



**City of McMinnville**

**AIRPORT COMMISSION MEETING**

**McMINNVILLE CIVIC HALL**  
200 NE Second Street

**Tuesday, November 4, 2014**  
**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. **CONSIDER MINUTES OF THE SEPTEMBER 2, 2014 COMMISSION MEETING**
  - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the September 2<sup>nd</sup> meeting.**
3. **AIRPORT FUND BUDGET UPDATE** (Mike Bisset)
  - Review of the Airport Fund revenues and expenses for the first quarter of FY14/15.
  - Commission Action Required: **NONE**
4. **ITEMS FROM STAFF**
  - A. Airport Manager’s Report (Graham Goad)
  - B. City Staff Report (Mike Bisset, Rich Spofford)
    - Chapter 11 – Municipal Code Update Status
    - Runway 4-22 Rehab Project Update
    - Fly Friendly Program Update

5. **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.*

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

7. **ADJOURNMENT**

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

# **AIRPORT COMMISSION MEETING**

**Tuesday, November 4, 2014  
6:30pm**

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Agenda Item 2.      **MINUTES OF THE SEPTEMBER 2, 2014 MEETING**

- Attachment 1: Proposed minutes.

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## McMinnville Airport Commission Meeting Minutes

McMinnville Airport,  
Civic Hall  
Tuesday, September 2, 2014

1. The meeting was called to order at 6:30pm by Jody Christensen. Commissioners present were, Jody Christensen, Doug Hurl, John Lautenbach, Andy Benedict and Bob Peacock others present were Mike Bisset, Rich Spofford (City of McMinnville) and Graham Goad (Airport Manager)

2. Jody Christensen introduced Bob Peacock as the new commissioner, Bob spoke of his qualifications having served in the Air Force and working for the Port of Portland.

3. The minutes from July 1 2014 meeting were reviewed by the commissioners, and were approved by motion and vote (with all commissioners voting in favor with no corrections).

#### 4. OEDD Business Development Officer Introduction.

Jody introduced Mitchell Gee from the Oregon Economic Development Department. Mitchell spoke briefly about activity at airports around the state, he spoke of the great asset that he felt the airport at McMinnville was. With Hillsboro getting busier and Aurora airport not having any more room to grow McMinnville has a great potential for growth at the airport. Mitchell fielded questions from commissioners about grants and funding available for utilities and infrastructure. Jody thanked Mitchell Gee for his time.

#### 5. MUNICIPAL CODE CHAPTER 11 UPDATE

Mike Bisset said he had received no comments or proposed changes to the code from any party and therefore asked the commission to vote on recommending the city council re-adopt Chapter 11 of the municipal code as written. Doug Hurl made a motion to recommend the city council re-adopt Chapter 11 as written, Bob Peacock seconded the motion, all commissioners voted in favor.

#### 6. ITEMS FROM STAFF

Graham Goad gave his Airport Manager's report, and spoke of the possibility that the airport could apply to host an AOPA regional fly-in.

Rich Spofford said the City was receiving over \$800,000 in ConnectOregon grant money, this would be used to match the Federal grant money that will be received for the main runway rehab project. The consultant expects to start on the environmental and pre-design work soon. Mike Bisset commended Rich for his work on the grant process and mentioned that Rich had attended many meetings and made numerous presentations in support of the grant application.

Mike Bisset said he had asked Century West Engineering for a proposal for a "Fly Friendly" program for the airport. Mike said Century West proposed a program with a price of \$45,000; Mike indicated that this price was at least twice what he was expecting and that he had asked them for a cost on a smaller program.

#### 7. Items from Commissioners

Commissioners Doug Hurl, Bob Peacock and Andy Benedict made comments regarding McMinnville airport noise issues and their experiences with other airports noise issues and programs. Jody Christensen asked for public comments.

## 8. Public Comments

Robert Maurice, an airport user, offered to help put a program together using local resources.

Alan Zanuzoski said he would be disappointed if the City spent any money on such a program and suggested the staff contact the AOPA and FAA to get help putting together a program. Alan mentioned his conversations with resident Paul Gross after the last meeting.

Jody Christensen mentioned that the "Fly Friendly" program was still in the investigation phase.

Alan noted that he did not feel that City staff were accountable, and that they would do whatever they wanted regardless of the ideas he presented.

Mike explained to Alan that the Commission makes a recommendation to the City Council and City Budget Committee regarding the Airport Fund budget, and that the Commission has not been involved in reviewing / approving every expenditure contained in the budget. Staff is responsible for implementing the budget as adopted, and noted that there is a line item in the budget for professional services that can be used to help with the development of the fly friendly program.

Donna Cunningham asked how the process to develop the "Fly Friendly" program would work. Mike answered her questions explaining that it would include meetings with residents, airport users and the Commission. Donna said one of her main concerns was the heavy helicopter training during the day and at night.

Carole Benedict noted that City staff members were not pilots, and that they would hire a consultant to do the work. She noted that we should have pilots involved in the process.

Andy indicated that there might be fewer problems if pilots would just vary their patterns and altitudes.

Cheryl Rey a resident from south of the airport voice her concerns and mentioned her conversation with Alan Zanuzoski and felt some of the helicopters were behaving better but the large (Sikorsky S61) helicopter from Chehalem was still very annoying. She also asked if the aircraft could change their approach to the airport every 2 or 3 passes. She asked what happens when someone complains, and Graham noted we try to work with pilots to address concerns.

Commissioner John Lautenbach asked if we could develop the "Fly Friendly" program on our own without using a consultant.

Jody Christensen asked if it was a simple thing to do.

Bob Peacock expressed his thoughts on the program and thought that it would be possible to do at the local level and mentioned some of the parts of the Hillsboro airports program.

Jody Christensen said we should be thoughtful about this program development and it should be more than a map.

Andy Benedict brought up the subject of the CTAF frequency at the airport and asked if it could be changed as it was the same as Corvallis and was the cause of some confusion to pilots using both airports. Andy handed out a paper on the subject of changing CTAF frequencies. John Lautenback and Bob Peacock thought this was a good idea.

Doug Hurl noted that he is in support of the efforts of the City staff, and he is in support of moving ahead with the development of the fly friendly program.

Alan Zanuzoski spoke again and apologized if his presentations were abrasive to some but that is just the way he is; he also added that pilots know how to do it regarding the fly friendly program.

# AIRPORT COMMISSION MEETING

Tuesday, November 4, 2014  
6:30pm

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## Agenda Item 3.      **AIRPORT FUND BUDGET UPDATE**

- Attachment 1: Staff memo.
- Attachment 2: Airport Fund Budget Summary document
- Attachment 3: Airport Fund Historical Highlights document
- Attachment 4: Adopted 2014/2015 Airport Fund Budget
- Attachment 5: Airport Fund Budget Actuals thru 9/30/14

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M E M O R A N D U M

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**DATE:** October 22, 2014  
**TO:** Airport Commission  
**FROM:** Mike Bisset, Community Development Director  
**SUBJECT:** **Airport Maintenance Fund Budget Update**  
*FY2014/15 – First quarter review*

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Attached for the Commission's information are the following documents from the City's adopted FY2014/15 budget:

- The Budget Summary for the Airport Maintenance Fund;
- The Historical Highlights related to the Airport; and
- The Adopted Budget for the Airport Maintenance Fund.

Also attached is a copy of the Airport Maintenance Fund Budget Performance Report for July 1 – September 30, 2014 (representing the first quarter of the fiscal year). At the Commission meeting, staff will highlight a few items of interest related to the budget and will be available to answer any budget related questions.

This item is informational only, and no Commission action is requested or required.

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### Budget Highlights

- The 2014-15 proposed budget includes Federal Aviation Administration (FAA) grant funds to begin the design and environmental evaluation of the planned rehabilitation / reconstruction of the main runway 4-22. It is anticipated that construction will occur in fiscal year 2015-16.

FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match.

Additionally, the City has applied for a Connect Oregon V grant to cover the required 10% match funds. The results of the Connect Oregon V grant process will be known in late summer 2014.

### Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.
- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.

- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airport in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the Fixed Base Operations (FBO) building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

### Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, the FBO building, maintenance hangars, and hanger taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources (such as the partnership with Evergreen Aviation which funded the City’s required 5% match for the 17-35 Runway/Taxiway project completed in 2010). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan.

# Airport Maintenance Fund

2014 – 2015 Proposed Budget --- Budget Summary



There are 129 based aircraft at the McMinnville Municipal Airport.



The FBO or “Terminal Building” continues to be a priority but lacks a funding source.

## Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>243,908</b>	<b>434,500</b>	<b>504,600</b>	<b>70,100</b>
Materials & Services	85,049	327,600	400,078	72,478
Capital Outlay	106,241	-	-	-
Transfers Out	121,437	131,122	70,702	(60,420)
<b>Total Expenditures</b>	<b>312,727</b>	<b>458,722</b>	<b>470,780</b>	<b>12,058</b>
Net Expenditures	(68,819)	(24,222)	33,820	(58,042)



## Airport Maintenance Fund

## Historical Highlights

- |             |   |             |  |             |   |
|-------------|---|-------------|--|-------------|---|
| <b>1942</b> | McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities. | <b>2001</b> | Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.   | <b>2007</b> | Environmental and design work begin for major airport improvements.   |
| <b>1957</b> | East Hangar is constructed.   | <b>2003</b> | Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.   | <b>2008</b> | City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.                                   |
| <b>1973</b> | Airport Layout Plan (ALP) and Master Plan is written.   | <b>2004</b> | Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.   | <b>2008</b> | New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.   |
| <b>1982</b> | Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.  | <b>2005</b> | Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs. | <b>2009</b> | Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease. |
| <b>1987</b> | Annual \$60,000 Transfer to Debt Service Fund eliminated.   | <b>2006</b> | FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.  | <b>2010</b> | Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.   |
| <b>1992</b> | Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.  | <b>2006</b> | City and Evergreen Aviation reach agreement on partnership for major airport improvements.   |             |   |
| <b>1999</b> | New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.  |             |  |             |   |

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## Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
774,392	809,288	739,694	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.	710,000	710,000	731,000
<b>774,392</b>	<b>809,288</b>	<b>739,694</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>710,000</b>	<b>710,000</b>	<b>731,000</b>
<b>INTERGOVERNMENTAL</b>						
0	0	180,000	<b>4580</b> <b>FAA Grant</b> 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%.	250,000	250,000	239,177
<b>0</b>	<b>0</b>	<b>180,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>250,000</b>	<b>250,000</b>	<b>239,177</b>
<b>CHARGES FOR SERVICES</b>						
13,885	13,654	13,600	<b>5400-05</b> <b>Property Rentals - Crop Share &amp; USDA</b>	13,600	13,600	13,600
54,549	55,863	56,800	<b>5400-10</b> <b>Property Rentals - Land Leases</b>	59,700	59,700	59,700
104,977	107,958	116,800	<b>5400-15</b> <b>Property Rentals - OSP Building</b>	119,800	119,800	119,800
9,654	9,888	10,000	<b>5400-20</b> <b>Property Rentals - Fixed Base Operator Lease</b>	10,200	10,200	10,200
44,184	41,508	42,000	<b>5400-25</b> <b>Property Rentals - City Hangar</b>	40,000	40,000	40,000
<b>227,250</b>	<b>228,871</b>	<b>239,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>243,300</b>	<b>243,300</b>	<b>243,300</b>
<b>MISCELLANEOUS</b>						
4,103	4,472	5,300	<b>6310</b> <b>Interest</b>	4,300	4,300	4,300
9,832	10,565	10,000	<b>6600</b> <b>Other Income</b> Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	7,000	7,000	7,000
<b>13,935</b>	<b>15,037</b>	<b>15,300</b>	<b>TOTAL MISCELLANEOUS</b>	<b>11,300</b>	<b>11,300</b>	<b>11,300</b>
<b>1,015,577</b>	<b>1,053,196</b>	<b>1,174,194</b>	<b>TOTAL RESOURCES</b>	<b>1,214,600</b>	<b>1,214,600</b>	<b>1,224,777</b>

## 25 - AIRPORT MAINTENANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
3,910	6,100	6,400	<b>7610-05 Insurance - Liability</b>	6,400	6,400	6,400
4,200	4,500	5,000	<b>7610-10 Insurance - Property</b>	5,700	5,700	5,700
0	0	200	<b>7620 Telecommunications</b> Airport Manager phone.	200	200	200
1,734	2,001	2,500	<b>7660 Materials &amp; Supplies</b> Airport restroom, janitorial and office supplies, miscellaneous permits.	3,000	3,000	3,000
20,884	23,138	40,000	<b>7720-40 Repairs &amp; Maintenance - Runway/Taxiway</b>	40,000	40,000	40,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Airport grounds mowing	1	17,000	17,000
			Airport grounds weed spraying	1	10,000	10,000
			Airport miscellaneous repairs - minor paving, painting, etc.	1	13,000	13,000
16,706	13,938	23,500	<b>7740-05 Rental Property Repair &amp; Maint - Building</b>	15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Miscellaneous repairs, maintenance, landscaping, etc	1	13,100	13,100
			Insurance - liability	1	1,900	1,900
11,803	6,604	15,000	<b>7740-10 Rental Property Repair &amp; Maint - OSP</b>	17,000	17,000	17,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance - property	1	2,700	2,700
			Insurance - liability	1	500	500
			Miscellaneous repairs, maintenance, landscape, etc	1	13,800	13,800
22,407	14,470	20,000	<b>7750 Professional Services</b>	20,000	20,000	50,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	600	600
			Miscellaneous professional services	1	35,300	35,300
			Contract airport manager	1	14,100	14,100
0	0	200,000	<b>7760-45 Professional Svcs - Plan/Study - Environmental Design &amp; Const Svc</b> Environmental and design work related to the main runway 4-22 rehabilitation/reconstruction project planned for 2015-16	277,778	277,778	265,753
4,790	9,216	0	<b>7770-52 Professional Services - Projects - OSP Remodel</b>	0	0	0
5,405	5,082	15,000	<b>8215 Airport Lighting</b> Runway, beacon, street, and parking area lighting maintenance and power costs.	15,000	15,000	15,000
<b>91,837</b>	<b>85,049</b>	<b>327,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>400,078</b>	<b>400,078</b>	<b>418,053</b>

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>						
0	106,241	0	<b>8800 Building Improvements</b>	0	0	0
0	0	0	<b>8920-10 Land Improvements - FAA - Runway &amp; Taxiway Const</b>	0	0	0
0	0	0	<b>8920-15 Land Improvements - Leasee Improvements</b>	0	0	0
<b>0</b>	<b>106,241</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
44,452	51,437	61,122	<b>9700-01 Transfers Out - General Fund</b>	70,702	70,702	70,702
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Airport Fund support of Engineering operations.	1	6,168	6,168
			Engineering, Admin, & Finance personnel services support.	1	64,534	64,534
70,000	70,000	70,000	<b>9700-77 Transfers Out - Wastewater Capital</b>	0	0	0
<b>114,452</b>	<b>121,437</b>	<b>131,122</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>70,702</b>	<b>70,702</b>	<b>70,702</b>
<b><u>CONTINGENCIES</u></b>						
0	0	300,000	<b>9800 Contingencies</b>	300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
809,288	740,468	415,472	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	443,820	443,820	436,022
<b>809,288</b>	<b>740,468</b>	<b>415,472</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>443,820</b>	<b>443,820</b>	<b>436,022</b>
<b>1,015,577</b>	<b>1,053,195</b>	<b>1,174,194</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>1,214,600</b>	<b>1,214,600</b>	<b>1,224,777</b>

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,015,577	1,053,196	1,174,194	<b>TOTAL RESOURCES</b>	1,214,600	1,214,600	1,224,777
1,015,577	1,053,196	1,174,194	<b>TOTAL REQUIREMENTS</b>	1,214,600	1,214,600	1,224,777



# Budget Performance Report

Date Range 07/01/14 - 09/30/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
<b>Fund 25 - Airport Maintenance</b>									
<b>REVENUE</b>									
4090	Beginning Fund Balance	731,000.00	.00	731,000.00	.00	.00	717,165.44	13,834.56	98
4580	FAA Grant	239,177.00	.00	239,177.00	.00	.00	.00	239,177.00	0
<b>5400 Property Rentals</b>									
5400-05	Property Rentals Crop Share & USDA	13,600.00	.00	13,600.00	13,654.21	.00	13,654.21	(54.21)	100
5400-10	Property Rentals Land Leases	59,700.00	.00	59,700.00	4,342.00	.00	7,342.00	52,358.00	12
5400-15	Property Rentals OSP Building	119,800.00	.00	119,800.00	9,943.86	.00	29,831.58	89,968.42	25
5400-20	Property Rentals Fixed Base Operator Lease	10,200.00	.00	10,200.00	849.00	.00	2,547.00	7,653.00	25
5400-25	Property Rentals City Hangar	40,000.00	.00	40,000.00	3,232.00	.00	6,176.00	33,824.00	15
<b>5400 - Property Rentals Totals</b>		<b>\$243,300.00</b>	<b>\$0.00</b>	<b>\$243,300.00</b>	<b>\$32,021.07</b>	<b>\$0.00</b>	<b>\$59,550.79</b>	<b>\$183,749.21</b>	<b>24%</b>
6310	Interest	4,300.00	.00	4,300.00	306.94	.00	901.22	3,398.78	21
6600	Other Income	7,000.00	.00	7,000.00	920.10	.00	1,173.00	5,827.00	17
<b>REVENUE TOTALS</b>		<b>\$1,224,777.00</b>	<b>\$0.00</b>	<b>\$1,224,777.00</b>	<b>\$33,248.11</b>	<b>\$0.00</b>	<b>\$778,790.45</b>	<b>\$445,986.55</b>	<b>64%</b>
<b>EXPENSE</b>									
<b>7610 Insurance</b>									
7610-05	Insurance Liability	6,400.00	.00	6,400.00	.00	.00	6,400.00	.00	100
7610-10	Insurance Property	5,700.00	.00	5,700.00	.00	.00	5,700.00	.00	100
<b>7610 - Insurance Totals</b>		<b>\$12,100.00</b>	<b>\$0.00</b>	<b>\$12,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,100.00</b>	<b>\$0.00</b>	<b>100%</b>
7620	Telecommunications	200.00	.00	200.00	.00	.00	.00	200.00	0
7660	Materials & Supplies	3,000.00	.00	3,000.00	149.16	62.18	999.16	1,938.66	35
<b>7720 Repairs &amp; Maintenance</b>									
7720-40	Repairs & Maintenance Runway/Taxiway	40,000.00	.00	40,000.00	.00	5,180.00	747.50	34,072.50	15
<b>7720 - Repairs &amp; Maintenance Totals</b>		<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$5,180.00</b>	<b>\$747.50</b>	<b>\$34,072.50</b>	<b>15%</b>
<b>7740 Rental Property Repair &amp; Maint</b>									
7740-05	Rental Property Repair & Maint Building	15,000.00	.00	15,000.00	.00	1,950.00	2,246.00	10,804.00	28
7740-10	Rental Property Repair & Maint OSP	17,000.00	.00	17,000.00	908.28	4,379.26	5,921.00	6,699.74	61
<b>7740 - Rental Property Repair &amp; Maint Totals</b>		<b>\$32,000.00</b>	<b>\$0.00</b>	<b>\$32,000.00</b>	<b>\$908.28</b>	<b>\$6,329.26</b>	<b>\$8,167.00</b>	<b>\$17,503.74</b>	<b>45%</b>
7750	Professional Services	50,000.00	.00	50,000.00	15.75	282.15	15.75	49,702.10	1
<b>7760 Professional Svcs - Plan/Study</b>									
7760-45	Professional Svcs - Plan/Study Environmental Design & Const Svc	265,753.00	.00	265,753.00	4,438.34	261,313.66	4,438.34	1.00	100
<b>7760 - Professional Svcs - Plan/Study Totals</b>		<b>\$265,753.00</b>	<b>\$0.00</b>	<b>\$265,753.00</b>	<b>\$4,438.34</b>	<b>\$261,313.66</b>	<b>\$4,438.34</b>	<b>\$1.00</b>	<b>100%</b>
8215	Airport Lighting	15,000.00	.00	15,000.00	440.58	4,720.07	1,279.93	9,000.00	40
<b>9700 Transfers Out</b>									
9700-01	Transfers Out General Fund	70,702.00	.00	70,702.00	5,891.83	.00	17,675.49	53,026.51	25
<b>9700 - Transfers Out Totals</b>		<b>\$70,702.00</b>	<b>\$0.00</b>	<b>\$70,702.00</b>	<b>\$5,891.83</b>	<b>\$0.00</b>	<b>\$17,675.49</b>	<b>\$53,026.51</b>	<b>25%</b>
9800	Contingencies	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0
9999	Unappropriated Ending Fd Balance	436,022.00	.00	436,022.00	.00	.00	.00	436,022.00	0
<b>EXPENSE TOTALS</b>		<b>\$1,224,777.00</b>	<b>\$0.00</b>	<b>\$1,224,777.00</b>	<b>\$11,843.94</b>	<b>\$277,887.32</b>	<b>\$45,423.17</b>	<b>\$901,466.51</b>	<b>26%</b>



# Budget Performance Report

Date Range 07/01/14 - 09/30/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund	<b>25 - Airport Maintenance</b> Totals								
	REVENUE TOTALS	1,224,777.00	.00	1,224,777.00	33,248.11	.00	778,790.45	445,986.55	64
	EXPENSE TOTALS	1,224,777.00	.00	1,224,777.00	11,843.94	277,887.32	45,423.17	901,466.51	26
Fund	<b>25 - Airport Maintenance</b> Totals	\$0.00	\$0.00	\$0.00	\$21,404.17	(\$277,887.32)	\$733,367.28	(\$455,479.96)	
	Grand Totals								
	REVENUE TOTALS	1,224,777.00	.00	1,224,777.00	33,248.11	.00	778,790.45	445,986.55	64
	EXPENSE TOTALS	1,224,777.00	.00	1,224,777.00	11,843.94	277,887.32	45,423.17	901,466.51	26
	Grand Totals	\$0.00	\$0.00	\$0.00	\$21,404.17	(\$277,887.32)	\$733,367.28	(\$455,479.96)	

# AIRPORT COMMISSION MEETING

Tuesday, November 4, 2014  
6:30pm

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## Agenda Item 4B. **MUNICIPAL CODE UPDATE**

- Attachment 1: Adopted Ordinance

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ORDINANCE NO. 4983

An Ordinance modifying Ordinance No. 4973 (An Ordinance modifying the McMinnville Municipal Code provisions regarding the Airport)

RECITALS:

On October 8, 2013, the City Council adopted Ordinance No. 4973 modifying Chapter 11 of the Municipal Code regarding the Airport. The ordinance contained a one-year sunset provision to allow for the review and revision of the new Chapter 11 language, if needed. The one year period is set to expire on November 8, 2014.

Staff reintroduced Chapter 11 to the Airport Commission at their meeting on July 1st. At that meeting, the Commission directed that any interested parties submit comments or suggested edits to the chapter language prior to August 15, 2014. That schedule would allow staff to compile the information for the Commission's consideration at the Commission meeting on September 2, 2014.

The Commission received no comments regarding the Chapter. At the September 2, 2014 meeting, the Commission unanimously recommended that the City Council reinstate the language as it was adopted in 2013 and remove the sunset clause.

NOW, THEREFORE, THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

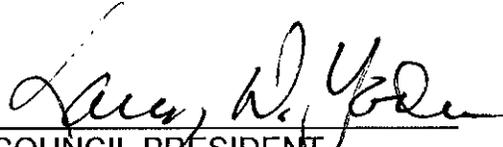
1. The McMinnville City Council, by enactment of this Ordinance, repeals Section 2 (the sunset clause) of Ordinance No. 4973.
2. The amendments to Chapter 11 which were adopted by the Council on October 8, 2013 remain in full force and effect.
3. This ordinance will be effective November 8, 2014.

Passed by the Council this 23<sup>th</sup> day of September 2014 by the following votes:

Ayes: Hill, Jeffries, May, Ruden, Yoder

Nays: \_\_\_\_\_

Approved this 23<sup>th</sup> day of September 2014.

  
COUNCIL PRESIDENT

Attest:

\_\_\_\_\_  
CITY RECORDER

Approved as to Form:

  
\_\_\_\_\_  
CITY ATTORNEY