



**City Council Meeting Agenda**

**Tuesday, March 28, 2023**

**6:00 p.m. – Work Session Meeting**

**7:00 p.m. – City Council Regular Meeting**

*Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.*

*The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:*

- *Email at any time up to **12 p.m. on Monday, March 27th** to [claudia.cisneros@mcminnvilleoregon.gov](mailto:claudia.cisneros@mcminnvilleoregon.gov)*
- *If appearing via telephone only please sign up prior by **12 p.m. on Monday, March 27th** by emailing the City Recorder at [claudia.cisneros@mcminnvilleoregon.gov](mailto:claudia.cisneros@mcminnvilleoregon.gov) as the chat function is not available when calling in zoom;*
- *Join the zoom meeting use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, and contact information (email or phone) to the City.***

*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:*

[mcm11.org/live](http://mcm11.org/live)

**CITY COUNCIL WORK SESSION & REGULAR MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/84270662432?pwd=dU9PZGtyRjh4dTFpQWxWZExCdDRuUT09>

*Zoom ID: 842 7066 2432*

*Zoom Password: 464462*

*Or you can call in and listen via zoom: 1-253- 215- 8782*

*ID: 842 7066 2432*

**6:00 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER
2. OPTIONS FOR 417 ADAMS MCMINNVILLE CITY-OWNED PROPERTY
3. ADJOURNMENT OF WORK SESSION

**7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATION
  - a. National Child Abuse Prevention Month Proclamation
  - b. Parkinson’s Awareness Month Proclamation

4. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –

*The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*

5. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. November 2022, and December 2022 Cash and Investment Report (in packet)

6. CONSENT AGENDA

- a. Consider **Resolution No. 2023-13**: A Resolution appointing a representative to the Economic Vitality Leadership Council.
- b. Consider **Resolution No. 2023-14**: A Resolution amending the City of McMinnville American Rescue Plan Act (ARPA) Project, entitled “Navigation Center”.
- c. Consider **Resolution No. 2023-15**: A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.
- d. Consider the request from Down to Earth Brewing dba: Alpine Crossing for Commercial, OLCC Liquor License located at 740 NE Alpine Ave.
- e. Consider the request from Reel Hollywood Video LLC. for New Outlet Off Premises, OLCC Liquor License located at 105 NW 9<sup>th</sup> Street.

7. ADJOURNMENT OF REGULAR MEETING



## STAFF REPORT

**DATE:** March 22, 2023  
**TO:** Mayor and City Councilors  
**FROM:** Jenny Berg, Library Director  
**SUBJECT:** Options for 417 Adams McMinnville city-owned property  
**STRATEGIC PRIORITY & GOAL:**



### GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsibly & responsibly to enhance our unique character.

**OBJECTIVE/S:** Strategically plan for short and long-term growth and development that will create enduring value for the community

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#### Report in Brief:

The city-owned property at 417 Adams McMinnville is currently vacant. A group of city department directors brainstormed options for the future of the building and property. This report outlines the pros and cons of the considered options.

1. Sell the building and land in the private market.
2. Lease the building and land in the private market.
3. Lease the house for needed housing with non-profit.
4. Relocate the historic house to another property.
5. Amend Urban Renewal to include this property.
6. Smaller programs at City Hall move to this property.
7. Create non-profit resource center.

#### Background:

##### **Site Location:**

417 NW Adams Street is a 9,148 sf lot zoned C3 (General Commercial) located on the 99W couplet between 4<sup>th</sup> and 5<sup>th</sup> Street. It is part of a larger land holding owned by the City of McMinnville with contiguous frontage on the western side of Adams Street from 5<sup>th</sup> Street to 1<sup>st</sup> Street. There is a 14,810 sf parking lot with 29 parking stalls (including two ADA stalls) adjacent to the site on the north side and City Park with the Aquatic Center and Public Library adjacent to the site on the south side,

creating a large public amenity and land holding at the western end of Third Street (McMinnville's award-winning Main Street).

Figure 1: Site Map

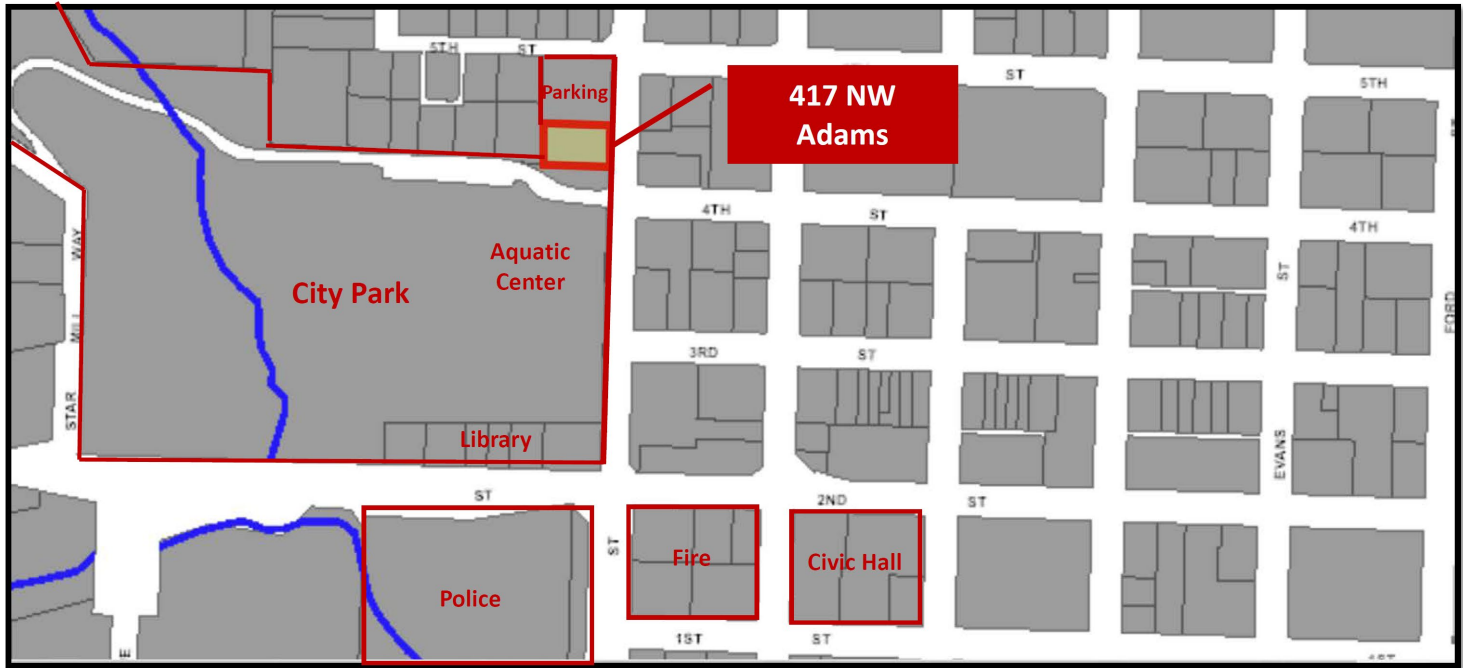


Figure 2: Site Aerial



Figure 3: Building Photos



### **Existing Conditions:**

The building is a two-story building of approximately 1700 sf with an unfinished basement. There are two parking spaces in the rear of the building. The original room configurations are for the most part intact with some reconfiguration on the ground floor to accommodate a public counter and office space. The upstairs consists of four bedrooms that were converted to office space without major tenant improvements. The structure does not have a fully operable kitchen. The original kitchen appears to be converted into a workspace and break room with some kitchen amenities.

A 2018 Facility Condition Assessment was conducted by EMG on the structure for the City of McMinnville. That assessment noted no structural deficiencies but many long-term deferred maintenance issues, such as the need for roof replacement, repointing of the brick veneer repair of the brick chimneys, replacement of wood railing on the porch and ramp due to dry rot, and fixing the stormwater run-off in the rear so that it is not running back into the building. The assessment also recommended an evaluation of the plumbing system and repair of site concrete throughout the property (sidewalks, etc.). The assessment recommended the need for approximately \$121,000 of immediate investment to repair the items noted above, and a twenty-year building maintenance program ranging from \$5000 to \$120,000 depending on the systems that need to be replaced within their life cycles.

**History of the House:** The house was built around 1916 by Dr, J. Holt Nelson as a single-family residence for his family. Dr. Nelson was a local dentist. During this time period it was common for the successful downtown merchants to build larger, more architecturally significant homes for their family adjacent to the downtown as a symbol of their status. The house operated as residence until 1949. After that, it was converted into office space (date unknown, historic survey sheet in 1980 identifies it as occupied by the Chamber of Commerce), and most recently served as the office for the McMinnville Chamber of Commerce and the McMinnville Economic Development Partnership (MEDP). MEDP relocated in 2018, and the Chamber just recently relocated leaving the structure vacant.

**Historic Resource:** In 1980, the City of McMinnville Historic Landmarks Committee surveyed this structure as a potential historic landmark. It scored 9 out of 10 points for historic integrity. In 1987, the City of McMinnville identified this house as a "A" level historic resource and adopted it as part of the McMinnville Historic Landmarks Inventory. "A" level historic resources are considered the most distinctive historic

structures within the City of McMinnville. All alterations are reviewed by the Historic Landmarks Committee and are governed by Section 17.65 of the McMinnville Municipal Code. The City of McMinnville has four levels of historic landmarks, "A", "B", "C" and "D".

**Discussion:**

**Considerations:**

- For decades the City leased the building to the McMinnville Chamber of Commerce. In September 2021, the Chamber relocated to another property in the downtown area and now the building is vacant.
- The property is one of a property assemblage that is publicly owned land with public amenities enjoyed by the community (City Park, Aquatic Center, Public Library).
- There is not currently a plan for the site, but the City wants to retain ownership of the land for a future public master planning effort.
- The City does not want to demolish a significant historic landmark.
- The City solicited a summary facility assessment in 2018 that identified the potential for significant maintenance investment in the building. That assessment has not been verified by a building code audit or bid solicitation and will be dependent upon future use of the structure.
- Although the building appears to be structurally integral there are known maintenance investments that need to occur on the property – both initially for occupancy and long-term for on-going maintenance.
- Leaving the structure vacant for a significant length of time is a liability for the City and could turn into an attractive nuisance.
- The parking that is adjacent to the structure on the separate northern parcel is critical to the operations of the Aquatic Center and City Park.
- High visibility of the property makes any action potentially controversial.

- All options require some level of administrative attention to carry out.

### **Option 1: Sell Building and Land in Private Market**

The City could surplus the property by either marketing it on the open market or soliciting proposals for purchase and future use depending upon the amount of control that the City would like to have in the future use of the property. With a RFP, the City could include requirements for project to assure the historic character of the building is retained and other economic development or community improvement objectives are achieved.

#### **Pros:**

- Source of one-time revenue for the City.
- Dispose of a maintenance liability.
- City can influence ultimate use and align with community goals.
- Based on the real estate market and the condition of the property, a project would probably pencil out and, therefore, have proposal options for City to consider.
- In a land-constrained environment provides an opportunity for business development adjacent to the downtown with high visibility on Highway 99W. A slightly smaller lot at 436 SW Baker Street with a residential structure twice as large as this structure was recently purchased and converted to a short-term rental.
- If ultimately in private hands, it is a property returned to the tax base of the city.

#### **Cons:**

- City would lose the land asset and any potential future options that holding on to that asset would provide to the community. The location is unique since it is part of a larger property assemblage along the western side of Adams Street and adjacent to City Park, the Aquatic Center and the Public Library.
- A private development located between the public parking lot to the north and the Aquatic Center could cause some conflicts relative to the use of the public parking lot. Parking for city services in the vicinity is in short supply during high demand times.



## **Option 2: Lease the Building and Land in Private Market**

The City could market the property for lease in the private market either through conventional methods or through an RFP process depending upon the amount of control that the City would like to have in the future use of the property. With a RFP, the City could include requirements for the project to assure the historic character of the building is retained and other economic development or community improvement objectives are achieved. Assume that maintenance will be the responsibility of the tenant or that tenant pays an annual maintenance fee.

### **Pros:**

- Source of on-going revenue for the City.
- Dispose of a maintenance liability for the term of the lease.
- City can influence ultimate use and align with community goals.
- In a land-constrained environment this provides an opportunity for business location adjacent to the downtown with high visibility on Highway 99W.

### **Cons:**

- City assumes the administration of property management unless a property management company is engaged.
- A private development located between the public parking lot to the north and the Aquatic Center could cause some conflicts relative to the use of the public parking lot.

## **Option 3: Lease the House for Needed Housing with Non-Profit**

Partner with a local non-profit to leverage the house for needed housing until the City develops a long-term plan for the property and the surrounding assets. The structure was first built as housing has not been significantly changed except for the lack of a full kitchen, and office counter built-ins that would need to be removed. McMinnville is in a housing crisis right now, especially for affordable housing.

### **Pros:**

- The land asset and historic building is retained by the City, but is leveraged for needed housing in the short-term.
- The immediate maintenance items will be addressed as part of the housing renovation and the building is actively occupied and maintained by another entity than the City.

- The City and the Housing Provider can decide on a mutually beneficial lease agreement duration that provides enough time for the City to conduct the appropriate downtown and public facility master planning for the property to serve the community for the future, and the housing provider can recoup their renovation investment.

**Cons:**

- City will need to commit to a lease term duration that is mutually beneficial to the City and the housing provider, which typically means a compromise from both parties.
- Currently unclear how many people could be helped/housed/served within a 1,700 sq' facility.
- Renovating a historic structure for housing with federal or state funds requires a more complicated environmental review than a structure that is not historic. Historic preservation should not be an issue as the structure was originally built as a house and retains most of those original elements. Lead paint and asbestos could be an issue, though there did not appear to be much flooring disturbance, or paint chipping inside the structure. Both would need to be evaluated.
- Funds for renovation needed may be federally sourced which would require a specific timeframe for commitment to the needed housing. That timeframe may be out of the scope that the City is willing to entertain and may require the City to invest in the immediate renovation needs of the structure.
- There could be conflict associated with the northern public parking lot relative to the needs of the housing tenants and the general public.

**Option 4: Relocate the Historic House to Another Property**

Sell/give away the historic house with the requirement that it be moved to another site. Since the historic home still has structural integrity, it might be able to be relocated. Please note that the City has not studied this option for viability with a contractor. The City could even offer the price of demolition to the proposer who wants to relocate the structure since the City would incur significant demolition costs for a historic structure that may have hazardous materials that need to be abated. These costs could offset the costs of relocation. This methodology has been used unsuccessfully on three other historic homes in McMinnville. All of those properties were smaller than this one. There appeared to be two primary issues for

successfully relocating the structures: 1) the contractor for this type of relocation is either in Central Oregon or Southern Washington; and 2) there was no property to relocate it to within the city limits in order to preserve it as a local historic landmark in McMinnville. If the party buying or taking the house doesn't have a location already in hand, the City could evaluate its property holdings for a potential property that would work for the relocation, and/or choose not to have it remain within the city limits.

**Pros:**

- The land asset is retained by the City and the historic building is preserved, albeit in a different location.
- Retaining the land asset allows the City to include this parcel in any future downtown and public facility master planning, such as master planning Upper City Park, realigning Park Drive, realigning the city owned facilities along Adams Street, etc.

**Cons:**

- There will be additional immediate costs to the City for the relocation of the structure and the restoration of the site, either to a new use or as a vacant site.
- Without a future plan for the property currently decided, the City would have a vacant property to maintain or reposition as a new public facility that would involve an investment.
- Building would be removed from its historic site, which will reduce its historic integrity for the community and erode the historic place of large merchant historic homes surrounding the downtown.
- Historic Home serves as an entry point for southbound traffic on Highway 99W to the historic downtown on Third Street.

**Option 5: Amend Urban Renewal to include this property**

Amend Urban Renewal plan to add this property into the district. This would bring a funding source for private development of the property if applicable and potentially add project budget to support City objectives for the redevelopment of the property if it supports private development.

**Pros:**

- The land asset could be retained by the City and TIF revenue could support the relocation and/or remodel of the structure (converting it to an asset that could be used by the City) and public development plans for the site.
- Same pros and cons as the two scenarios above but adds financial resources.

**Cons:**

- Urban Renewal amendment process can be uncertain.

**Option 6: Smaller programs @ City Hall move in**

**Pros:**

- City retains asset
- Crowded City Hall can have some relief

**Cons:**

- City would likely need to update/rehab some things on the structure.

**Option 7: Create non-profit resource center**

**Pros:**

- Great visibility
- Retains historic structure

**Cons:**

- City loses asset and ability to incorporate land adjacent to a community park.
- Probably would not generate market rate sale or lease value.

**Recommendation:**

At the work session, staff will make a brief presentation. Staff are looking for feedback to further research one or more of the options presented.



## PROCLAMATION

### Designation of April 2023 as Child Abuse Prevention Month

**WHEREAS**, child abuse is one of our nation’s most serious public health problems with scientific studies documenting the link between the abuse of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

**WHEREAS**, it is estimated that 1 in 4 children will suffer significant abuse before the age of 18 and in Federal Fiscal Year (FFY) 2021 over 160,000 contacts were made to the Oregon Child Abuse Hotline – a total of 42,876 received reports were assigned for CPS assessment, of all completed CPS (Child Protection Services) assessments, 7,352 were founded for abuse and involved 10,766 victims; and

**WHEREAS**, the physical, emotional, mental, and fiscal impact of abuse falls on children of all ages and abilities, who come from all economic, racial, and social backgrounds; and these crimes affect many more family members, friends, neighbors, and community; and

**WHEREAS**, effective child abuse prevention efforts succeed because of partnerships created among state and local government agencies, schools, faith communities, civic and community organizations, law enforcement agencies, and the business community while recognizing that feeling connected to community can be a protective factor against child abuse; and

**WHEREAS**, The City of McMinnville, Oregon is dedicated to stopping child abuse and supporting survivors and their families while working to prevent it; and

**WHEREAS**, each of us has a role to play in stopping the problem of child abuse as part of the solution – by learning how to prevent, recognize, and report child abuse and supporting prevention, education and empowerment programs for children and youth.

**NOW, THEREFORE**, I, Remy Drabkin, Mayor of McMinnville, do hereby proclaim April 2023 as:

### **Child Abuse Prevention Month**

We reaffirm McMinnville, Oregon’s commitment to creating a safer, healthier, more thriving community for our children and taking steps to help prevent child abuse through awareness efforts, prevention promotion, and training on responding responsibly. We encourage all citizens to wear blue each Friday in April – as a public statement in McMinnville in support of child abuse prevention! We encourage community members to join in awareness rallies on **April 22nd** throughout Yamhill County. Further, we call upon all citizens to invest in the lives of children by learning what they can do to help stop child abuse through Juliette’s House, a community resource, by visiting [www.julietteshouse.org](http://www.julietteshouse.org).

**IN WITNESS WHEREOF**, I have hereunto set my hand, this 28th day of March, in the year two thousand twenty-three.

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Remy Drabkin, Mayor



## PROCLAMATION

### Supporting the designation of April 2023 as Parkinson's Awareness Month

**WHEREAS**, Parkinson's disease is a chronic, progressive neurological disease and is the second most common neurodegenerative disease in the United States; and

**WHEREAS**, the Michael J. Fox Foundation for Parkinson's Research is dedicated to finding a cure for Parkinson's disease through an aggressively funded research agenda and to ensuring the development of improved therapies for those living with Parkinson's today; and

**WHEREAS**, there is inadequate data on the incidence and prevalence of Parkinson's disease, but it is estimated to affect nearly one million people in the United States, including more than 20,000 people in Oregon, and that number is expected to more than double by 2040; and

**WHEREAS**, it is estimated that 90,000 individuals of all ages are diagnosed annually with Parkinson's disease in North America, 50% higher than the 60,000 annual diagnoses that research previously suggested; and

**WHEREAS**, it is estimated that Parkinson's costs \$52 billion per year, of which the federal government shoulders \$29 billion, leaving American families to cover the remaining \$29 billion; and

**WHEREAS**, it is estimated that more than 1.6 million people in the United States will be impacted by Parkinson's disease by 2037, at an estimated economic burden of \$80 billion; and

**WHEREAS**, there is no known cure or drug to slow or halt the progression of the disease, and available treatments are limited in their ability to address patients' medical needs and remain effective over time; and

**WHEREAS**, the City of McMinnville recognizes the efforts of the Michael J. Fox Foundation for Parkinson's Research as it leverages its core values of optimism, urgency, resourcefulness, collaboration, accountability and persistence in problem-solving to work on behalf of the 6 million people of all ages worldwide living with Parkinson's; and

**WHEREAS**, increased research, education and community support services are needed to find more effective treatments and to provide access to quality care to those living with the disease today.

**NOW, THEREFORE**, I, Remy Drabkin, Mayor of McMinnville, do hereby proclaim April 2023 as:

## Parkinson's Awareness Month

**IN WITNESS WHEREOF**, I have hereunto set my hand, this 28th day of March, in the year two thousand twenty-three.

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Remy Drabkin, Mayor

To McMinnville City Council,

The McMinnville Community Task Force has three items we would like to respectively submit for consideration to the City Council based on several meetings, in addition to numerous community concerns that have been voiced to our group.

I. **JOE DANCER PARK:**

There is an urgent and immediate need to address the Recreational Vehicle parking in Joe Dancer Park. The homeless and transient activity has created a major concern with the safety of children, families and citizens, who enjoy using the park and attend youth activities. The cleanup and maintenance resources that are required by allowing RV's and trailers in the park, have put a strain on the Parks and Recreation Staff. There is a significant amount of garbage, needles, feces, urine and campfire debris. The safety of our community, in addition to Youth Programs in the park must be protected.

**We propose two simple solutions:**

- a. Closing the gates when the Athletic Fields are not in use.  
*This will eliminate daytime camper migration to the park, when leaving their overnight location.*
- b. Ban all Recreational Vehicles from Joe Dancer completely, at this time.

2. **ENFORCE MOTOR VEHICLE LAWS:**

We respectfully request that McMinnville Police Department enforce all existing Camping and Parking Ordinances to the fullest. During our Task Force meeting with Chief Scales, we all agreed it is imperative to enforce Oregon Department of Motor Vehicles laws, as per ORS 806.010 and ORS 809.720 such as:

- a. Current and Valid Driver's License
- b. Current Vehicle Registration
- c. Valid License Plate and Tags
- d. Valid Vehicle Insurance

3. **POLICE ENFORCEMENT INCREASE:**

We respectfully request that the McMinnville Police Department enforce the Camping Ordinances and Laws consistently seven (7) days a week. Per our meeting with Chief Scales, it has been monitored Monday-Friday, but not always enforced on the weekends when Officer Heidt is off duty.

Thank you for your consideration to improving the safety of our community and enforcing the already existing laws. We appreciate your time and service to McMinnville and look forward to hearing from a council or staff representative in a timely manner.

Respectfully,

The McMinnville Community Task Force

cc: susan.muir@mcminnvilleoregon.gov  
cc: matt.scales@mcminnvilleoregon.gov

Added on 03.29.2023

ENTERED INTO THE RECORD  
DATE RECEIVED: 03/27/2023  
SUBMITTED BY: Kim Morris  
SUBJECT: Agenda Item 4. Public  
Amended 03.29.23  
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CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND  
November 2022

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$2,209,053.54	\$11,676,173.62	\$13,885,227.16
05	Grants & Special Assessment	\$536.60	\$7,430,057.52	\$7,430,594.12
07	Transient Lodging Tax	\$46.89	(\$13,000.00)	(\$12,953.11)
08	Affordable Housing	\$324.23	\$1,510,000.00	\$1,510,324.23
10	Telecommunications	\$936.03	\$1,030.00	\$1,966.03
15	Emergency Communications	\$343.77	\$144,094.81	\$144,438.58
20	Street (State Tax)	\$406.50	\$2,441,466.22	\$2,441,872.72
25	Airport Maintenance	\$333.70	\$740,749.03	\$741,082.73
45	Transportation	\$838.84	\$3,763,494.92	\$3,764,333.76
50	Park Development	\$163.59	\$2,146,441.49	\$2,146,605.08
58	Urban Renewal	\$681.77	\$108,782.32	\$109,464.09
59	Urban Renewal Debt Service	\$884.69	\$1,026,219.04	\$1,027,103.73
60	Debt Service	\$795.17	\$2,533,979.52	\$2,534,774.69
70	Building	\$865.16	\$1,950,240.37	\$1,951,105.53
75	Wastewater Services	\$12.35	\$2,449,471.28	\$2,449,483.63
77	Wastewater Capital	\$3.57	\$42,374,103.65	\$42,374,107.22
80	Information Systems & Services	\$776.59	\$203,742.38	\$204,518.97
85	Insurance Reserve	\$602.78	\$463,290.54	\$463,893.32
CITY TOTALS		2,217,605.77	80,950,336.71	83,167,942.48

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.30%	\$ 2,217,605.77
N/A	Key Bank of Oregon	Money Market Savings Account	0.35%	\$ 23,549,471.23
N/A	State of Oregon	Local Government Investment Pool (LGIP)	2.68%	\$ 56,402,416.85
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	2.68%	\$ 115,132.20
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 883,316.43
				<u>\$ 83,167,942.48</u>
				\$ -



CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND  
December 2022

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	(\$445,108.99)	\$13,332,047.60	\$12,886,938.61
05	Grants & Special Assessment	\$750.87	\$7,455,057.52	\$7,455,808.39
07	Transient Lodging Tax	\$219.14	(\$16,000.00)	(\$15,780.86)
08	Affordable Housing	\$640.15	\$1,506,000.00	\$1,506,640.15
10	Telecommunications	\$939.37	\$1,030.00	\$1,969.37
15	Emergency Communications	\$85.34	\$140,094.81	\$140,180.15
20	Street (State Tax)	\$189.87	\$2,344,603.66	\$2,344,793.53
25	Airport Maintenance	\$966.64	\$757,749.03	\$758,715.67
45	Transportation	\$39.69	\$3,756,494.92	\$3,756,534.61
50	Park Development	\$419.53	\$2,142,441.49	\$2,142,861.02
58	Urban Renewal	\$681.77	\$109,078.08	\$109,759.85
59	Urban Renewal Debt Service	\$955.43	\$1,053,457.49	\$1,054,412.92
60	Debt Service	\$540.48	\$62,471.78	\$63,012.26
70	Building	\$557.85	\$1,928,240.37	\$1,928,798.22
75	Wastewater Services	\$145.91	\$2,479,767.46	\$2,479,913.37
77	Wastewater Capital	\$773.91	\$42,891,103.65	\$42,891,877.56
80	Information Systems & Services	\$492.42	\$197,742.38	\$198,234.80
85	Insurance Reserve	\$3.59	\$447,290.54	\$447,294.13
CITY TOTALS		(436,707.03)	80,588,670.78	80,151,963.75

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.55%	\$ (436,707.03)
N/A	Key Bank of Oregon	Money Market Savings Account	0.38%	\$ 25,558,972.16
N/A	State of Oregon	Local Government Investment Pool (LGIP)	3.04%	\$ 54,031,314.86
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	3.04%	\$ 114,691.19
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 883,692.57
				<u>\$ 80,151,963.75</u>
				\$ -



# STAFF REPORT

**DATE:** March 28, 2023  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Resolution No. 2023-13, Appointing Michael Mulkey to the Economic Vitality Leadership Council

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## STRATEGIC PRIORITY & GOAL:



### **ECONOMIC PROSPERITY**

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

**OBJECTIVE/S:** Accelerate growth in living wage jobs across a balanced array of industry sectors

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**Report in Brief:** This action is the consideration of Resolution No. 2023-13, appointing Michael Mulkey to the Economic Vitality Leadership Council as an at-large member to represent the business community and provide guidance on the implementation of the *MAC Town 2032 Economic Development Strategic Plan*.

## **Background:**

**“McMinnville is old enough to be substantial,  
Young enough to be ambitious,  
Big enough to be industrious,  
And small enough to be friendly.”**

In 2018, the City of McMinnville initiated the development of an economic development strategic plan with a project advisory committee comprised of members of the City of McMinnville, McMinnville Downtown Association, the McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Chemeketa College, and many business leaders in the community.

The intent from the beginning of the project was to develop a strategic plan that would be a guidance document for everyone in the City of McMinnville working on economic development issues.

The plan identified three foundational goals and strategies that are meant to be broadly beneficial across multiple industry sectors.

1. Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors.
2. Improve systems for Economic Mobility and Inclusion.
3. Maintain and Enhance our High Quality of Life.

The plan also identified five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries. :

1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.
2. Foster Opportunity in Technology and Entrepreneurship
3. Be a Leader in Hospitality and Place-Based Tourism
4. Align and Cultivate Opportunities in Craft Beverages and Food Systems.
5. Proactively Assist Growth in Education, Medicine and Other Sciences.

The Plan's Project Advisory Committee discussed how to ensure that the Plan would be utilized and leveraged as effectively as possible for the community of McMinnville.

They discussed forming an Economic Vitality Leadership Council comprised of members of the McMinnville Downtown Association, McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, Visit McMinnville, the City of McMinnville and other community stakeholders that would meet periodically to review the plan and discuss what made sense to move forward in terms of projects and programs.

On March 12, 2019, the City Council adopted Ordinance No. 5062 establishing the Economic Vitality Leadership Council per Chapter 2.30 of the McMinnville Municipal Code.

### **Discussion:**

Per Chapter 2.30 of the MMC, the membership of the Economic Vitality Leadership Council shall be structured per the following:

#### **2.30.030 Membership**

- A. Number of Members. The MAC Town 2032 Economic Vitality Leadership Council shall be comprised of 15 members. .
- B. Representation. Membership shall be comprised of two members each from the City of McMinnville, McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Visit McMinnville, and McMinnville Downtown Association, one member from McMinnville Water and Light, one member from the McMinnville School District, and three members at-large

representing the McMinnville business community. Each member should be part of the overall team of the representative stakeholder.

- C. Appointments. Appointments will be made by each respective agency for those members representing that agency with guidance from the MAC Town 2032 Economic Vitality Leadership Council. The three members at-large will be appointed by the McMinnville City Council with the recommendation of the MAC Town 2032 Economic Vitality Leadership Council.
- D. Terms. All terms are for three years commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the MAC Town 2032 Economic Vitality Leadership Council after a three-year hiatus from the council. For the initial appointments, five members will be appointed to a one year term, five members to a two-year term, and five members to a three year term. The initial one and two year terms will not count towards the term limits.
- E. Removal. A council member may be removed by the majority vote of the MAC Town 2032 Economic Vitality Leadership Council if the council finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.
- F. Ex-Officio Members. One ex-officio youth (21 years of age and under) may be appointed by the McMinnville City Council, to serve a three year term. The ex-officio youth shall not be a voting member.

The three at-large community members will be appointed by the McMinnville City Council based on the recommendation of the Economic Vitality Leadership Council.

On their meeting on March 8, 2023, the Economic Vitality Leadership Council elected to recommend the City Council appoint Michael Mulkey, the new CEO of the Willamette Valley Medical Center to the Economic Vitality Leadership Council.

**Attachments:**

- Resolution No. 2023-13

**Fiscal Impact:**

There is no anticipated fiscal impact to the City of McMinnville with this decision.

**Recommendation:**

Staff recommends that the Council approve Resolution No. 2023-13.

**“I MOVE TO APPROVE RESOLUTION NO. 2023-13.”**

## RESOLUTION NO. 2023-13

A Resolution appointing a representative to the Economic Vitality Leadership Council.

### RECITALS:

**WHEREAS**, in 2018, the City of McMinnville initiated the development of an economic development strategic plan with a project advisory committee comprised of members of the City of McMinnville, McMinnville Downtown Association, the McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Chemeketa College, and many business leaders in the community; and

**WHEREAS**, the intent from the beginning of the project was to develop a strategic plan that would be a guidance document for everyone in the city of McMinnville working on economic development issues; and

**WHEREAS**, the plan identified three foundational goals and strategies that are meant to be broadly beneficial across multiple industry sectors.

1. Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors.
2. Improve systems for Economic Mobility and Inclusion.
3. Maintain and Enhance our High Quality of Life.

**WHEREAS**, the plan identified five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries. :

1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.
2. Foster Opportunity in Technology and Entrepreneurship
3. Be a Leader in Hospitality and Place-Based Tourism
4. Align and Cultivate Opportunities in Craft Beverages and Food Systems.
5. Proactively Assist Growth in Education, Medicine and Other Sciences.

**WHEREAS**, on March 12, 2019, the City of McMinnville adopted the MAC Town 2032 Economic Development Strategic Plan.

**WHEREAS**, the Plan's Project Advisory Committee discussed how to ensure that the Plan would be utilized and leveraged as effectively as possible for the community of McMinnville; and

**WHEREAS**, the Plan's Project Advisory Committee voted to recommend that the City of McMinnville establish an Economic Vitality Leadership Council to oversee the implementation of the Plan; and

**WHEREAS**, on March 12, 2019, the City of McMinnville created the Economic Vitality Leadership Council per Chapter 2.30 of the McMinnville Municipal Code; and

**WHEREAS**, per the Economic Vitality Leadership Council, the City of McMinnville appoints at-large members to the serve on the Economic Vitality Leadership Council based on the recommendation of the Economic Vitality Leadership Council.

**WHEREAS**, at their meeting on March 8 2023, the Economic Vitaliy Leadership Council recommended that the City Council appoint Michael Mulkey, the new Chief Executive Officer for Willamette Valley Medical Center.

**NOW THEREFORE BE IT RESOLVED that the Common Council of the City of McMinnville, Oregon appoints the following volunteer to the Economic Vitality Leadership Council (EVLC) effective immediately as detailed below:**

ECONOMIC VITALITY LEADERSHIP COUNCIL  
(3-year term)

Michael Mulkey                      expires December 31, 2025

Adopted by the Common Council of the City or McMinnville at a regular meeting held the 28<sup>th</sup> day of March, 2023 by the following votes:

Ayes: Geary, Menke, Chenoweth, Payne, Peralta, Garvin

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

Approved this 28<sup>th</sup> day of March 2023.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

# STAFF REPORT

**DATE:** March 28, 2023  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Resolution No. 2023 – 14, Amending the ARPA Navigation Center Project to Reallocate \$500,000 from Future Operations to Construction

## STRATEGIC PRIORITY & GOAL:



### **HOUSING OPPORTUNITIES** (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

**OBJECTIVE/S:** Collaborate to improve the financial feasibility of diverse housing development opportunities

---

## **Report in Brief:**

This is the consideration of Resolution No. 2023-14, reallocating the City's \$500,000 ARPA grant contribution to the Navigation Center (AnyDoor Place) from future operations to construction.

## **Background:**

Per HB 5042 (2021 Oregon Legislative Session), the City of McMinnville was granted \$1,500,000 to construct a Navigation Center, a low-barrier emergency shelter with onsite wrap around services to help homeless residents achieve stable shelter and the help that they need to transition to housing stability.

On November 9, 2021, the City Council approved Resolution No. 2021-54, granting ARPA funds to thirty (30) projects. One of those projects was the Navigation Center. The City Council allocated \$500,000 to this project for future operations.

## **Discussion:**

Since then, the project has been designed and construction estimates provided. Construction estimates show a funding gap of approximately \$1,300,000.

To stay on the project timeframe, the City needs to issue a construction contract in May, 2023. Working with YCAP, the operator and owner of the property, the project team is reaching out to secure funds to make-up the funding gap. The project team (consisting of staff from the City of McMinnville and YCAP) would like the City to reconsider the allocation of ARPA funds from

operations to construction. YCAP feels confident that it can secure operational funds from other funding sources.

**Attachments:**

- Resolution No. 2023-14
- Letter from Alexandra Hendgen, Executive Director of YCAP

**Fiscal Impact:**

This change in allocation will not fiscally impact the City as it is not an increase or decrease in allocation simply a redirection of how the funds will be spent.

**Recommendation:**

Staff recommends approving Resolution No. 2023-14/



**RESOLUTION NO. 2023-14**

A Resolution amending the City of McMinnville American Rescue Plan Act (ARPA) Project, entitled "Navigation Center"

**RECITALS:**

**WHEREAS**, the United States federal government adopted the American Rescue Plan Act of 2021 (ARPA); and

**WHEREAS**, a component of ARPA allocates Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to state and local governments; and

**WHEREAS**, the City of McMinnville (City) received approximately \$7.7 million in SLFRF; and

**WHEREAS**, on November 9, 2021, the McMinnville City Council adopted Resolution No. 2021-54, allocating ARPA funds to thirty (30) different projects; and

**WHEREAS**, one of those projects was \$500,000 for the operations of the Navigation Center, a low barrier shelter with wrap-around services; and

**WHEREAS**, construction costs have escalated significantly since 2021 and the Navigation Center project is seeking construction gap funding.

**NOW THEREFORE BE IT RESOLVED that the Common Council of the City of McMinnville, Oregon reallocates the \$500,000 of ARPA funds dedicated to the future operations of the Navigation Center to operations and/or construction of the Navigation Center.**

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28<sup>th</sup> day of March 2023 by the following votes:

Ayes: \_\_\_\_\_

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

Approved this 28<sup>th</sup> day of March 2023.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

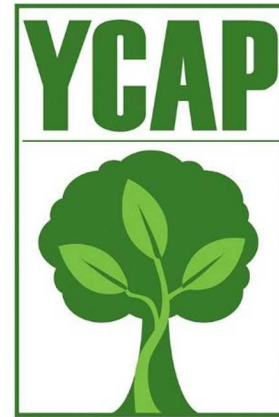
\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

March 21, 2023

Mayor and City Council  
City Hall  
230 NE 2nd Street  
McMinnville, OR 97128

Dear Mayor Drabkin and Councilors,



PO Box 621  
McMinnville, OR 97128

Main Campus:  
1317 NE Dustin Court  
McMinnville, OR 97128  
Phone: 503-472-0457  
Fax: 503-472-5555

Youth Outreach:  
719 E First Street  
Newberg, OR 97132  
Phone: 503-538-8023  
Fax: 503-538-2100

Website:  
[www.yamhillcap.org](http://www.yamhillcap.org)

Thank you for your willingness to consider this request to change the use of ARPA funds that have been set aside for YCAP's McMinnville Navigation Center, AnyDoor Place McMinnville.

AnyDoor Place McMinnville will be a welcoming space for our unhoused neighbors to rest, connect to resources, and create a healthy community. In partnership with the City of McMinnville, we are creating a new place for authenticity and conversation, to bring the wider community to the table and connect people to public benefits, health services, and permanent housing using a low-barrier, walk-in model to help people take a first step in accessing services. Once built, the facility will contain 36 beds of night by night shelter, a day center with free laundry, restrooms, showers, etc., and a services center with office space for YCAP staff, partner agencies, and meeting rooms.

When YCAP first approached the City of McMinnville in Fall 2021 to fund a year of operations for the center, we anticipated opening the facility in 2023 which would have provided two years of operational costs before the ARPA expenditure deadline of December 31, 2024. The current anticipated opening date for the AnyDoor Place McMinnville is now May 24, 2024. Due to the nature of the expenses at the facility (staffing, utilities, etc.), YCAP is unable to obligate the funds and pay at a later date. As a result, YCAP will only have approximately six months of operations prior to the ARPA expenditure deadline.

New unexpected sources of operational funds have also been secured since Fall 2021. As a recipient of Measure 110 funding and a member of the Behavioral Health Resource Network, YCAP is well positioned to continue receiving funds from this source to assist with shelter and housing for individuals experiencing homelessness and substance use disorders. YCAP has also received additional shelter funding from the state. Given Governor Kotek's priorities of shelter and housing for individuals experiencing homelessness, we anticipate these amounts will continue or increase over the next biennium.

At the same time, pandemic related delays and inflation have increased the cost of AnyDoor Place McMinnville significantly from the original 2021 estimate. Since the project did not involve purchasing land but utilizing land and two buildings already owned by YCAP, the original \$1.5 million budget was deemed tight but workable in 2021. Unfortunately, the cost of the project has more than doubled during the last 18 months. Realizing the situation in early 2022, YCAP was able to secure an additional \$1.489 million in funding from Oregon Housing & Community Services (OHCS). Unfortunately, those funds have an expenditure deadline of June 30, 2023, and due to funding delays, only a portion is expected to be able to be spent on the McMinnville Navigation Center project before the deadline.



Following the value engineering meeting in February when the final cost of the project was estimated, YCAP started identifying and reaching out to some donors to secure additional funding. Unfortunately, the timeline for securing commitments from these potential donors is months. As a result, their support cannot be used to help close the funding gap in time for the City of McMinnville's pending construction contract. If construction is delayed further, the amount of funding needed will only increase as less of the OHCS funds will be able to be spent before their June 30, 2023 deadline.

The additional \$500,000 ARPA funding for construction combined with the original City of McMinnville \$1.5 million and available OHCS funds will help reduce the gap. Therefore, we respectfully request the \$500,000 in ARPA funds generously set aside for the YCAP's operation of AnyDoor Place McMinnville be reallocated to assist with funding the construction of the facility.

With Gratitude,

A handwritten signature in blue ink that reads "Alexandra Hendgen". The signature is written in a cursive, flowing style.

Alexandra Hendgen  
Executive Director, YCAP



City of McMinnville  
Municipal Airport  
231 NE Fifth Street  
McMinnville, OR 97128  
(971) 387-1125

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** March 14, 2023  
**TO:** Jeff Towery, City Manager  
**FROM:** Willy Williamson, Airport Administrator  
**SUBJECT:** Minimum Standards for Commercial Aeronautical Activities

---

### **Report in Brief:**

This action is the consideration of a resolution to adopt the updated Minimum Standards for Commercial Aeronautical Activities at the McMinnville Municipal Airport, as recommended by the Airport Commission.

### **Background:**

The City of McMinnville owns and operates the McMinnville Municipal Airport. The Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) provides grant funding for airport improvements and airport infrastructure maintenance. As a condition of receipt of grant funding, the Airport Sponsor (City of McMinnville) must abide by Grant Assurances and should also conduct oversight in concurrence with various FAA and State Regulations, Orders and Advisory Circulars.

The current Minimum Standards for Commercial Aeronautical Activities (Standards) were adopted on December 13, 2005. An update to the Standards is necessary to include a variety of industry changes including, but not limited to fuels and fueling, roles & responsibilities, types of activities, aircraft categories & types, etc.

Chapter 3.5 of the current Standards indicates that a timely review and update should be accomplished to ensure that an up to date business and regulatory environment is maintained.

### **Discussion:**

FAA Order 5190.6 (series) Airport Compliance Manual, and Advisory Circular #AC 5190.7 Minimum Standards for Commercial Aeronautical Activities, provide advice for the development of these attached Standards, which are in compliance.

Minimum Standards are published as a separate document from the Municipal Code due to the variety of influencing factors such as industry related innovation, federally recognized aircraft categories, fuels, maintenance related activities, etc. It would be difficult to make these updates to a Municipal Code, where updates to the Standards is less involved.

The Airport Commission accomplished this update to the Standards through a public process and with input from airport users and tenants. Additionally, the Airport Commission sought and received guidance from other airports and regulatory organizations including FAA and ODA. The Airport Commission voted unanimously on August 17, 2022 to accept these standards and recommend adoption by City Council.

The Airport Commission recommends adoption of these Standards, and the Airport Administrator agrees with the Airport Commission recommendation, including the clause recognizing the ability to perform an update in two years after the Airport Master Plan has been completed.

**Attachments:**

1. Resolution 2023- 15, including Exhibit A (Minimum Standards for Commercial Aeronautical Activities)

**Fiscal Impact:**

There is no Fiscal Impact to the City or Airport other than Staff time.

There is no Fiscal Impact to the Airport users or tenants.

**Recommendation:**

Staff recommends that the City Council accept the recommendation of the Airport Commission and adopt, by resolution, the attached Minimum Standards for Commercial Aeronautical Activities at the McMinnville Municipal Airport.

**RESOLUTION NO. 2023 - 15**

A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.

**RECITALS:**

**Whereas,** The current edition of the Minimum Standards for Commercial Aeronautical Activities, was published on December 13, 2005; and

**Whereas,** Numerous changes in the Aviation Industry have occurred recently necessitating an update to the Minimum Standards for Commercial Aeronautical Activities; and

**Whereas,** the Federal Aviation Administration (“FAA”) has published revised guidance related to Minimum Standards in Order 5190.6B and Advisory Circular 5190.7; and

**Whereas,** it is in the best interest of the City of McMinnville and the McMinnville Municipal Airport to operate the McMinnville Municipal Airport in compliance with FAA Regulations, Orders and Advisory Circulars; and

**Whereas,** This 2023 update to the Minimum Standards for Commercial Aeronautical Activities ensures fair and equitable opportunity for commercial activities at the McMinnville Municipal Airport; and

**Whereas,** the Airport Commission has undertaken a public process during the development of this 2023 update to the Minimum Standards for Commercial Aeronautical Activities; and

**Whereas,** the Airport Commission and the Airport Administrator has recommended adoption by the City Council of this update to the Minimum Standards for Commercial Aeronautical Activities.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON, as follows:**

1. That those certain McMinnville Municipal Airport Minimum Standards for Commercial Aeronautical Activities dated March 28, 2023, attached hereto as Exhibit A, are hereby adopted by the City Council of the City of McMinnville in connection with the operation of the McMinnville Municipal Airport and shall amend in their entirety and replace all earlier versions of such Minimum Standards.
2. That such Minimum Standards shall be published, posted or made available for public use and information in a manner consistent with the requirements of the FAA.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of March 2023 by the following votes:

Ayes: \_\_\_\_\_ Geary, Menke, Chenoweth, Payne, Peralta, Garvin

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

Approved this 28<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney  
Resolution No. 2023-15  
Effective Date: March 28, 2023  
Page 1 of 28

\_\_\_\_\_  
City Recorder

**(Exhibit A)**

**Minimum Standards  
for  
Commercial Aeronautical Activities  
McMinnville Municipal Airport  
McMinnville, Oregon**

**Adopted by City Council  
March 28, 2023**

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## Section 1 Definitions

### 1.1 Definitions

All definitions contained in this section apply to the McMinnville Municipal Airport Minimum Standards, Rules and Regulations, and Leasing Policies. Definitions are taken from the McMinnville Municipal Code, Oregon Revised Statutes, Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U.S. Department of Transportation Aeronautical Information Manual, and other sources as appropriate.

**Aeronautical Activity** - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, on-demand operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance.

**Agreement** - the written agreement between the City and a Person specifying the terms and conditions under which the Person may conduct commercial aviation activities.

**Aircraft** - any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon, or blimp.

**Aircraft Fuel** - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and D1 655-Latest (JETA).

**Aircraft Operation** - an aircraft arrival at, taxiing on, or departure from, the airport.

**Aircraft Owner** - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

**Aircraft Parking and Storage Areas** - hangar and apron locations at the Airport designated in the Airport Layout Plan, in lease documents, and other areas identified by the Airport Manager for the parking and storage of aircraft.

**Aircraft Rental** - the commercial operation of renting or leasing aircraft to the public for compensation.

**Aircraft Sales** - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

**Airframe and Power Plant Maintenance** - the commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

**Airport** - any and all of the properties owned and controlled by the City of McMinnville, Oregon, being used as a public airport and located in Yamhill County, Oregon, at latitude 45°11'58"N, and longitude 123°08'18"W.

**Airport Administrator** - the City Manager or his/her designee. This person shall have the authority to appoint an Assistant Airport Administrator and Airport Manager.

**Airport Commission** - The body made up of seven persons (including one Council member) appointed by the City Council to provide advice to the Airport Manager, Airport Administrator, and to the City Council on management, care, and control of the Airport; required rules and regulations in connection therewith; and the expenditure of such funds as shall be appropriated by the McMinnville City Council.

**Airport Layout Plan** - the plan of an airport showing the layout of existing and proposed airport facilities which is subject to FAA approval.

**Airport Manager** - The person/entity with the right to exercise all of the authority granted to the Airport Administrator in the physical operation of the Airport for aeronautical purposes, grass seed farming activities, and the enforcement or application of these rules subject to the paramount right of the Airport Administrator to supervise or overrule his/her action, inaction, or decision.

**Airport Operations Area (AOA)** - the area of the Airport used for aircraft landing, takeoff, or surface maneuvering, including the hangars, navigation, and communication facilities.

**Avionics Sales and Maintenance** - the commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

**Based Aircraft** - an aircraft which the owner physically locates at the airport for an undetermined period, and, whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

**City** - the City of McMinnville, Oregon as governed by the City Council.

**Commercial Activity** - the conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, for-profit or hire. An activity is not considered a commercial activity if the business is nonprofit, charitable, or tax-exempt.

**Commercial Operator (Operator)** - a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the Airport for compensation or hire. Non-aeronautical services would be subject to the applicable City regulations.

**Contract Caretaker** - a person under contractual agreement with the City of McMinnville to oversee, inspect, and maintain specific Airport facilities and operations.

**Exclusive Right** - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of reasonable standards or requirements, or by any other means.

**FAA** - the Federal Aviation Administration.

**Fixed Base Operator (FBO)** - a full-service commercial operator who engages in the primary activity of aircraft refueling, airframe and power plant maintenance, and a minimum of two (2) of the following secondary activities: flight training, aircraft rental, on-demand operations, line/ramp services, avionics maintenance and sales, and aircraft storage/hangar rentals.

**Flight Instructor** - a person who is properly licensed and certified by the FAA and provides the insurance coverage required to provide flight instruction. Flight training, as opposed to flight instruction, is defined in this document in Section 1.1.6 Flight instruction can be provided through a flight training facility provided by an FBO or a SASO and/or from a flight instructor licensed as an MSP.

**Flight Training** - the commercial operation of instructing pilots in dual and solo flight in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.

**Flying Club** - a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

**Fuel Handling or Fueling** - the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft.

**Fuel Storage Area** - any portion of the Airport designated temporarily or permanently by the Airport Administrator or Airport Manager as an area in which aircraft fuel or any other type of fuel may be stored or loaded.

**General Aviation** - all civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire.

**Hazardous Material** - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Oregon, or any political subdivision thereof, and the presence of which requires investigation, removal and/or remediation.

**Lease** - the written contract between the City and a person/business enterprise specifying the terms and conditions under which a person may occupy and operate from certain Airport facilities and/or property.

**McMinnville City Council** - seven elected City officials (including the Mayor) who comprise the governing body of the City of McMinnville.

**Minimum Standards** - the qualifications or criteria established by the McMinnville City Council as the minimum requirements that shall be met by businesses engaged in on-airport aeronautical activities for the right to conduct those activities.

**Mobile Service Provider (MSP)** - a person or entity who provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport.

**ODA** - the Oregon Department of Aviation.

**On-Demand Operation** - any operation for compensation or hire as defined in FAR Part 119.

**Permit** - administrative approval issued by the Airport Administrator to a Person to conduct a commercial aeronautical activity, and provide such services to based and transient aircraft only from facilities and locations where such services are authorized.

**Person** - any individual, firm, partnership, corporation, company, association, Joint-stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

**Roadway** - any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

**Self- Fueling** - the fueling or services of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment.

**Self-Service Fueling** - fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-fueling.

**Specialized Aviation Service Operation (SASO)** - an aeronautical business that offers a single or limited service. Examples of a SASO include, but are not limited to: scheduled commuter air service, air ambulance, flight training, aircraft sales, avionics sales and maintenance, aircraft storage, propeller and/or aircraft accessory repair and sales, aircraft upholstery, aircraft painting, banner towing, and skydiving.

**Sublease** - the written agreement stating the terms and conditions under which a third-party person leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

**Taxi-lane** - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars.

**Taxiway** - a defined path established for the taxiing of aircraft from one part of the Airport to another.

**“Through the Fence” Operator** - a person or entity adjacent to the Airport, who provides commercial aeronautical services off of airport property and does not operate out of owned or leased property on the airport but has access to airport facilities.

**Vehicle Parking Area** - any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

## **Section 2 Authority for and Purpose of Minimum Standards**

### **2.1 Compliance with Federal Law**

The Airport is identified by the Oregon State Aviation Plan as a Class II airport, and it has been developed and improved with Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds. The adoption of Minimum Standards for the Airport is intended to comply with federal law prohibiting the grant of exclusive rights to use an airport that has received federal funding through AIP funds. The adoption of Minimum Standards is highly recommended by the FAA as a means to comply with federal law and regulations concerning exclusive rights. The FAA does not require the adoption of Minimum Standards. The McMinnville City Council intends to comply with federal law and in particular with FAA Advisory Circular 150/5190 (series)7 (Minimum Standards For Commercial Aeronautical Activities).

### **2.2 Commercial Activity Authorization**

No person or entity may conduct a commercial activity on the Airport without prior written permission from the Airport Administrator.

When the Airport Administrator determines that a person is engaged or proposes to engage in commercial activity at the Airport, the Airport Administrator may grant that person permission to do so, may issue that person a permit with restrictions or conditions, may require the person to enter into a lease or agreement, or may deny such permission. The Airport Administrator will consider the following conditions in determining if a commercial aeronautical activity will be authorized to conduct business:

- (1) The impact of the new commercial activity on public safety and convenience. The Airport Administrator will impose conditions and restrictions necessary to ensure safety in the air and on the ground, and to preserve unobstructed traffic patterns and runway approaches.
- (2) The amount of space at the Airport, the customary uses of the Airport, and the compatibility of the new commercial activity with present and planned development at the Airport.
- (3) The degree to which the new commercial activity complies with Federal, State and Local laws and regulations, including land use regulations.
- (4) Whether the new commercial activity is conducted for-profit or non-profit and its promotion of aviation, safety or education.

#### **2.2.1. Application Procedures**

Prospective operators shall contact the Airport Administrator to apply for a permit or lease.

## **2.3 Operational Regulations**

Every person operating an aircraft shall comply with and operate such aircraft in accordance with applicable regulations and standards of the FAA and other appropriate governmental agencies. Every person operating an aircraft is responsible for the safety of operation and for the safety of others exposed to such operation, and therefore shall exercise good operating procedures at all times. Aircraft shall not be operated carelessly or negligently nor in disregard of the rights and safety of others.

Nothing in this document shall be construed to place the City of McMinnville, McMinnville Municipal Airport or City staff in a position to regulate or enforce flight activities that fall under the jurisdiction of the FAA. It is the responsibility of the pilot in command as to the safe operation of the aircraft.

## **2.4 Purpose of Minimum Standards**

Minimum Standards are adopted to provide the threshold requirements for those persons desiring to provide commercial aeronautical services to the public at the Airport. The Minimum Standards are based upon the conditions at the Airport, the existing and planned facilities at the Airport, and the current and future aviation role of the Airport. The prospective commercial aeronautical operator shall agree to offer the described minimum level of services in order to obtain an agreement, permit or lease to operate at the Airport. All operators are encouraged to exceed the “minimum” in terms of quality of facilities and services.

Minimum Standards are intended to help meet the McMinnville City Council’s goals. These include developing aviation as an integral part of Oregon’s transportation network, creating and implementing strategies to protect and improve Oregon’s aviation system, encouraging aviation-related economic development, supporting aviation safety and education and increasing commercial air service and general aviation in McMinnville. In addition, the McMinnville City Council adopted these standards to ensure that:

- (1) Any person who uses or accesses Airport property or facilities for commercial activity shall compensate the Airport at fair market value (fair market rent) for such use and privileges.
- (2) No person receives a competitive advantage through free or less-than-fair market value (rent) to utilize Airport facilities when other comparable commercial operators are compensating the Airport at fair market value (rent) for the same use.
- (3) Airport public areas, roads, taxiways, runways and aprons remain available and open for public aeronautical use subject to Airport Rules and Regulations.

The implementation of Minimum Standards will assist the Airport Administrator in the management of the Airport by:

- (1) Establishing uniform requirements and their application to all prospective operators.
- (2) Maintaining compliance with federal grant assurances.
- (3) Maintaining the orderly and efficient development of an airport and the Airport’s commercial aeronautical services.
- (4) Establishing a consistent level of entry into aeronautical service.
- (5) Ensuring adequate services and facilities by Fixed Base Operators (FBOs) to meet the needs of airport users.



These Minimum Standards are established specifically for the Airport, a Class II airport located within the McMinnville Urban Growth Boundary (UGB) in Yamhill County with high aircraft traffic volume and a high demand for airport space. The Airport is an important component of the State's overall transportation network. The Airport generates economic growth and livability throughout the County and City.

## **Section 3 Applicability of Minimum Standards**

### **3.1 General Requirements**

All persons conducting commercial aeronautical activities at the Airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be a part of each commercial airport operator's lease, license, permit or agreement, unless any such provisions are expressly waived or modified by the Airport Administrator in writing. The mere omission of any particular part of these minimum standards in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the City waives application of that standard.

#### **3.1.1 Multiple Services**

When a commercial operator conducts multiple activities pursuant to one lease, license, agreement or permit, the commercial operator shall comply with the minimum standards established for each separate activity or SASO. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is more restrictive or imposes a higher standard shall apply.

### **3.2 Activities Not Covered by Minimum Standards**

Activities with no specific minimum standard in this policy will be addressed by the Airport Administrator on a case-by-case basis in the commercial operator's written lease, license, permit or agreement.

### **3.3 Waivers or Modifications**

The Airport Administrator may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations. The Airport Administrator may waive, for a period not to exceed thirty (30) days, the portion of these Minimum Standards which limit the providing of retail fuel/oil sales and/or airframe and power plant maintenance services to only an FBO or SASO. The Airport Administrator may waive or modify any portion of these Minimum Standards when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the Airport. Any waivers will be presented to the Airport Commission at the next scheduled meeting.

### **3.4 Applicability of Minimum Standards to "through-the-fence" Agreement Operators**

The Airport does not allow "through-the-fence" operations. The present exception to this rule is the lease to Eversion, LLC at 3800 NE Three Mile Lane which is currently a "through the fence" operator that was granted this status prior to the adoption of these Airport Minimum Standards.

### **3.5 Minimum Standards Review, Revisions and Amendments**

The Airport Administrator and Airport Commission will conduct a review of this document every two years, with the option of accomplishing reviews of the entire document or specific areas sooner if deemed necessary by the Airport Administrator. After reviewing, any revisions, additions or deletions of this document will be forwarded with recommendations to the McMinnville City Council for approval. The Airport Administrator may make revisions and amendments to the Minimum Standards any time necessary to comply with FAA regulations or terms of the City's FAA grant assurances. City Council and the Airport Commission will be notified at the next scheduled meeting of any changes.

### **3.6 Enforcement**

The Airport Administrator has established fair, practical and reasonable Minimum Standards for the Airport. Any commercial business operator who is making an investment at the Airport deserves the continuity of fair and uniform enforcement. It is the intent of the Airport Administrator to provide consistent, uniform, and fair enforcement of these Minimum Standards to accomplish the Airport's goals and promote successful commercial business operations.

## **Section 4 Business Operations**

### **4.1 Employee Conduct and Customer Service Emphasis**

The goal of the Airport Administrator is to offer the tenants and users of the Airport commercial operators that provide quality customer service that meets or exceeds customer needs through consistent, responsive, and professional service.

### **4.2 Management Control and Supervision**

Each commercial operator is required to employ the necessary quantity of trained, on duty management and supervisors to provide for the efficient, safe, and orderly compliance with its lease, agreement, or permit obligations.

### **4.3 Personnel Training and Certification**

All commercial operator personnel shall be fully qualified and trained to provide a high quality standard of courteous, efficient, and safe service to the public. Personnel shall meet all federal, State, and local training and certification requirements applicable to their individual duties and company services.

### **4.4 Interference with Utilities**

No operator shall do or permit to be done anything that may interfere with the effectiveness or accessibility of the Airport or public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm system or fire hydrants. If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and Airport Manager immediately.

### **4.5 Insurance**

Prior to commencement of service, a commercial operator shall procure and maintain continuously in effect throughout the term of their activities upon the Airport, at the operator's sole expense, insurance of the types and in at least such minimum amounts as are set forth in the specific standards in Section 5.5, which may be revised from time to time by the Airport Administrator.

### **4.6 Airport Security**

All commercial operators shall comply with all applicable security requirements adopted for the Airport by the Airport Administrator, the FAA, or the Transportation Security Administration, and shall comply with the directives of any law enforcement officer or other airport personnel implementing these requirements. The Airport Administrator reserves the right in their sole discretion at any time to impose additional security requirements, applicable to all similarly situated operators.

## **Section 5 Minimum Standards for Fixed Base Operators**

### **5.1 Primary Aeronautical Services**

A Fixed Base Operator (FBO) is an entity engaged in the business of providing multiple services to aircraft users. In addition to the primary services of aircraft fueling and airframe and power plant maintenance (described in Section 5.6), an FBO at the Airport shall provide a minimum of two (2) of the following secondary FBO services (described in Section 5.7): flight training, aircraft rental, on-demand charter, avionics maintenance and sales, line/ramp service, or aircraft storage. Only FBOs shall be permitted to provide retail fueling services and facilities at the Airport. Each FBO shall conduct its business and activities on and from the leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

### **5.2 Leasehold Size**

#### **5.2.1 Buildings**

The FBO shall lease or construct, on the property, a public-use building with floor space for a customer lobby, office, pilot's lounge, flight planning and weather briefing area, and public rest rooms. The FBO shall lease or construct, on the property, a maintenance shop and storage hangar with a minimum of 4,000 sq. feet of space.

#### **5.2.2 Vehicle Parking**

Each FBO shall provide adequate parking to meet the needs of customers and employees in accordance with City Building Codes but not less than five (5) paved parking spaces on the property.

#### **5.2.3 Aircraft Parking**

Each FBO shall provide property for an aircraft operating area (ramp), independent of any building area, vehicle parking area, and fuel storage area. This aircraft operating area shall provide transient aircraft parking and tie-downs for a minimum of five (5) aircraft. The tie-down ramp area shall be adequate to support all the activities of the FBO and all approved subtenants.

### **5.3 Hours of Operation**

Each FBO is required to be open for business and provide aircraft fueling and line services seven (7) days per week, excluding holiday closures, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Manager in advance. Each FBO shall be on-call 24 hours a day to provide afterhours fuel service within two (2) hours of a customer request. Each FBO shall provide a communications link for the after-hours on-call fueling services. If multiple FBOs are providing fuel service on the Airport, a mutually agreeable schedule can be developed to meet the after-hours on-call fueling requirement and shall be recorded with the Airport Manager.

## **5.4 Staffing and Employee Qualifications**

### **5.4.1 Staffing**

Each FBO shall employ and have on duty during the required hours of operation a quantity of personnel necessary to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO shall have at least one (1) employee on duty at all times during hours of operation, and provide to the Airport Manager, and keep current, a written statement of names, addresses, and contacts for all personnel responsible for the operation and management of the FBO. In addition, the Airport Manager shall be provided a point-of-contact with phone numbers for emergency situations.

### **5.4.2 Employee Qualifications**

All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment. The SOP shall be submitted to the Airport Administrator no later than thirty (30) days prior to the FBO commencing fueling activities. Additionally, the FBO shall comply with FAA Advisory Circular 150/5230, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage. Each FBO shall obtain all applicable fueling certifications and permits and receive periodic refresher training as required. The Airport Manager and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations, and Minimum Standards.

## **5.5 Insurance Requirements**

Each FBO shall meet all City of McMinnville insurance requirements and shall therefore maintain the types and amounts of insurance as specified in the lease, permit or agreement and name the City of McMinnville as additionally insured in the policy.

## **5.6 Primary FBO Services**

### **5.6.1 Airframe and Power Plant Maintenance**

Each FBO shall provide airframe and power plant maintenance services, which includes any of the following: the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances, or the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall: (1) Operate the service from a ventilated shop and aircraft storage space of at least 4,000 square feet and capable of accommodating at least one aircraft within the FBO leasehold.

- (2) Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and power plant certificate, with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.
- (3) Keep premises open and services available during appropriate business hours, five (5) days a week.
- (4) Provide equipment, supplies and parts required for general aircraft airframe and power plant inspection, maintenance and repair.

### **5.6.2 Fuel**

- (1) Each FBO must provide the sale and into-plane delivery of ASTM-rated brands of aviation fuels, lubricants and other aviation petroleum products. In addition, the FBO shall provide, store, and dispense either 100 LL octane avgas and/or Jet A fuel, or alternative aircraft fuels, including, but not limited to UL94. All equipment used for the storage and/or dispensing of petroleum products must meet all applicable federal, State, and local safety codes, regulations and standards.
- (2) Each FBO shall provide a stationary fuel storage system which meets all applicable federal, State and local regulations and standards. The system shall be designed and operated to meet Air Transport Association (ATA) 103 requirements and the requirements of AC 1 50/5230 Each FBO shall provide either 100LL fuel storage tanks (5,000 gallon capacity minimum), Jet A fuel storage tanks (10,000 gallon capacity minimum), or both. The FBO shall also provide mobile or stationary dispensing equipment and one (1) or more personnel to serve the Airport's fuel demand. Filter-equipped fuel dispensers with separate dispensing pumps and meter systems for each grade of fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies.
- (3) Each FBO shall have a fuel storage system designed in accordance with all EPA regulations including proper fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current EPA standards, and copies shall be provided to the Airport Administrator when requested.
- (4) Upon approval of the Airport Administrator and written permission (required by State Fire Marshall's office) from the Airport Administrator, an FBO shall provide self-service fueling (card-reader or card-lock) equipment. Self-service fueling equipment must be in compliance with State and local building codes, Office of the State Fire Marshall regulations, and must comply with fueling equipment requirements set forth in Section 5.6.2 (1-3).
- (5) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO premises.
- (6) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must be current.

### **5.6.3 Pilot Services and Concessions**

As part of the primary services requirement, each FBO shall provide the following services and concessions inside their main building.

- (1) Customer service counter stocked with basic pilots' supplies.
- (2) Public lounge, waiting area, and indoor restrooms.
- (3) Flight planning work area with Flight Service Station and weather service communication links.
- (4) Public telephones.
- (5) Snack foods and beverage machines.
- (6) Local ground transportation contacts.

### **5.6.4 Aircraft Line/Ramp Services**

The necessary equipment, supplies, and trained personnel for aircraft parking and tie-downs.

## **5.7 Secondary FBO Services**

The FBO shall provide two (2) of the following secondary services at the stated minimum standards. The FBO is encouraged to provide additional services at a minimum level of professional standards appropriate for that business.

### **5.7.1 Flight Training**

A flight training services operator provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. A flight training services operator shall:

- (1) Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered.
- (3) Provide a facility to conduct a professional classroom teaching and learning environment. The facility must, at minimum, provide heated and air-conditioned classroom areas, inside restrooms, and a pilot lounge area with snack and beverage machines.

### **5.7.2 On-Demand Operations**

An on-demand operator provides air transportation of persons or property to the general public for hire, either on a scheduled or unscheduled basis, or as defined by the FAR Parts 119 and 135. An on-demand operator shall:

- (1) Employ and make available at least one (1) person who is appropriately certified and rated to permit the flight activity offered by the operator.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered.
- (3) An on-demand operator shall have and display a current FAR Part 135 Certificate.



### **5.7.3 Aircraft Rental**

An aircraft leasing or rental services operator provides general aviation aircraft for leasing or rental to the public. An aircraft rental services operator shall:

- (1) Keep premises open and services available during appropriate business hours, seven (7) days a week.
- (2) Have available for rental a minimum of one (1) owned or leased, certified, and airworthy aircraft.
- (3) Ensure that all renters are in compliance with Airport rules and regulations.

### **5.7.4 Avionics Maintenance and Sales**

An avionics maintenance service operator provides the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the sale of new or used aircraft avionics, radios, instruments, and accessories. The operator shall:

- (1) Operate the service in a heated and ventilated shop space to accommodate one aircraft within the FBO leasehold.
- (2) Employ and have on duty at least one (1) trained and FAA-certified technician.
- (3) Keep premises open and services available during appropriate office hours, five (5) days a week.
- (4) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.

### **5.7.5 Aircraft Storage and Hangars**

An aircraft storage and hangar service operator leases and rents hangars and/or multiple T-hangars, to aircraft owners or operators primarily for aircraft storage purposes. An aircraft storage and hangar service operator shall:

- (1) Make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via a posted informational sign inside the FBO's terminal. A separate leased space is not required for this service.
- (2) Rent hangars primarily for aircraft storage purposes. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport.

## **Section 6 Minimum Standards for Specialized Aviation Service Operations**

### **6.1 General Requirements**

As per the definition of Specialized Aviation Service Operations (SASO) in **Section 1.1** a SASO is an aeronautical business that offers a single or limited service. The specific SASO services described in this section are not meant to be an exclusive list of SASO services, but rather to clearly indicate the Minimum Standards that those particular services must meet to qualify for a SASO license at the Airport.

However, a SASO may not sell fuel. No permit for the sale of fuel products by a SASO will be issued by the Airport Administrator.

#### **6.1.1 Compliance**

SASOs provide a single or limited number of commercial aeronautical activities. SASOs providing the same or similar services shall comply equally with all applicable Minimum Standards.

#### **6.1.2 Leased Space Requirement**

Each SASO shall operate out of a building located on the Airport. The building shall be of an appropriate size to accommodate the services being offered, be accessible to those requiring the service, and be marked with appropriate external signage. Each SASO shall meet City Building Code for paved auto parking area appropriate for the needs of the business.

#### **6.1.3 Responsible Personnel**

Each SASO shall provide the Airport Manager, and keep current, a written statement of names, addresses, and contacts of all personnel responsible for the operation and management of the SASO.

#### **6.1.4 Insurance Requirements**

Each SASO shall meet all City of McMinnville insurance requirements and shall therefore maintain the types and amounts of insurance as specified in the lease, permit, or agreement and name the City of McMinnville as additionally insured in the policy.

### **6.2 Flight Training**

SASOs providing aircraft dual and solo ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating shall meet the following minimum requirements:

- (1) Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered.
- (3) Provide a facility to conduct a professional classroom teaching and learning environment. The facility must, at minimum, provide heated classroom areas, inside restrooms, and a pilot lounge area with snack and beverage machines.

### **6.3 Avionics Maintenance and Sales**

SASOs providing avionics services, which include the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories, and includes the sale of such equipment, shall:

- (1) Operate the service in a heated and ventilated office or shop space able to accommodate one (1) aircraft on the Airport.
- (2) Employ and have on duty at least one (1) trained and FAA certified technician.
- (3) Keep premises open and services available during appropriate business hours, five (5) days a week.
- (4) Hold the appropriate FAA certificates required for the types of services offered.

### **6.4 Aircraft Storage and Hangars**

An aircraft storage and hangar service operator leases and rents hangars or multiple T-hangars, to aircraft owners or operators primarily for aircraft storage purposes. An aircraft storage and hangar service operator shall:

- (1) Make hangar operator's contact name and phone numbers, hangar availability, and rental rates known to prospective customers and keep on file with the Airport Manager.
- (2) Rent hangars primarily for aircraft storage purposes. The operator and the owner of each based aircraft stored within the operator's hangar facilities must comply with the rules and regulations of the Airport as well as applicable federal, state, and local building and safety codes, regulations, and standards.

### **6.5 Aircraft Sales**

SASOs providing new and/or used aircraft sales and aircraft brokerage services shall:

- (1) Employ and have on duty at least one (1) qualified aircraft salesperson.
- (2) Keep premises open and services available during established business hours as recorded with the Airport Manager.
- (3) Must be registered with the State as an aircraft dealer.

### **6.6 Aircraft Restoration, Painting, and Refurbishing**

SASOs providing the restoration, painting and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- (1) Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
- (2) Keep premises open and services available during appropriate business hours as recorded with the Airport Manager.
- (3) Meet all requirements of the Uniform Fire Code.

### **6.7 Specialized Flying Services**

SASOs providing specialized commercial flying services such as agricultural spraying or seeding, non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other air transportation operations specifically excluded from FAR Part 135 shall:

- (1) Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- (2) Have established business hours recorded with the Airport Manager.
- (3) Own or lease at least one (1) airworthy aircraft.
- (4) If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for aircraft loading, washing and servicing. This area shall meet all current requirements of State, federal, and local agencies. The agricultural operator shall also provide for the safe storage, handling, and containment of materials and equipment.
- (5) Ensure that pilots and aircraft are in compliance with the Airport Rules and Regulations and Minimum Standards.

### **6.8 Commercial Skydiving**

SASOs engaging in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment shall:

- (1) Make available for skydiving at least one properly certificated aircraft, either owned or under lease.
- (2) Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold a commercial pilot certificate and be appropriately rated for the aircraft being operated.
- (3) Any requested skydiving operations will be subject to a safety assessment of the operations and for compatibility with the existing airport traffic.

## **Section 7 Mobile Service Providers**

### **7.1 General Requirements**

#### **7.1.1 Compliance**

Mobile Service Providers (MSP) are persons or entities that provide commercial aeronautical services on McMinnville Airport property (excluding non-based aircraft operations, such as; FEDEX, Air Ambulance) but do not operate out of owned or leased property on the Airport. An MSP may provide any aeronautical service and related activities. However, an MSP may not provide aircraft airframe and engine maintenance (unless that maintenance meets the requirements of 7.2 Mobile Service Aircraft Maintenance) or aircraft retail fueling. Examples of MSP's include but are not limited to: aircraft detailers, independent flight instructors, dynamic prop balancers, and mobile oil recyclers.

#### **7.1.2 Responsible Personnel**

Each MSP shall provide to the Airport Manager, and keep current, a written statement of names, addresses and contacts of all personnel responsible for the operation and management of the MSP.

#### **7.1.3 Insurance Requirements**

Each MSP shall meet all City of McMinnville insurance requirements and maintain all types and amounts of insurance specified in the Airport Use permit.

### **7.2 Mobile Service Aircraft Maintenance**

#### **7.2.1 Mobile Service Maintenance Standards**

An aircraft owner requiring warranted maintenance, experiencing an aircraft component failure, or requiring specialized repair assistance that cannot be provided by the existing authorized FBO/SASO, or other SASO, operating at McMinnville Municipal Airport, may contract with a certified maintenance specialist not based on the Airport.

Aircraft and/or engine maintenance performed by a mobile service provider is limited to the following:

- a. Warranted maintenance work requiring repair or additional attention by the warranting company.
- b. A malfunction or other condition preventing the aircraft from being flown to another airport for maintenance (maintenance limited to that required to bring an aircraft to flyable condition, or to remove it by ground transportation).
- c. Maintenance work requiring a specialty service not currently provided by or on the capability list of the existing FBO/SASO, or other SASO on the airport.
- d. Individuals/entities performing mobile service aircraft maintenance may not advertise or offer their services to the general public as a service offered at the McMinnville Municipal Airport.
- e. Service Providers shall not recruit or employ other technical personnel currently employed at McMinnville Airport

### **7.2.1.1 General Aviation Mobile Service Maintenance Provider**

Mobile Service Maintenance Providers may perform limited functions similar to a SASO, but working at multiple locations on the airport. Fees associated with the MSMP Permit are based on land lease rates and are to be paid on an annual basis.

Mobile Service Maintenance Providers may perform the following services:

- a. Aircraft Inspections to include only: Annual, 100 hour, Condition, or other required inspections without major disassembly of the aircraft, aircraft engine, or components, or repairs.
- b. Aircraft Maintenance specifically prescribed in Federal Aviation Regulation (FAR) Part 43 Appendix A(c).

### **7.2.2 Permitting and Insurance Requirements**

An individual/entity, requested by an aircraft owner to engage in such services, must obtain an Airport Use Agreement and pay a Permit Fee identified in the Airport Fee Schedule. The Airport Use Permit shall be limited to either a single event or an annual period.

Proof of insurance in the form of a Certificate of insurance meeting the City of McMinnville's contemporary minimum limits and any additional insurance requirements identified in the Airport Use Agreement must be provided prior to work being performed with a hold harmless clause in favor of the City of McMinnville, its officers and employees.

Copies of any and/or all applicable FAA certification documents for the work to be performed shall be provided.

Mobile Service Providers are responsible for removing ALL trash, debris, waste oils, fuels, lubricants, and/or other hazardous waste resulting from their work at the McMinnville Municipal Airport. Removal must occur immediately at the conclusion of the service event and must follow all applicable Federal, State, & Local disposal requirements.

### **7.2.3 Permitting Requirements**

An aircraft owner requiring warranted maintenance work, experiencing an aircraft component failure, or requiring specialized repair assistance that will not be provided by an existing authorized FBO/SASO operating at McMinnville Municipal Airport, may contract with a certified maintenance specialist not resident on the Airport.

An individual/entity, requested by an aircraft owner to engage in such services, must obtain an Airport Use Permit from the Airport Administrator, or the Airport Manager if the Administrator is not available, provide required certificates of insurance, and pay all fees required by the City.

Individuals/entities performing mobile service aircraft maintenance may not advertise or offer their services to the general public as a service offered at the McMinnville Municipal Airport.

## **Section 8 Self-Service Fueling**

### **8.1 Authorization Requirements**

Self-service fueling is the fueling of an aircraft by the pilot using pumps and equipment installed for that purpose. A self-service fueling facility must be owned and operated by an FBO and is for public use. The fueling facility may or may not be attended by the FBO that owns and operates the equipment. The Airport Administrator has the option to grant authorization for self-service fueling operations to FBOs with written permission from the Airport Manager. All self-service fueling operators shall apply to and receive approval from the Office of the State Fire Marshal before commencing operations. Self-fueling and other self-services cannot be contracted out to another party, and shall be conducted in compliance with all applicable codes and rules.

### **8.2 Fuel Products and Hours of Operation**

Any authorized self-service fueling owner/operator shall provide, at a minimum, 100LL aviation gasoline. The products and equipment must meet all applicable federal, State, and local regulations and requirements regarding safety, testing, filtering, inventory management, quality assurance, and stated hours of operation.

### **8.3 Fuel Storage and Dispensing Equipment**

The fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Administrator as the only areas in which aviation fuels may be stored. The fuel storage and dispensing equipment shall meet all applicable federal, State, and local regulations and requirements, including FAA Advisory Circular 150/5230 (series).

### **8.4 Environmental Compliance**

The FBO providing the self-service fueling operation shall be knowledgeable of and comply with all federal, State, and local environmental laws, ordinances, rules and regulations. The operator shall provide the Airport Administrator a current fuel spill prevention, countermeasures and control plan that contains methods and procedures to prevent, control, and clean up a fuel spill on Airport property.

### **8.5 Reporting Requirements**

Each FBO authorized to install and maintain a self-service fueling system shall provide monthly fuel inventory reconciliation reports to the Airport Manager listing the total amounts of fuel dispensed to all aircraft.



## **Section 9 Appeals**

### **9.1 Appeal Process**

Any person who challenges an application of these standards to that person may appeal this application pursuant to the following process.

#### **9.1.1 Timing of the Appeal**

Any appeal under this section must be filed within ninety (90) calendar days of the action giving rise to the appeal.

#### **9.1.2 Form of the Appeal**

The appeal must be in writing and must specify the name, address, telephone number and other relevant contract information of the appellant. It must state which provision(s) of these standards the appellant believes has (have) been wrongly applied to appellant, set out a general statement of the facts which the appellant believes are relevant, and specify the reasons appellant believes that these provisions have been wrongly applied. The appeal must be signed and dated by the appellant.

#### **9.1.3 Filing of the Appeal**

The appeal must be filed with the Airport Administrator by mailing in the United States Postal Service, by first class certified mail. The filing date shall be the first business day following the date the appeal is received by the Airport Administrator. A filing fee, detailed in the Airport Fee Schedule, must accompany the appeal at the time of filing.

#### **9.1.4 Appeal Review**

The Airport Administrator will investigate the appeal and make a preliminary determination, and provide feedback to the appellant. If the appellant desires to move forward with the appeal, the Airport Administrator will forward the appeal to the Airport Commission for review and determination. If the Airport Commission disagrees with the Airport Administrator's decision, the Airport Commission will provide recommendations, at which point the Airport Administrator may modify the decision or seek legal counsel to make a final determination.

## Liquor License Recommendation

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BUSINESS NAME / INDIVIDUAL: Down to Earth Brewing dba: Alpine Crossing  
BUSINESS LOCATION ADDRESS: 740 NE Alpine Ave  
LIQUOR LICENSE TYPE: Commercial

Is the business at this location currently licensed by OLCC

Yes  No

If yes, what is the name of the existing business:

-----

Hours of operation: N/A  
Entertainment: N/A  
Hours of Music: N/A  
Seating Count: N/A

EXEMPTIONS:  
(list any exemptions)

---

Tritech Records Management System Check: Yes  No   
Criminal Records Check: Yes  No   
Recommended Action: Approve  Disapprove

  
\_\_\_\_\_  
Chief of Police / Designee

\_\_\_\_\_  
City Manager / Designee

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet |  Change of Ownership |  Greater Privilege |  Lesser Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

## Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

## INTERNAL USE ONLY

**Local Governing Body:** After providing your recommendation, return this application to the applicant.

## LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received: 3/7/2023

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Liquor License Recommendation

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BUSINESS NAME / INDIVIDUAL: Reel Hollywood Video LLC  
BUSINESS LOCATION ADDRESS: 105 NW 9<sup>th</sup> Street  
LIQUOR LICENSE TYPE: New Outlet Off Premises

Is the business at this location currently licensed by OLCC

Yes      No      Unknown  
           

If yes, what is the name of the existing business:

-----

Hours of operation: N/A  
Entertainment: N/A  
Hours of Music: N/A  
Seating Count: N/A

EXEMPTIONS:  
(list any exemptions)

---

Tritech Records Management System Check: Yes  No

Criminal Records Check: Yes  No

Recommended Action: Approve  Disapprove



Chief of Police / Designee

City Manager / Designee

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) |  [Change of Ownership](#) |  [Greater Privilege](#) |  [Lesser Privilege](#) |  [Additional Privilege](#)

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- Primary location
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## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

## INTERNAL USE ONLY

**Local Governing Body:** After providing your recommendation, return this application to the applicant.

## LOCAL GOVERNING BODY USE ONLY

**City/County name:**

**Date application received:** 3/12/2023

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date