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MINUTES

COLUMBIA GORGE REGIONAL AIRPORT MEETING

June 11, 2021

Meeting at Airport Terminal & via Zoom

PRESIDING: Chair Jim Wilcox

BOARD PRESENT: Jacob Anderson, Tim Urness, Norm Deo, Dave Griffith, Terry Trapp,

BOARD ABSENT: Tim McGlothlin,

STAFF PRESENT: Airport Managers David Rasmussen and Aryn Rasmussen

CALL TO ORDER

The meeting was called to order by Jim Wilcox at 7:10 am.

ROLL CALL

Roll call was conducted by Airport Manager, Tim McGlothlin absent.

APPROVAL OF AGENDA

The agenda was approved with corrections, added FBO report and CIP discussion item, by unanimous consent.

APPROVAL OF MINUTES

The regular meeting minutes of 5/21/2021 were approved as presented by unanimous consent.

PUBLIC COMMENTS – None

BOARD MEMBER REPORTS – None

FBO REPORT – Jeff Renard reported that TacAero has been very busy. They started a new fuel contract with HTS who has a sky crane based at the airport for the fire season. The upgrades to the flight school hangar are almost complete. Additionally, they have made progress on gaining final approval for a PSI testing center.

ACTION ITEMS – None

DISCUSSION ITEMS

A. Manger Handover – Dave briefed that the city and county were still deciding whether they wanted to pursue creating a county employee position or to transfer the ownership of AMS. There is interest in either option, just waiting for the final decision. Dave said that he will leave July 2 and Aryn will be available to assist with the handover to the new manager until the end of the 90-day notice. Jim met with Julie and Jonathan earlier this week, noting that if the manager becomes a county position the agreement will need to be updated. Jonathan commented that since the agreement is 20 years old it should probably be reviewed regardless. Jonathan also commented that it should be straight forward to update the agreement. He commented that Aryn and Dave could speak better on the specific pros and cons to either option. Jim asked Jonathan about the role of the board. Jonathan replied that the board's role is to ratify and advise on airport items. The burden of responsibility falls on the city and county. Dave G. asked Dave R. as the most recent manager what was his opinion. Dave R. said that his first priority has always been the welfare of the airport. His experience and lifestyle in the area is that there are a lot of extra cost and expenses associated for the manager as a small business contractor. A formal position would help give the airport a greater shot at recruiting a qualified professional airport manager. A county position would be better for the long term health of the airport. Tim U. asked about the cons of a county position. Dave R. said there could be potential performance issues, the contract is clear cut on the requirements. Also, that it is more expensive to pay an employee. Tim U. asked Jonathan what would prevent the airport from providing healthcare to the next contractor. Jonathan responded that they would have to update or enter into a new contract to compensate for benefits. Dave R. commented that there has been talk in the last few years about updating the contract. Jim explained some of the additional costs with owning a small business. There not a lot of profit margin or "benefits" in the current contract to expand the role. Norm asked about cost differences in contractor versus county position. Dave R. explained that it would cost an additional \$40,000 - \$60,000. Tim U. commented that he supported keeping the position as a contractor. Dave R. commented that it is most important to find the right person, the contract is no guarantee of that. Chuck commented about the struggles of finding housing in the area. He sees a lot of challenges in recruiting someone to relocate here. Jacob commented that the director level positions are easier to hire/fire that other level jobs. He is meeting with Julie on Monday to discuss the options. We are in a position where we have to make choices with limited time and not all the information. He agrees the manager needs to be the right person and is in support of creating an interim position to fill the gap until the process is complete. Terry also supports the idea of an interim manager.

B. Capital Improvement Projects – Jim briefed about project to replace the blue Quonset Hangar roof. Roofing put together specs on roof and the preliminary bid is around \$100,000.00. The airport does not have enough budgeted for that project. The roofing company suggested waiting a year for prices to level out. Jim suggests that the airport heads their suggestion and exercise some tactical patience on capital projects until the market adjusts.

C. Budget/Check Report – Over a small amount on electricity, this is due to the new fuel tanks and increased tenant use. Also over on office supplies, but neither line item has a negative impact to the bottom line.

MANAGEMENT REPORT – Dave reported that the Kubota tractor is probably going to need a new engine. He's not exactly sure what the issue is right now, but the bid is around \$12,000 which will exceed the line item. Fortunately, it will not impact the bottom line. The zero turn needs a new parking brake sensor. A Gulfstream and a Pilatus both sold at the airport last week. Oregon Department of Forestry fire support aircraft and crews have arrived for the season. They are using the conference room until their office trailer arrives. WA DNR is making CGRA a permanent base for their helicopter, and the contract will be increasing next year. Dave is having a hard time finding a landscaper interested in bidding for the grounds maintenance. Dean from East Cascade Electric proposed the lowest bid to wire the electric to run the terminal building and fuel pumps, the bid is \$35,000. The airport already lost power last week during an active fire event. Dave got the IFE for the South Apron Rehab project back from the independent engineer, he will send it to the FAA next week. The FAA responded to the water district letter with three new questions. Jonathan and Dave are putting together a response to resubmit to the FAA.

NEXT MEETING

The next meeting will be August 20, 2021 at 7:00 am.


ADJOURNMENTS

Having no further business, the meeting was adjourned at 8:40 am.


SIGNED:



Jim Wilcox, Chair



Dave Rasmussen, Airport Manager

 11/16/2021