID & ANTIFREEZE J RENARD **Inv. Date: 11/29/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		61.97		
12/31/2024 (12/24) Period Totals and Balance					621.97 *	.00 *	2,026.48
YTD Encumbrance	.00	YTD Actual	2,026.48 Total	2,026.48 YTD Budget	60,500.00 Unexpended	58,473.52	
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GAS/OIL/DIESEL/LUBRICANTS			11/30/2024 (11/24) Balance	061-6100-000.43-51			351.40
11/29/2024	AP	1040	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 12-24 **Desc: FUEL J RENARD **Inv. Date: 11/29/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		127.36		
12/31/2024 (12/24) Period Totals and Balance					127.36 *	.00 *	478.76
YTD Encumbrance	.00	YTD Actual	478.76 Total	478.76 YTD Budget	4,500.00 Unexpended	4,021.24	
<hr/>							
PROPERTY TAXES			11/30/2024 (11/24) Balance	061-6100-000.46-10			.00
12/31/2024 (12/24) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	15,000.00 Unexpended	15,000.00	
<hr/>							
LIABILITY			11/30/2024 (11/24) Balance	061-6100-000.52-10			4,707.30
12/31/2024 (12/24) 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	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
PROPERTY			11/30/2024 (11/24) Balance	061-6100-000.52-30			20,217.59
			12/31/2024 (12/24) 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)	
POSTAGE			11/30/2024 (11/24) Balance	061-6100-000.53-20			193.12
12/05/2024	AP	26	PITNEY BOWES BANK INC PURCHASE POW **VendorNo: 2842 **Inv. No: DECEMBER 2024 **Desc: POSTAGE REIMB 10-22-2024 TO 12-04-2024 **Inv. Date: 12/5/2024 **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		42.78		
			12/31/2024 (12/24) Period Totals and Balance		42.78 *	.00 *	235.90
YTD Encumbrance	.00	YTD Actual	235.90 Total	235.90 YTD Budget	250.00 Unexpended	14.10	
TELEPHONE			11/30/2024 (11/24) Balance	061-6100-000.53-30			1,299.75
11/21/2024	AP	484	CHARTER COMMUNICATIONS **VendorNo: 4316 **Inv. No: 138455901112124 **Desc: WEB HOSTING AIRPORT **Inv. Date: 11/21/2024 **PO No: **Remit Name: CHARTER COMMUNICATIONS **Merchant Vendor No: 4316 **Merchant Vendor Name: CHARTER COMMUNICATIONS **Invoice Created By: Irowland		259.95		
			12/31/2024 (12/24) Period Totals and Balance		259.95 *	.00 *	1,559.70
YTD Encumbrance	.00	YTD Actual	1,559.70 Total	1,559.70 YTD Budget	3,000.00 Unexpended	1,440.30	
LEGAL NOTICES			11/30/2024 (11/24) Balance	061-6100-000.53-40			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ADVERTISING			11/30/2024 (11/24) Balance	061-6100-000.54-00			198.00
			12/31/2024 (12/24) 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	
PERMITS			11/30/2024 (11/24) Balance	061-6100-000.57-00			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
TRAVEL, FOOD & LODGING			11/30/2024 (11/24) Balance	061-6100-000.58-10			1,788.00
11/29/2024	AP	1042	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 12-24 **Desc: LODGING WSCAA CONFERENCE J RENARD **Inv. Date: 11/29/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		399.52		
			12/31/2024 (12/24) Period Totals and Balance		399.52 *	.00 *	2,187.52
YTD Encumbrance	.00	YTD Actual	2,187.52 Total	2,187.52 YTD Budget	3,000.00 Unexpended	812.48	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
TRAINING AND CONFERENCES			11/30/2024 (11/24) Balance	061-6100-000.58-50			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
MEMBERSHIPS/DUES/SUBSCRIP			11/30/2024 (11/24) Balance	061-6100-000.58-70			1,122.82
11/29/2024	AP	1039	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 12-24 **Desc: MARITIME INFO SYSTEM REPORT J RENARD **Inv. Date: 11/29/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		100.00		
11/29/2024	AP	1041	MASTERCARD **VendorNo: 10541 **Inv. No: 8386 12-24 **Desc: GOOGLE SUITES J RENARD **Inv. Date: 11/29/2024 **PO No: **Remit Name: MASTERCARD **Merchant Vendor No: 10541 **Merchant Vendor Name: MASTERCARD **Invoice Created By: Irowland		15.48		
			12/31/2024 (12/24) Period Totals and Balance		115.48 *	.00 *	1,238.30
YTD Encumbrance		.00 YTD Actual	1,238.30 Total	1,238.30 YTD Budget	4,500.00 Unexpended	3,261.70	
OFFICE SUPPLIES			11/30/2024 (11/24) Balance	061-6100-000.60-10			169.99
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	169.99
YTD Encumbrance		.00 YTD Actual	169.99 Total	169.99 YTD Budget	1,200.00 Unexpended	1,030.01	
MISCELLANEOUS EXPENSES			11/30/2024 (11/24) Balance	061-6100-000.69-50			316.22
			12/31/2024 (12/24) 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			11/30/2024 (11/24) Balance	061-6100-000.69-80			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BUILDINGS			11/30/2024 (11/24) Balance	061-6100-000.72-20			.00
			12/31/2024 (12/24) 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			11/30/2024 (11/24) Balance	061-6100-000.72-30			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
IMPRVMTS OTHER THAN BLDGS			11/30/2024 (11/24) Balance	061-6100-000.73-30			473,553.54
09/30/2024	AP	40	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6564 **Desc: SOUTH APRON RECONSTRUCTION & NEW TAXILINES PH 2 COAR-23-DLS-00018 **Inv. Date: 9/30/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		4,346.65		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2024	AP	477	PRECISION APPROACH ENGINEERING **VendorNo: 3780 **Inv. No: 6591 **Desc: SOUTH APRON RECONSTRUCTION & NEW TAXILINES PH 2 COAR-23-DLS-00018 **Inv. Date: 10/31/2024 **PO No: **Remit Name: PRECISION APPROACH ENGINEERING **Merchant Vendor No: 3780 **Merchant Vendor Name: PRECISION APPROACH ENGINEERING **Invoice Created By: Irowland		5,046.75		
12/31/2024 (12/24) Period Totals and Balance					9,393.40 *	.00 *	482,946.94
YTD Encumbrance	.00	YTD Actual	482,946.94 Total	482,946.94 YTD Budget	11,331,286.00 Unexpended	10,848,339.06	
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MACHINERY			11/30/2024 (11/24) Balance	061-6100-000.74-10			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00	
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FIXED ASSET RECLASS ACCT			11/30/2024 (11/24) Balance	061-6100-000.78-50			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
TO GENERAL FUND			11/30/2024 (11/24) Balance	061-9500-000.81-01			47,782.50
12/31/2024	TF	42	RECORD MONTHLY BUDGETED TRANSFER		9,556.50		
			12/31/2024 (12/24) Period Totals and Balance		9,556.50 *	.00 *	57,339.00
YTD Encumbrance	.00	YTD Actual	57,339.00 Total	57,339.00 YTD Budget	95,565.00 Unexpended	38,226.00	
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TO AIRPORT DEBT SERVICE			11/30/2024 (11/24) Balance	061-9500-000.81-62			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CONTINGENCY			11/30/2024 (11/24) Balance	061-9500-000.88-00			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	325,290.00 Unexpended	325,290.00	
<hr/>							
UNAPPROPRIATED ENDING FUND BAL			11/30/2024 (11/24) Balance	061-9500-000.89-00			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	805,402.00 Unexpended	805,402.00	
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Number of Transactions: 21 Number of Accounts: 34					Debit	Credit	Proof
Total AIRPORT FUND:					56,756.68	.00	56,756.68



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>MISCELLANEOUS EXPENSE</b>							
			11/30/2024 (11/24) Balance	062-6100-000.69-50			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>BOND PRINCIPAL</b>							
			11/30/2024 (11/24) Balance	062-6100-000.79-15			.00
			12/31/2024 (12/24) 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>							
			11/30/2024 (11/24) Balance	062-6100-000.79-25			29,362.50
			12/31/2024 (12/24) 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>							
			11/30/2024 (11/24) Balance	062-6100-000.79-50			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>PRIN PMTS - K CO CERB LN</b>							
			11/30/2024 (11/24) Balance	062-6100-000.79-55			25,000.00
			12/31/2024 (12/24) 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>							
			11/30/2024 (11/24) Balance	062-6100-000.79-60			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>INT PMTS - K CO CERB LN</b>							
			11/30/2024 (11/24) Balance	062-6100-000.79-65			4,125.00
			12/31/2024 (12/24) 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>							
			11/30/2024 (11/24) Balance	062-6100-000.79-66			.00
			12/31/2024 (12/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>RESERVE FOR FUTURE DEBT</b>							
			11/30/2024 (11/24) Balance	062-6100-000.79-80			.00
			12/31/2024 (12/24) 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: 21 Number of Accounts: 43  
Grand Totals:

Debit	Credit	Proof
.00	.00	.00
56,756.68	.00	56,756.68

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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
-

# 2025 COLUMBIA GORGE REGIONAL AIRPORT RANKED PRIORITIES

BEGIN MASTER PLAN PROCESS

WELL DEVELOPMENT/WATER AGREEMENT

REVIEW/UPDATE JOINT OPERATING AGREEMENT

IDENTIFY PROJECTS THAT COULD BE FUNDED BY SALE OF  
EXCESS DIRT

RUNWAY LIGHTING UPGRADES

TERMINAL AREA WATER SYSTEM

REVIEW/UPDATE DEVELOPMENT STANDARDS

FENCING

GROUNDS MAINTENANCE

T HANGER DEVELOPMENT

PREPARE FLEXIBLE PLAN FOR EXPANSION OF  
INFRASTRUCTURE TO THE EAST

PURCHASE EQUIPMENT THAT ADDS CAPACITY TO AIRPORT  
OPERATIONS FROM AVAILABLE SOURCES

IDENTIFY FUNDING SOURCES/OPPORTUNITIES

FUTURE INFRASTRUCTURE

ONSITE RESIDENCE REPLACEMENT

TERMINAL BUILDING UPGRADES/REPLACEMENT



# Aviation Management Services Monthly Report

## January 17, 2025

- The Connect Oregon T Hangar project to have match money and loan packages to go before council and BOCC.
- It is budget season again and I have been reviewing the current year's numbers to project the coming year's needs.
- The Mayor will be appointing the airport board members this month.
- December Flight Numbers closed out with 753 operations, down 300 ish from last month.
- The above ground fuel tank and generator wiring / infrastructure to be installed, estimating March commissioning of fuel system and generator upon arrival.
- Klickitat County will be going out to bid for the civil portion of the airport project on January 15. The bid opening is scheduled for February 11.
- Staff will be working with the CGCC staff to get the hangar lease details in order.
- The Klickitat County PUD was able to install the transformer and the tenant installed their waterline and all were inspected.
- The signs needing upgraded will be included in the upcoming budget.

- The notices for this year's hangar inspections went out and inspections are under way. (Almost completed)
- Staff had Valencia Lawn care give an estimate to landscape the perimeter of the building. (due to the estimate I will be getting additional estimates)
- Currently showing 53 Based Aircraft on the FAA list.
- I am the rep for the Lower John Day Area Commission on Transportation, as part of this role I am on the review committee for the COAR grants. We reviewed 13 of the grants and ranked them for the State aviation boards consideration. The final review by the State will be on the 22nd of January.
- Staff attended the following meetings:
  - City Council.
  - Klickitat County BOCC (virtual)
- The next Board Meeting will be 2/21/2025

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



**AVIATION MANAGEMENT  
SERVICES**

[jrenard@aviationmanagementservice.com](mailto:jrenard@aviationmanagementservice.com)