



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**



# 2009 – 2010 Proposed Budget --- Budget Summary Airport Maintenance Fund

## 2009 – 2010 Airport Maintenance Fund Budget Highlights

- Completed environmental and design work for Phase 2 Construction which consists of a parallel and infield taxiway to serve the secondary Runway 17/35 that was reconstructed last year. Phase 2 construction to begin in summer of 2009.
- Phase 2 construction will use the remainder of the matching funds granted to the City from Evergreen Aviation. Any unused funds will be returned to Evergreen.
- Includes Professional Services to complete Underground Storage Tank (UST) Environmental Assessment to finalize case file with DEQ regarding the old Airport Fuel Farm.

## Short- and Long-Term Issues

- **Short-Term Issues** --- addressed by 2009 – 2010 Proposed Budget
- **Long-Term Issues**
  - City owned buildings and facilities, including hangars, FBO building, maintenance hangars, and hanger taxiways are in need of repair and replacement. These projects are low in priority for Federal Aviation Administration (FAA) grant funding and; therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
  - The airport has attempted to be totally self-supporting; although due to the limited revenue generation, the City has had to come up with creative funding sources such as the partnership with Evergreen to fund the City's match to recent

FAA grants. With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources to provide the required 5% FAA grant match.

- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan.

## Core Services

### ➤ **Operations**

- Charged with operating the airport facility necessary to meet all regulatory conditions as required by the FAA and providing a pleasing and safe environment for recreational pilots.
- Operate all facilities in a cost effective and efficient manner.

### ➤ **Maintenance**

- Responsible for maintaining all facilities and equipment owned by the City. This includes hangars, FBO building, Oregon State Police Building, runway, taxiways, lighting, and grounds.



Since 1948, the McMinnville Airport has benefited from 21 federal grants totaling more than \$8.3 million.



Fly-in's brought in more than 400 aircraft in 2008.



## Airport Maintenance Fund --- Historical Highlights

**1942** McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.

**1957** East Hangar is constructed.

**1973** Airport Layout Plan (ALP) and Master Plan is written.

**1981** ALP and Master Plan updated.

**1982** Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.

**1987** Annual \$60,000 Transfer to Debt Service Fund eliminated.

**1989** ALP and Master Plan updated.

**1992** Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.

**1999** New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.

**2001** Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.

**2003** Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.

**2004** ALP and Master Plan updated - FAA/ODA Grant.

**2004** Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.

**2005** Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.

**2006** FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.

**2006** City and Evergreen Aviation reach agreement on partnership for major airport improvements.

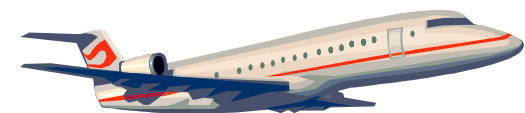
**2007** Environmental and design work begin for major airport improvements.

**2008** City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.

**2008** New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.



In 2002, there were 150 based aircraft.  
In 2008, there are 175.



In 2002, 82,000 gallons of jet fuel were sold.  
In 2007, 157,915 gallons of jet fuel were sold.  
In 2008, 137,000 gallons of Jet fuel were sold.

## 25 - AIRPORT MAINTENANCE FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	0	<b>4025</b>	<b>Designated Begin FB-Airport Fd</b>	0	0
0	320,415	308,500	<b>4025-05</b>	<b>Designated Begin FB-Airport Fd - Evergreen Aviation</b> Estimated cash carryover at July 1, 2009 of Evergreen Aviation's "seed money" to cover the required 5% match associated with the Federal Aviation Administration's (FAA) grants for the Runway Reconstruction/Taxiway Construction Project.	167,900	167,900
231,144	352,494	480,000	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1, 2009 cash carryover from the 2008-2009 fiscal year.	658,500	658,500
<b>231,144</b>	<b>672,909</b>	<b>788,500</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>826,400</b>	<b>826,400</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	<b>4580</b>	<b>FAA Grant</b>	0	0
92,019	241,623	168,463	<b>4580-10</b>	<b>FAA Grant - Environmental Study &amp; Design</b>	274,725	274,725
0	0	3,672,890	<b>4580-15</b>	<b>FAA Grant - Runway/Taxiway Construction</b> Federal Aviation Administration (FAA) grant to cover 95% of the Phase 2 construction costs for the Infield and Parallel Taxiway to serve Runway 17/35. The required 5% match will be paid by Evergreen Aviation per the City/Evergreen Partnership Agreement.	1,971,250	1,971,250
<b>92,019</b>	<b>241,623</b>	<b>3,841,353</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>2,245,975</b>	<b>2,245,975</b>
<b><u>CHARGES FOR SERVICES</u></b>						
0	0	0	<b>5400</b>	<b>Property Rentals</b>	0	0
17,107	17,090	17,000	<b>5400-05</b>	<b>Property Rentals - Crop Share &amp; USDA</b>	17,000	17,000
43,954	44,856	44,000	<b>5400-10</b>	<b>Property Rentals - Land Leases</b>	47,500	47,500
95,000	95,000	74,680	<b>5400-15</b>	<b>Property Rentals - AFSS Building</b>	104,832	104,832
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Oregon State Police (OSP) lease	1	86,448	86,448
			Federal Aviation Administration (FAA) lease	1	18,384	18,384
8,520	8,784	9,000	<b>5400-20</b>	<b>Property Rentals - Fixed Base Operator Lease</b> Fixed Base Operator (FBO) lease	9,200	9,200
37,172	42,576	36,500	<b>5400-25</b>	<b>Property Rentals - City Hangar</b> Lease payment for older City-owned hangars.	42,000	42,000
<b>201,753</b>	<b>208,306</b>	<b>181,180</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>		<b>220,532</b>	<b>220,532</b>
<b><u>MISCELLANEOUS</u></b>						
18,982	31,855	21,300	<b>6310</b>	<b>Interest</b>	4,600	4,600

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2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
325,000	0	0	<b>6520 Public/Private Partnership</b>	0	0	0
10,070	9,865	7,500	<b>6600 Other Income</b> Revenue generated by surcharge on fuel sales by the fixed base operator (FBO).	7,500	7,500	7,500
<b>354,052</b>	<b>41,721</b>	<b>28,800</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>12,100</b>	<b>12,100</b>	<b>12,100</b>
<b><u>TRANSFERS IN</u></b>						
0	0	0	<b>6900 Transfers In</b>	0	0	0
0	0	350,000	<b>6900-77 Transfers In - Wastewater Capital</b>	0	0	0
<b>0</b>	<b>0</b>	<b>350,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>878,968</b>	<b>1,164,559</b>	<b>5,189,833</b>	<b><u>TOTAL RESOURCES</u></b>	<b>3,305,007</b>	<b>3,305,007</b>	<b>3,390,607</b>

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<b>2007 ACTUAL</b>	<b>2008 ACTUAL</b>	<b>2009 AMENDED BUDGET</b>	Department :N/A	<b>2010 PROPOSED BUDGET</b>	<b>2010 APPROVED BUDGET</b>	<b>2010 ADOPTED BUDGET</b>
			Section :N/A			
			Program :N/A			

**REQUIREMENTS**

**MATERIALS AND SERVICES**

6,100	10,700	0	<b>7610</b>	<b>Insurance</b>				0	0	0
0	0	6,600	<b>7610-05</b>	<b>Insurance - Liability</b>				6,400	6,400	6,400
0	0	6,100	<b>7610-10</b>	<b>Insurance - Property</b>				6,000	6,000	6,000
55	57	200	<b>7620</b>	<b>Telecommunications</b>				200	200	200
				Airport Manager telephone/pager.						
1,398	1,771	2,500	<b>7660</b>	<b>Materials &amp; Supplies</b>				2,500	2,500	2,500
				Airport restroom, janitorial, and office supplies.						
0	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>				0	0	0
33,119	9,622	31,000	<b>7720-40</b>	<b>Repairs &amp; Maintenance - Runway/Taxiway</b>				31,000	31,000	31,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Airport misc repairs - minor paving, painting, etc.	1	15,000	15,000			
				Airport grounds weed spraying	1	8,000	8,000			
				Airport grounds mowing	1	8,000	8,000			
0	0	0	<b>7740</b>	<b>Rental Property Repair &amp; Maint</b>				0	0	0
14,504	4,798	21,500	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>				21,500	21,500	21,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Miscellaneous repairs, maintenance, landscaping, etc.	1	20,200	20,200			
				Insurance - liability	1	1,300	1,300			
7,686	5,044	11,100	<b>7740-10</b>	<b>Rental Property Repair &amp; Maint - AFSS</b>				11,100	11,100	11,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Insurance - liability	1	300	300			
				Insurance - property	1	3,000	3,000			
				Miscellaneous repairs, maintenance, landscaping, etc.	1	7,800	7,800			
14,215	37,797	26,500	<b>7750</b>	<b>Professional Services</b>				34,000	34,000	34,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Contract Airport manager	1	13,860	13,860			
				Miscellaneous consultant fees	1	4,280	4,280			
				Audit fee allocation	1	4,360	4,360			
				Underground storage tank environmental work	1	11,500	11,500			
0	0	0	<b>7760</b>	<b>Professional Svcs - Plan/Study</b>				0	0	0

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0	254,340	288,329	<b>7760-45 Professional Svcs - Plan/Study - Environmental Design &amp; Const Svc</b> Professional and construction services for Phase 1 and 2 of the Airport Improvement Project (AIP)	289,185	289,185	289,185
0	0	0	<b>7770 Professional Services - Projects</b>	0	0	0
91,705	0	0	<b>7770-51 Professional Services - Projects - FAA Runway &amp; Taxiway Const</b>	0	0	0
0	7,330	46,000	<b>7770-52 Professional Services - Projects - AFSS Remodel</b> Design and construction services for the Automated Flight Service Station (AFSS) remodel to accommodate Oregon State Police; new tenant.	16,500	16,500	34,000
6,329	5,883	15,000	<b>8215 Airport Lighting</b> Runway, beacon, street, and parking area lighting maintenance and power costs.	15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity	1	6,000	6,000
			Lighting maintenance	1	9,000	9,000
0	0	0	<b>8217 Public/Private Partnership Refund</b> Refund of excess Evergreen Aviation "seed money" used as 5% match for Federal Aviation Administration's (FAA) grants for the Runway Reconstruction/Taxiway Construction Project.	49,690	49,690	51,790
<b>175,110</b>	<b>337,342</b>	<b>454,829</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>483,075</b>	<b>483,075</b>	<b>502,675</b>
			<b><u>CAPITAL OUTLAY</u></b>			
0	0	400,000	<b>8800 Building Improvements</b> Construction costs for the tenant improvement remodel of the former Automated Flight Service Station Building and the addition of a 1,500 square foot shop building to facilitate a 15-year lease by the Oregon State Police, McMinnville operations.	200,000	200,000	225,000
0	0	0	<b>8920 Land Improvements</b>	0	0	0
0	0	3,749,359	<b>8920-10 Land Improvements - FAA - Runway &amp; Taxiway Const</b> Phase 2 construction costs for the project to construct an Infield and Parallel Taxiway to serve Runway 17/35. The project is 95% funded through Federal Aviation Administration (FAA) grants, and the required 5% match will be paid by Evergreen Aviation per the City/Evergreen Partnership Agreement.	2,075,000	2,075,000	2,075,000
<b>0</b>	<b>0</b>	<b>4,149,359</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>2,275,000</b>	<b>2,275,000</b>	<b>2,300,000</b>
			<b><u>DEBT SERVICE</u></b>			
0	0	0	<b>9405 Interfund Loans</b>	0	0	0
0	0	0	<b>9405-05 Interfund Loans - Principal</b>	0	0	0
0	0	0	<b>9405-10 Interfund Loans - Interest</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL DEBT SERVICE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

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<b><u>TRANSFERS OUT</u></b>								
0	0	0	<b>9700</b>	<b>Transfers Out</b>		0	0	0
28,189	27,418	33,730	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		33,047	33,047	33,047
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineering, Admin, & Finance personal services support transfer	1	32,363	32,363	
				Airport Fund support of Community Development Center operations	1	684	684	
2,760	0	0	<b>9700-31</b>	<b>Transfers Out - Improvements</b>		0	0	0
0	0	0	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		70,000	70,000	70,000
				1st year repayment of interfund "loan" from Wastewater Capital Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations.				
<b>30,949</b>	<b>27,418</b>	<b>33,730</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>103,047</b>	<b>103,047</b>	<b>103,047</b>
<b><u>CONTINGENCIES</u></b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	0	0	<b>9925</b>	<b>Designated End FB - Airport Fd</b>		0	0	0
320,415	307,698	112,200	<b>9925-05</b>	<b>Designated End FB - Airport Fd - Evergreen Aviation</b>		0	0	0
352,494	492,101	139,715	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		143,885	143,885	184,885
				Budgeted cash carryover for July 1, 2010. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2009-2010 operations.				
<b>672,909</b>	<b>799,799</b>	<b>251,915</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>143,885</b>	<b>143,885</b>	<b>184,885</b>
<b>878,968</b>	<b>1,164,559</b>	<b>5,189,833</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>3,305,007</b>	<b>3,305,007</b>	<b>3,390,607</b>



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2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
878,968	1,164,559	5,189,833	<b>TOTAL RESOURCES</b>	3,305,007	3,305,007	3,390,607
878,968	1,164,559	5,189,833	<b>TOTAL REQUIREMENTS</b>	3,305,007	3,305,007	3,390,607