



City of McMinnville

AIRPORT COMMISSION MEETING

McMINNVILLE CIVIC HALL
200 NE Second Street

Tuesday, March 3, 2015
6:30 p.m.

Chair Jody Christensen

Commissioner Andy Benedict
Commissioner Doug Hurl
Commissioner Bob Peacock

Commissioner Brad Berry
Vice-Chair John Lautenbach
Councilor Alan Ruden

Welcome! All persons addressing the Airport Commission will please use the table at the front of the Board Room. If you desire to speak on any agenda item, please raise your hand to be recognized after the Chair calls the item. If you wish to address the Commission on any item not on the agenda, you may respond as the Chair calls for the *"Invitation to Citizens for Public Comment"* agenda item.

AGENDA

1. **CALL TO ORDER** (Chair Christensen)
2. **INVITATION TO CITIZENS FOR PUBLIC COMMENT**
 - *This section of the agenda allows for citizens to address the Airport Commission regarding any issue not on the agenda. The Chair will also invite airport users and business owners to report on current activities at the airport. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up at a future meeting.*
3. **CONSIDER MINUTES OF THE JANUARY 6, 2015 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the January 6th meeting.**
4. **AIRSTRIP EXHIBITION EVENT PROPOSAL DISCUSSION** (Rich Spofford)
 - *Presentation by Ryan Fisher, Revvolution Shift-S3ctor LLC*
5. **AIRPORT FUND BUDGET REVIEW** (Mike Bisset)
 - Review of the proposed FY15/16 Airport Fund budget.
 - Commission Action Required: **By MOTION and VOTE, the Commission shall make a recommendation to the City Council / Budget Committee regarding the proposed FY15/16 Airport Fund budget.**

6. **ITEMS FROM STAFF**

A. Airport Manager's Report (Graham Goad)

7. **ITEMS FROM COMMISSIONERS** (All)

8. **ADJOURNMENT**

NOTE: The next Airport Commission meeting will be on **Tuesday, May 5, 2015 @ 6:30pm** in the Civic Hall Building, 200 NE Second Street.

AIRPORT COMMISSION MEETING

Tuesday, March 3, 2015
6:30pm

Agenda Item 3. **MINUTES OF THE JANUARY 6, 2015 MEETING**

- Attachment 1: Proposed minutes.

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McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall
Tuesday, January 6, 2015

1. CALL TO ORDER

The meeting was called to order at 6:35pm by Jody Christensen. Commissioners present were Jody Christensen, Brad Berry, John Lautenbach, Doug Hurl, Bob Peacock, and Andy Benedict. Staff in attendance were Martha Meeker, Mike Bisset, Rich Spofford (City of McMinnville), and Graham Goad (Airport Manager).

2. CITY MANAGER INTRODUCTIONS

Each Commissioner provided a self-introduction to new City Manager Martha Meeker.

3. ELECTION OF OFFICERS

The Chair asked for nominations for the positions of Commission Chair and Vice-Chair for calendar year 2015. Commissioner Christensen was nominated for the Chair position, and Commissioner Lautenbach was nominated for the Vice-Chair position. No further nominations were received, and Chair Christensen / Vice-Chair Lautenbach were each elected by a unanimous vote of the Commission.

4. MINUTES

The draft minutes from the meeting of November 4, 2014 were reviewed by the Commission. Commissioner Berry asked for an amendment to the minutes regarding lease extensions – specifically noting that the lease extensions need City Council approval. The minutes, as amended, were approved by a unanimous vote of the Commission.

5. ITEMS FROM STAFF

Airport Manager Goad gave his manager's report. He spoke of being called out to the airport at 11pm on December 15th by YCOM dispatch, upon arrival he found a number of police officers and a sheriff that had responded to an abandoned bike along the highway next to the airport fence. Graham opened the airport gates to allow police to search the interior of the perimeter fence, nothing was found. Graham suggested that YCOM dispatch be given the access codes for the airport to allow a quicker response by authorities.

Graham reported about the roof of the pilot's lounge which lost the cover material in the wind storm on December 11th. He noted that the roof was subsequently repaired by Washington Roofing.

Graham reported that earlier in the day he received an email from Chris Eads of AOPA about the airports application to host an AOPA regional fly-in. Unfortunately, the application was not successful for the 2015 season.

Graham reported that he was looking into the process to change the CTAF (Common Traffic Advisory Frequency) for the airport. He noted that it appears that the frequency change is not a quick and simple process, and he suggested that the airport users be polled to help determine if the change was necessary.

Rich Spofford talked of his work with Century West and the runway rehab project. He noted that the environmental study and wildlife monitoring was being completed.

6. ITEMS FROM COMMISSIONERS

There were no items from the Commission.

7. PUBLIC COMMENT

Robbie Sturm addressed the Commission, and thanked those attended Cirrus Aviation's open house on New Year's Day. She presented a letter to the Commission indicating that Cirrus Aviation was willing to temporarily relocate, if necessary, to allow the City to replace the current FBO building. Chair Christensen thanked Robbie for the offer, and informed her that there were no immediate plans to replace the building.

Robbie expressed her frustration in not being able to sell her business with only 18 months left on her lease. Jody Christensen sympathized with her, and stated that the City needed to be thoughtful in moving forward with the process of selecting the next FBO operator. Jody stated that there would be an open bid process.

Commissioner John Lautenbach asked if the Commission had a role in the FBO selection process. Mike Bisset stated that the staff was in the early stages of putting together the solicitation for FBO services, and he noted that he expected that the solicitation would be ready sometime around mid-year. Commissioner Andy Benedict asked that the process be completed as soon as possible to be fair to Robbie and give her as much time as possible.

Holly Nehls from Konect Aviation spoke to the Commission about the recent News Register articles about the airport, and asked about the airport maintenance budget – specifically asking if there was any money to improve the appearance of the facility to "spruce things up a little". The Chair thanked Holly for her comments. Mike Bisset stated that the City would be moving forward in the near future with some facility maintenance to address aesthetics.

Alan Zanzuoski addressed the Commission. Alan stated that he believed that the City should not spend any money on the FBO building. He asked what the long range plans were and who was going to pay for the terminal building. Jody Christensen answered that there were no answers and no definitive plans yet for a new FBO/Terminal building.

Alan asked if the west hangar and the pilots lounge were scheduled for demolition, and then stated that those should be included in the plan. Mike Bisset informed Alan that the current ALP (Airport Layout Plan) does not call for the West hangar or the Pilots Lounge to be removed, and he noted that the current ALP is posted on the City's website. Mike also stated the ALP was scheduled to be updated in the next few years. Brad Berry stated that the update process would be open and would involve the City Council, the airport community, the staff, and any interested members of the public.

Alan asked if the rumor he heard about the runway width being reduced was true; and he provided some examples related to emergencies with jet aircraft that supported his opinion that the runway width should not be reduced. Rich Spofford stated that the project design engineers were reviewing usage data to help determine the runway width per FAA standards. Bob Peacock spoke of his work with the Hillsboro airport, and noted that the FAA will set the preferred runway width per their standards.

Alan asked about the noise issues, and noted that he believed that addressed those issues during a discussion with the airport neighbors after the last meeting. Alan stated the he wanted to be involved in any and all discussions about the airport and asked if the city was putting neighbors concerns ahead of the airport users. Discussion ensued between the Commissioners and Alan; and the Chair noted that the city would proceed with the noise issue in a careful and thoughtful manner and that the process would be "transparent".

Andy Benedict questioned the staff about the runway strength and the possibility of a displaced threshold on runway 4. Rich Spofford responded, and noted that the FAA would not allow the overrun area to be used as a displaced threshold. He noted that the design engineers were evaluating airport use data, and would use that information to justify the design weight limits for the new runway.

The meeting was adjourned at 8:00pm.

AIRPORT COMMISSION MEETING

**Tuesday, March 3, 2015
6:30pm**

Agenda Item 4. **AIRSTRIP EXHIBITION EVENT PROPOSAL DISCUSSION**

- Attachment 1: Revvolution Shift-S3ctor LLC draft proposal.

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AIRSTRIPE EXHIBITION



EVENT PROPOSAL

A REVOLUTION SHIFT-S3CTOR EVENT PRESENTED BY

Recipient:
McMinnville Municipal Airport
Attn: Rich Spofford
January 21st, 2015



SHIFT S3CTOR

EVENT PROPOSAL



EXECUTIVE SUMMARY

This proposal outlines preliminary information regarding the use of the McMinnville Municipal Airport for a professional automotive exhibition. The proposed event is a motorsport competition that will bring substantial exposure, marketing and revenue to the city and airport, while supporting the community and local businesses and enterprises.

We are looking to lease a single runway and surrounding area for a two-day period falling on a Saturday and Sunday in either July or August of 2015.

ABOUT THE EVENT

The airstrip exhibition is a half-mile, side-by-side roll race and trap speed competition featuring exotic cars and some of the fastest, most powerful cars in the world. We have created a world-class competition and spectator event that places our host cities in an international spotlight.

The event draws thousands of high-profile automotive and speed enthusiasts, as well as the industry's top manufacturers, personalities, and performance and lifestyle organizations that come out to participate, support and exhibit at the event.

Revolution Shift-S3ctor is currently the only event organizer in the country that has been granted full FAA and TSA approval to hold public motorsport events of this type at commercial service airports. In addition we have had seven successful airport exhibitions at smaller, city-owned municipal airports over the past three years as well.

EVENT PROPOSAL

“Brings together *passionate enthusiasts* by engaging the high-performance automotive and aviation communities.”



BENEFITS TO THE CITY, AIRPORT AND COMMUNITY

CITY SUPPORT

- » Event caters to national and international companies and high net-worth individuals
- » 80 percent of all sponsors, participants and spectators are from out of state, driving considerable traffic and revenue to the vicinity and local businesses
- » Engages local businesses and enterprises directly with their involvement in the event
- » Increases awareness and exposure for city and airport facilities and operations
- » Colorado Springs event saw the highest hotel room occupancy rate in over ten years

COMMUNITY OUTREACH

- » Partner directly with the airport's general aviation tenants to build community engagement, participation and GA tenant exposure
- » Builds a sense of community and rapport with residents, employees and patrons.
- » Ties in with the aviation community by potentially adding supplementary aviation static displays from the Evergreen Aviation and Space Museum, regional fly-ins, etc.
- » Opportunities available for community service and involvement

REVENUE

- » Generates revenue in excess of \$125,000 directly related to participant and spectator lodging, food, gas and services for local business
- » Generates revenue for city services including Fire, Police and Rescue departments with their direct involvement with the event
- » Airport receives direct revenue from land lease, airport staffing and equipment fees associated with the event

MARKETING

- » Creates quantifiable marketing and exposure directly for the city and airport
- » Colorado Springs event brought \$96,000 in marketing value to the airport
- » Dozens of national and international media outlets covering the event with major focus on the host city
- » Exposure established across both traditional and digital marketing channels via television, radio, print and digital media outlets

EVENT PROPOSAL



OVERCOMING CONCERNS

- » Our history of orchestrating this type of event at both commercial service and municipal airports has posed unique challenges that we've been able to overcome, providing administration-approved solutions
- » Our California events provide a track record of success at smaller municipal airports. We engage with all the proper channels for coordination and organization to ensure a successful event
- » We've established a reusable template for the use agreement, FAA and TSA approval processes, and operational, traffic control, airport safety and personnel plans
- » Leasing an airport runway, facilities and personnel have an obvious financial impact. We understand the gravity of these expenses and are prepared to make accommodations so that it makes financial sense to the airport and city
- » We understand that securing the general aviation tenant's support for the event is paramount to success. We coordinate with the GA tenants to accommodate their operational logistics
- » We are the only organization in the country that has had success and is trusted by the FAA with organizing and executing events of this type at primary commercial service airports
- » We provide a multi-million dollar general liability insurance policy relieving the airport from liability associated with our use of the premises. In addition, every person entering the premises is required to sign a release of liability
- » We coordinate and provide the necessary personnel and safety measures to properly and safely execute the event including, but not limited to: medical, fire/rescue, private security, police and any additional personnel required by the airport/FAA/TSA

EVENT PROPOSAL



EVENT REQUIREMENTS

- » Secure a single airport runway with length of 5,000+ ft with parallel taxiway
- » Adequate staging areas for participants/sponsors/spectators
- » Timeframe: consecutive Saturday & Sunday in either July or August 2015



EVENT PROPOSAL



ABOUT THE ORGANIZERS

Shift-S3ctor and Revvolution are two organizations that have combined to create premier half-mile automotive racing exhibitions.

Shift-S3ctor has been hosting and organizing airfield racing events since 2011, with seven successful events and an impeccable track record due to our safety regulations.

Revvolution is a turnkey event promotion and media marketing agency that has a reach and viewership exceeding millions of targeted high-end enthusiasts.

The joining of forces for last June's Pikes Peak Airstrip Attack at Colorado Springs Airport resulted in the most successful airstrip shootout to date, seeing over 4,000 spectators, international recognition and support, and great benefits and value to the airport.



EVENT PROPOSAL



CONTACT

Revolution Shift-S3ctor LLC

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AIRPORT COMMISSION MEETING

**Monday, March 3, 2015
6:30pm**

Agenda Item 5. **AIRPORT FUND BUDGET REVIEW**

- Attachment 1: Staff Memo
- Attachment 2: Proposed FY15/16 Airport Fund Budget

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M E M O R A N D U M

DATE: February 23, 2015
TO: Airport Commission
FROM: Mike Bisset, Community Development Director
SUBJECT: **AIRPORT FUND BUDGET**
FY15/16

The City’s fiscal year runs July 1 – June 30, and the proposed budgets for the various City funds are considered by the City Council & Budget Committee at a meeting in May, and officially adopted by the City Council at their second meeting in June. Attached for the Airport Commission’s consideration are the proposed Airport Fund budget revenues and expenses for FY15/16. To assist the Commission with their review of the proposed budget, here is a “key” to the various columns contained on the budget document:

COLUMN HEADING	COLUMN DESCRIPTION
2013 ACTUAL	Actual revenues / expenses for each line for the fiscal year ending June 30, 2013.
2014 ACTUAL	Actual revenues / expenses for the fiscal year ending June 30, 2014.
YTD 6/30/2015	Year to date revenues / expenses for the current fiscal year as of Feb. 20, 2015 . <i>Note that the “6/30/2015” is an error in the header that we can’t delete.</i>
2015 ESTIMATED	Staff’s estimate of the total revenues / expenses for the current fiscal year (ending June 30, 2015).
2015 AMENDED BUDGET	The budget for the current fiscal year (ending June 30, 2015) adopted by the City Council in June 2014.
2016 1 – Dept Proposal	Staff’s proposal for revenues / expenses for next fiscal year (July 1, 2015 – June 30, 2016).

Staff will review the proposed revenues and expenses at the Commission meeting on March 3rd.

Staff recommends approval of the proposed budget. **By motion and vote, the Commission shall make a recommendation to the City Council / Budget Committee regarding the proposed FY15/16 Airport Fund budget.** The City Council and Budget Committee will consider the proposed budget at their meeting on May 13, 2015, and the City Council will officially adopt the budget at their meeting on June 23, 2015.

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Budget Officer Report

25 - AIRPORT MAINTENANCE FUND

2013 ACTUAL	2014 ACTUAL	YTD 6/30/2015	Department :N/A Section :N/A Program :N/A	2015 ESTIMATED	2015 AMENDED BUDGET	2016 1 - Dept Proposal
<u>RESOURCES</u>						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4025-15 Designated Begin FB-Airport Fd - Facility Improvements	0	0	0
809,288	749,750	726,852	4090 Beginning Fund Balance Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.	726,851	731,000	785,308
809,288	749,750	726,852	<u>TOTAL BEGINNING FUND BALANCE</u>	726,851	731,000	785,308
<u>INTERGOVERNMENTAL</u>						
0	0	50,700	4580 FAA Grant FAA grant for environmental and design work related to the rehabilitation and reconstruction of the main runway 4-22 project planned for 2015-16. Grant will fund 90% of the cost; City will match will be 10%.	200,594	239,177	263,803
0	0	0	4775-10 ODOT State Grants - Connect Oregon	19,897	0	29,311
0	0	50,700	<u>TOTAL INTERGOVERNMENTAL</u>	220,491	239,177	293,114
<u>CHARGES FOR SERVICES</u>						
13,654	13,654	13,654	5400-05 Property Rentals - Crop Share & USDA	13,600	13,600	13,600
55,863	57,725	56,930	5400-10 Property Rentals - Land Leases	60,000	59,700	61,000
107,958	116,894	68,600	5400-15 Property Rentals - OSP Building	119,800	119,800	122,800
9,888	10,092	5,963	5400-20 Property Rentals - Fixed Base Operator Lease	10,300	10,200	10,500
41,508	38,510	21,616	5400-25 Property Rentals - City Hangar	40,000	40,000	40,000
228,871	236,875	166,763	<u>TOTAL CHARGES FOR SERVICES</u>	243,700	243,300	247,900
<u>MISCELLANEOUS</u>						
4,472	3,938	2,221	6310 Interest	3,900	4,300	4,100
10,565	8,093	3,722	6600 Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	5,000	7,000	5,000
15,037	12,031	5,944	<u>TOTAL MISCELLANEOUS</u>	8,900	11,300	9,100
1,053,196	998,656	-99,741	<u>TOTAL RESOURCES</u>	1,199,942	1,224,777	1,335,422

Budget Officer Report

25 - AIRPORT MAINTENANCE FUND

2013 ACTUAL	2014 ACTUAL	YTD 6/30/2015	Department :N/A Section :N/A Program :N/A	2015 ESTIMATED	2015 AMENDED BUDGET	2016 1 - Dept Proposal
<u>CAPITAL OUTLAY</u>						
106,241	0	0	8800 Building Improvements	0	0	0
0	0	0	8920-10 Land Improvements - FAA - Runway & Taxiway Const	0	0	0
106,241	0	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
<u>TRANSFERS OUT</u>						
51,437	61,122	70,702	9700-01 Transfers Out - General Fund	70,702	70,702	71,847
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Airport Fund support of Engineering operations.	1	6,138	6,138
			Engineering, Admin, & Finance personnel services support.	1	65,709	65,709
70,000	70,000	0	9700-77 Transfers Out - Wastewater Capital	0	0	0
121,437	131,122	70,702	<u>TOTAL TRANSFERS OUT</u>	70,702	70,702	71,847
<u>CONTINGENCIES</u>						
0	0	0	9800 Contingencies	0	300,000	300,000
0	0	0	<u>TOTAL CONTINGENCIES</u>	0	300,000	300,000
<u>ENDING FUND BALANCE</u>						
0	0	0	9925-15 Designated End FB - Airport Fd - Facility Improvements	0	0	50,000
740,468	726,852	734,686	9999 Unappropriated Ending Fd Balance	785,308	436,022	488,679
			Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.			
740,468	726,852	734,686	<u>TOTAL ENDING FUND BALANCE</u>	785,308	436,022	538,679
1,053,195	998,656	950,258	<u>TOTAL REQUIREMENTS</u>	1,199,942	1,224,777	1,335,422

Budget Officer Report

25 - AIRPORT MAINTENANCE FUND

2013 ACTUAL	2014 ACTUAL	YTD 6/30/2015	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 ESTIMATED	2015 AMENDED BUDGET	2016 1 - Dept Proposal
1,053,196	998,656	950,259	TOTAL RESOURCES	1,199,942	1,224,777	1,335,422
1,053,195	998,656	-99,741	TOTAL REQUIREMENTS	1,199,942	1,224,777	1,335,422