



City of McMinnville

AIRPORT COMMISSION MEETING

KENT L. TAYLOR CIVIC HALL
200 NE Second Street

Tuesday, March 7, 2017
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 3, 2017 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the January 3rd meeting.**
4. **AIRPORT FUND BUDGET REVIEW** (Mike Bisset)
 - Review of the proposed FY17/18 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 FY17/18 Airport Fund budget.**

The Kent L. Taylor Civic Hall building is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Recorder (503) 434-5702. For TTY services, please dial 711.

*Please note that these documents are also on the City's website, www.mcminnvilleoregon.gov. You may also request a copy from the Community Development Department.

5. **PRESENTATION – AIRPORT OVERLAY ZONE** (Heather Richards)
- Introduction of Airport Overlay Zone by Planning Director Heather Richards.
 - Commission Action Required: **NONE; this is an informational item.**
6. **ITEMS FROM STAFF**
- A. Airport Manager's Report (Konect Aviation)
7. **ITEMS FROM COMMISSIONERS** (All)
8. **ADJOURNMENT**

NOTE: The next Airport Commission meeting will be on **Tuesday, May 2, 2017 @ 6:30pm** in the Kent L. Taylor Civic Hall Building, 200 NE Second Street.

AIRPORT COMMISSION MEETING

**Tuesday, March 7, 2017
6:30pm**

Agenda Item 3. **MINUTES OF THE JANUARY 3, 2017 MEETING**

- Attachment 1: Proposed minutes.

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McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall
Tuesday, January 3, 2017

1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Andy Benedict, Doug Hurl, John Lautenbach, Bob Peacock, and City Councilor Alan Ruden. Staff in attendance included Mike Bisset & Rich Spofford (City of McMinnville); as well as Holly & Ingo Nehls (Konect Aviation - Airport Managers).
2. **Invitation to Citizens for Public Comment:** None.
3. **Election of Officers:** Chair Christensen asked for nominations for the 2017 Chair and Vice-Chair positions. A motion to reappoint Chair Christensen and Vice-Chair Lautenbach for 2017 was made and seconded; and the motion was approved by unanimous vote of the Commissioners present.
4. **Consider Minutes of the November 1, 2016 Commission Meeting:** Chair Christensen asked for comments on the minutes from November 1, 2016 Commission meeting. Hearing none, she asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Hurl and seconded by Commissioner Peacock; and the minutes were approved by unanimous vote of the Commissioners present.
5. **Airport Manager's Report:** Prior to calling for this item, Chair Christensen commended Konect Aviation for their recent recognition for being in the top 3% of flight training schools.

Airport Managers Holly & Ingo Nehls provided and reviewed a written Airport Manager's report (see attached). There was a brief discussion of the FBO design concept plan.

6. **Items from Commissioners:**

- Commissioner Benedict inquired about the current flight pattern height, and noted that raising the height 200' might help with noise issues.
- Chair Christensen inquired about the potential for an Airstrip Attack event in 2017, and Rich Spofford noted that the event wouldn't be possible due to the runway construction. He also noted that the FAA may object to future such events.

The meeting was adjourned at 7:13pm.

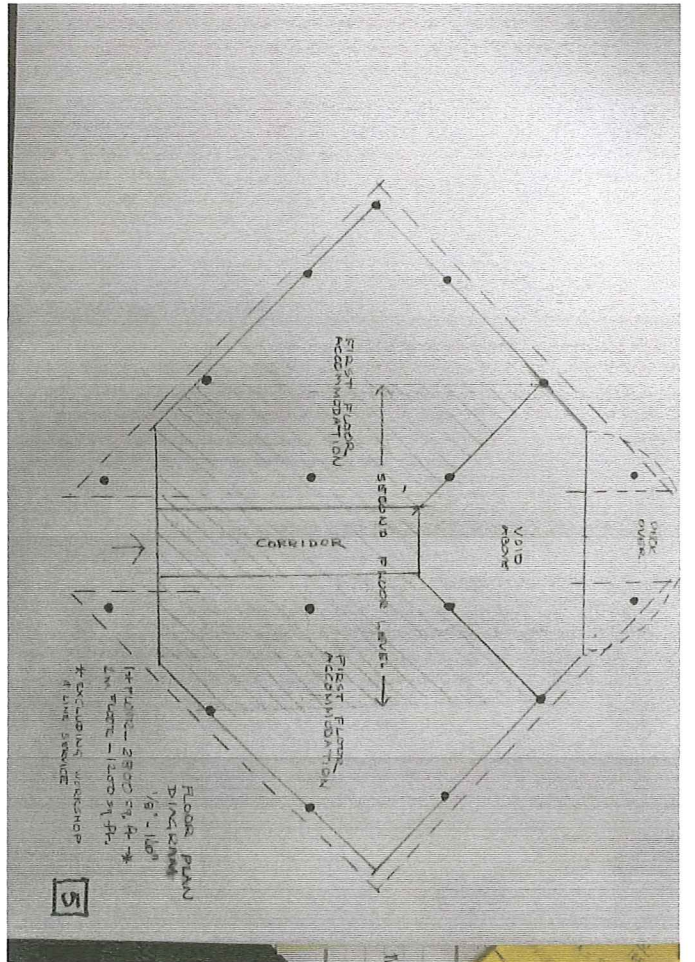
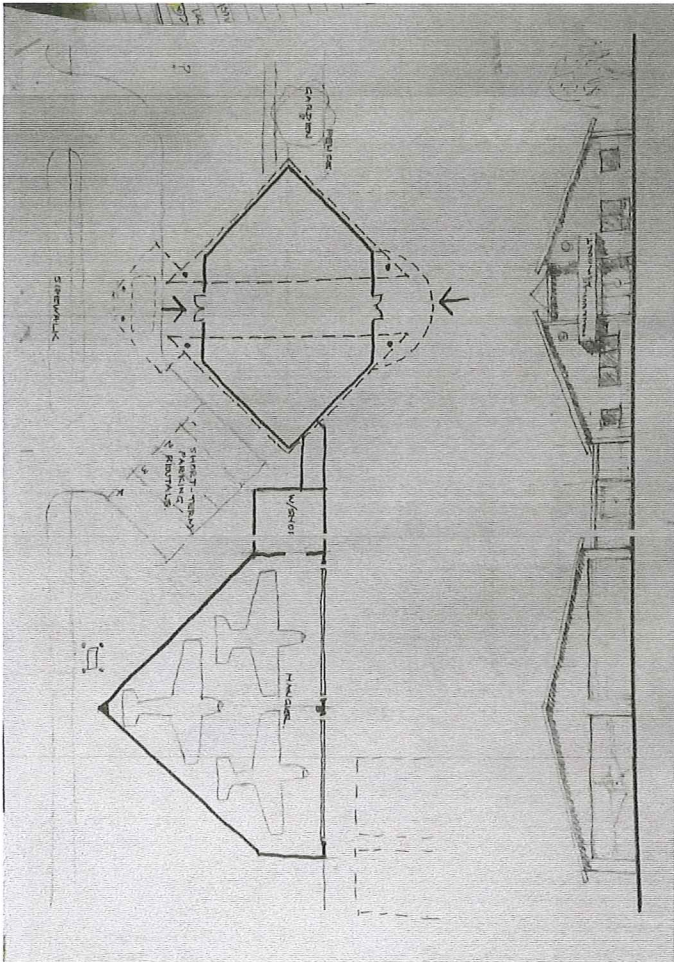
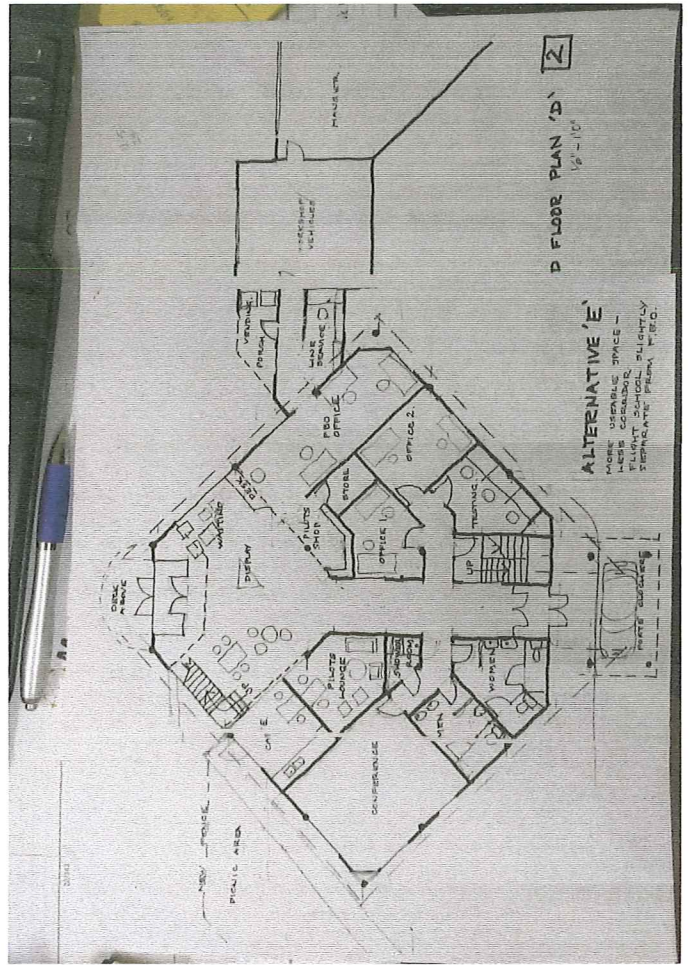
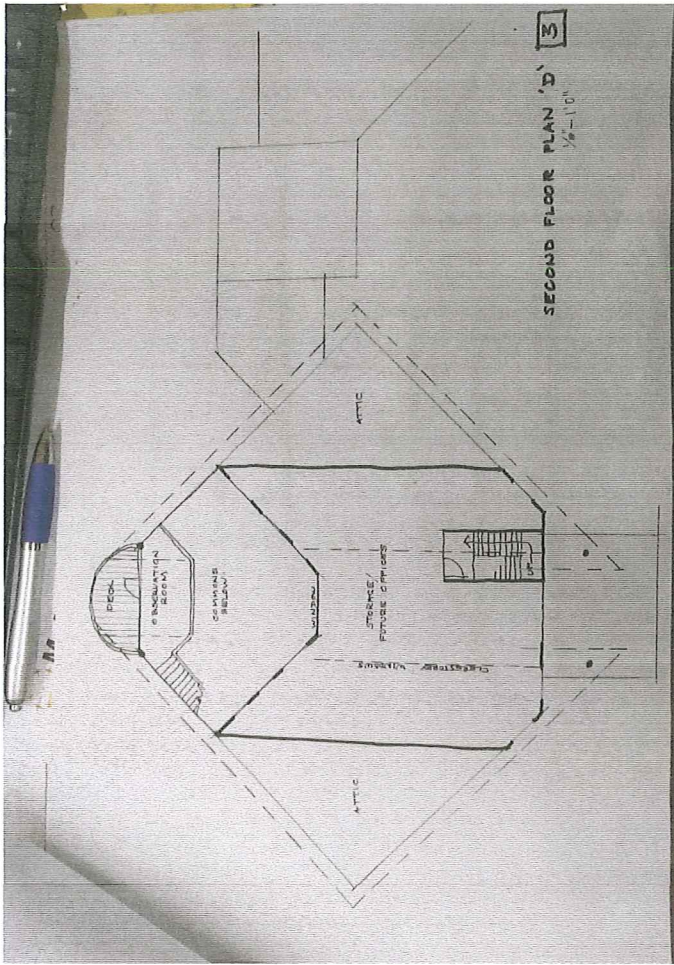
MEMO



Date: January 03, 2017
To: Airport Commission & Staff
From: Holly & Ingo Nehls, Airport Managers
Regarding: Airport Managers Report

Below is a list of items we are currently addressing or would like to soon address as Airport Managers

- Weekly Runway Inspections: Some lighting abnormalities have been noted in the weekly runway inspections. Water has been accumulating in the light fixtures and the bulbs seem to be burning out more than normal. We have cleaned the seals and dried the fixtures and hope this remedies the problem.
- Tie Down & Ramp Fees: This information will be disseminated in the newsletter and invoices will be sent to aircraft parked in the transient parking who have not checked in at the FBO.
- FBO Design Concept Plan: With the holidays it has been challenging to make progress with scheduling professional services. We are at the point we need to establish some base funds for the CAD work, attorneys fees, and other consultation services. Progress will be more swift in the coming month.
- Fly Friendly Initiative: With the new year we will be sending out the Fly Friendly Brochures to airport users along with the community newsletter. We will also distribute the information again via email.
- Noise Complaints: There have been some noise complaints, usually when the weather becomes flyable after bad weather. With the lower cloud ceilings it makes sense that we would receive a larger proportion of calls given the number of flights.
- Freezing Weather: With the snow and ice it has come up that there is no standard method for addressing icing conditions. This is something we should address in the coming years as jet traffic picks up.
- Moss Growth and Grounds Maintenance: We've been working to reduce the slipping hazard that results from an over-growth of moss on the pavement areas.



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AIRPORT COMMISSION MEETING

**Monday, March 7, 2017
6:30pm**

Agenda Item 4. **AIRPORT FUND BUDGET REVIEW**

- Attachment 1: Staff Memo
- Attachment 2: Proposed FY17/18 Airport Fund Budget

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City of McMinnville
Community Development Department
 231 NE Fifth Street
 McMinnville, OR 97128
 (503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: February 28, 2017
TO: Airport Commission
FROM: Mike Bisset, Community Development Director
SUBJECT: Proposed FY17/18 Airport Fund Budget

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 FY17/18. 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
2015 ACTUAL	Actual revenues / expenses for each line for the fiscal year ending June 30, 2015.
2016 ACTUAL	Actual revenues / expenses for the fiscal year ending June 30, 2016.
YTD 6/30/2017	Year to date revenues / expenses for the current fiscal year as of Feb. 28, 2017. <i>Note that the "6/30/2017" is an error in the header that we can't delete.</i>
2017 ESTIMATED	Staff's estimate of the total revenues / expenses for the current fiscal year (ending June 30, 2017).
2017 AMENDED BUDGET	The budget for the current fiscal year (ending June 30, 2017) adopted by the City Council in June 2016.
2018 2 – Dept Proposal #2	Staff's proposal for revenues / expenses for next fiscal year (July 1, 2017 – June 30, 2018).

Staff will review the proposed revenues and expenses at the Commission meeting on March 7th.

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 FY17/18 Airport Fund budget.** The City Council and Budget Committee will consider the proposed budget at their meeting on May 17, 2017, and the City Council will officially adopt the budget at their meeting on June 27, 2017.

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Budget Officer Report

25 - AIRPORT MAINTENANCE FUND

2015 ACTUAL	2016 ACTUAL	YTD 6/30/2017	Department :N/A Section :N/A Program :N/A	2017 ESTIMATED	2017 AMENDED BUDGET	2018 2 - Budget Proposal #2
RESOURCES						
BEGINNING FUND BALANCE						
0	0	50,000	4025-15 Designated Begin FB-Airport Fd - Facility Improvements	50,000	50,000	100,000
726,852	835,256	818,722	4090 Beginning Fund Balance Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.	818,721	818,084	708,460
726,852	835,256	868,722	TOTAL BEGINNING FUND BALANCE	868,721	868,084	808,460
INTERGOVERNMENTAL						
169,495	507,982	-789	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 2016-17. Grant will fund 90% of the cost; City will match will be 10%.	3,144,621	3,057,458	3,952,610
16,152	56,442	-3,634	4775-10 ODOT State Grants - Connect Oregon Connect Oregon V grant funds used for 10% match which is required with FAA grants	349,403	339,718	388,161
185,647	564,425	-4,424	TOTAL INTERGOVERNMENTAL	3,494,024	3,397,176	4,340,771
CHARGES FOR SERVICES						
13,654	13,654	13,654	5400-05 Property Rentals - Crop Share & USDA	13,600	13,600	13,600
60,010	60,530	58,884	5400-10 Property Rentals - Land Leases	61,200	61,500	62,100
119,827	124,488	74,530	5400-15 Property Rentals - OSP Building	125,400	125,400	127,600
10,308	9,773	5,896	5400-20 Property Rentals - Fixed Base Operator Lease	8,844	9,700	8,910
37,600	32,586	24,425	5400-25 Property Rentals - City Hangar	37,000	37,000	37,000
241,400	241,031	177,389	TOTAL CHARGES FOR SERVICES	246,044	247,200	249,210
MISCELLANEOUS						
3,525	3,477	3,462	6310 Interest	7,400	3,300	8,800
6,565	9,029	10,615	6600 Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	12,800	8,000	8,000
10,090	12,506	14,076	TOTAL MISCELLANEOUS	20,200	11,300	16,800
1,163,989	1,653,217	5,763	TOTAL RESOURCES	4,628,989	4,523,760	5,415,241

25 - AIRPORT MAINTENANCE FUND

2015 ACTUAL	2016 ACTUAL	YTD 6/30/2017	Department :N/A Section :N/A Program :N/A	2017 ESTIMATED	2017 AMENDED BUDGET	2018 2 - Budget Proposal #2
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REQUIREMENTS

MATERIALS AND SERVICES

6,400	6,900	6,100	7610-05 Insurance - Liability	6,100	6,100	6,800
5,700	5,800	7,000	7610-10 Insurance - Property	7,000	7,000	5,600
1,883	2,987	1,896	7660 Materials & Supplies Airport restroom, janitorial and office supplies, miscellaneous permits.	3,380	3,000	3,400
32,687	45,980	26,226	7720-40 Repairs & Maintenance - Runway/Taxiway	53,800	50,000	60,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Airport miscellanous repairs - minor paving, painting, etc	1	15,500	15,500
			Airport grounds weed spraying	1	15,000	15,000
			Airport grounds mowing	1	30,000	30,000
10,783	22,188	23,098	7740-05 Rental Property Repair & Maint - Building	40,000	42,500	26,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Miscellenous repairs, maintenance, landscaping, etc	1	23,500	23,500
			Insurance - liability	1	2,700	2,700
13,846	15,855	5,545	7740-10 Rental Property Repair & Maint - OSP	23,000	22,400	24,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Miscellenous repairs, maintenance, landscaping, etc	1	21,000	21,000
			Insurance - property	1	3,000	3,000
			Insurance - liability	1	700	700
14,393	35,604	15,119	7750 Professional Services	21,000	39,600	26,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation with single audit	1	5,600	5,600
			Miscellenous professional services	1	5,000	5,000
			Contract Airport Management	1	16,000	16,000
165,954	566,925	66,672	7760-45 Professional Svcs - Plan/Study - Environmental Design & Const Svc Environmental and design work related to the main runway 4-22 rehabilitation/reconstruction project planned for 2017-18	296,411	697,175	349,088
6,384	8,386	1,829	8215 Airport Lighting Runway, beacon, street, and parking area lighting maintenance and power costs.	11,000	15,000	15,000
258,031	710,624	153,484	TOTAL MATERIALS AND SERVICES	461,691	882,775	517,888

CAPITAL OUTLAY

0	0	0	8800 Building Improvements	0	0	0
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Budget Officer Report

25 - AIRPORT MAINTENANCE FUND

2015 ACTUAL	2016 ACTUAL	YTD 6/30/2017	Department :N/A Section :N/A Program :N/A			2017 ESTIMATED	2017 AMENDED BUDGET	2018 2 - Budget Proposal #2
0	0	541,072	8920-10	Land Improvements - FAA - Runway & Taxiway Const		3,241,072	2,700,000	3,999,241
0	0	42,045	9120	Sewer Construction Installation of approximately 400 lineal feet of sanitary sewer to serve existing and future hangars east of Cirrus Avenue.		42,045	40,000	0
0	0	583,117	TOTAL CAPITAL OUTLAY			3,283,117	2,740,000	3,999,241
TRANSFERS OUT								
70,702	73,871	75,721	9700-01	Transfers Out - General Fund		75,721	75,721	95,724
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Airport Fund support of Engineering operations.	1	7,645	7,645		
			Engineering, Admin, & Finance personnel services support.	1	88,079	88,079		
70,702	73,871	75,721	TOTAL TRANSFERS OUT			75,721	75,721	95,724
CONTINGENCIES								
0	0	0	9800	Contingencies		0	300,000	50,000
0	0	0	TOTAL CONTINGENCIES			0	300,000	50,000
ENDING FUND BALANCE								
0	50,000	100,000	9925-15	Designated End FB - Airport Fd - Facility Improvements Carryover designated for future facility improvements		100,000	100,000	100,000
835,256	818,722	143,441	9999	Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.		708,460	425,264	652,388
835,256	868,722	243,441	TOTAL ENDING FUND BALANCE			808,460	525,264	752,388
1,163,989	1,653,217	1,055,763	TOTAL REQUIREMENTS			4,628,989	4,523,760	5,415,241

Budget Officer Report

25 - AIRPORT MAINTENANCE FUND

2015 ACTUAL	2016 ACTUAL	YTD 6/30/2017	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2017 ESTIMATED	2017 AMENDED BUDGET	2018 2 - Budget Proposal #2
1,163,989	1,653,217	1,055,763	TOTAL RESOURCES	4,628,989	4,523,760	5,415,241
1,163,989	1,653,217	5,763	TOTAL REQUIREMENTS	4,628,989	4,523,760	5,415,241