

Airport Committee Meeting Minutes
January 27, 2020 | 6:00 PM

Meeting called to order: by Jim Bain at 6:01 pm.

Committee Members:

Shay Myers: Secretary - absent - (Barbara Brody, will take this position moving forward)
John Freeburg: Vice Chair - present
Jim Bain: Chair - present
Dale Cruson - present
Jack Terry - resigned (Shay Myers took this position)
Shawn Coleman - present
Jerry Trolard - present
Alternate: Barbara Brody -present
New Member - Luke Keller (excused)

Ex Officio Members:

Norm Crum (City Council) -present
Adam Brown (City Manager) -absent

Airport Manager/Staff: Daniel Beaubien -present

FBO: Tom Frazier -present

Guests:

Brian Rindlisbacher - BLM
Mike Spelman - BLM
Toby Epler - Airport Engineer
Julie Lynch -TVCC Flight Program
Tom Frazier FBO

Dan discussed correct procedures for running the monthly advisory meeting. Look into how we want to run meetings. Follow the same meeting format as the City of Ontario. Voting procedures were discussed. There is a need to plan, document, and share the procedures.

Welcome to new members and guests:

No new members present. Luke Keller is a new member but excused from the meeting.

Elections of 2020 Officers:

Nominations: Chair: Dale Cruson nominated Jim Bain for Chair, second by Shawn Coleman.
Vice Chair: Dale Cruson nominated John Freeburg for Vice Chair, second by Jerry Trolard.
Secretary: John Freeburg nominated Barbara Brody, second by Jerry Trolard.
All positions passed unanimously
2020 Officers are Chair: Jim Bain; Vice Chair: John Freeburg; Secretary: Barbara Brody

I. Public Comment:

BLM: Brian Rindlisbacher and Mike Spelman provided updates on BLM development and building. They met with City Officials on 1.22.20 and the discussion went well regarding the plan to build a facilities. BLM wants to be prepared. They are in discussion with the City about engineering and preliminary work. There is no facility model currently in place to look at. Seat plane contract update - no changes from last year. Forest Service will not have any funded seat aircraft in John Day. It was reported that there will not be Seat planes in John Day.

II. Approval of Agenda by Dale Cruson and John Freeburg with the following additions:

- a. Update from OSU Extension
- b. Changes in committee members. Jack Terry resigned. Shay Meyers missed the reapplication. Therefore he reapplied and took Jack Terry's spot. Barbara Brody took Shay Myers position and Luke Keller was appointed to the alternate position.

III. Approval of minutes

- a. November was approved by Dale Cruson second by Shawn Coleman with the following corrections made by Norm Crum under reports. The amount stated for the new sewer line should read \$130,000 not \$30,000. Also Adam Brown and Norm Crum were present.
- b. No minutes taken for December because we did not have a quorum.

IV. Old Business

- a. Fiber Optics update and timeline: Dan reported will begin in March 2020
- b. Sewer line update: Norm Crum reported the work should begin two weeks from tonight's meeting, weather permitting. Another job took precedence. Warrington Irrigation is the contractor with a bid of \$75,000 for total job. There was a discussion about where the pipe will be laid out and more follow-up is needed because we should be looking at a long-term master plan. If a Fuel Island where to go in, can it go over the sewer line?
- c. Irrigation ditch removal update: The ditch needs to be removed. This was there before the airport. The farmer is ok with moving it. There has been discussion with Adam Brown about the costs to move it. Recommendation to have the bid put together to include the engineering. Then it should be presented to the farmer (Mark Watta). This process has been stalled but the timeframe is critical because irrigation goes on in April. This should be a priority for the City/Adam Brown. Next steps/Action: Does City want to do a bid process? Time frame? Plans? Follow-up discussion and update needed from City officials
- Setback for hanger construction: Dan met with Dan Cummings regarding the 50' setback for the hangers. The master plan has a 25' set-back. Still need fire access to hangers. Toby reported with the following set-backs the size of the hangers:
25' setback = 40' hanger and 17' setback = 50' hanger. There was discussion about the road behind, what would be the road covering? There is concern about getting equipment behind and weed suppression.

V. New Business

- a. **Engineer's report:** Has been working on the design process for Hold Apron and Taxiway Hangers. Both are designed and ready for bids. FAA short on money due to rotation of FAA representatives. He proposed options for the committee for moving the projects forward:

Option 1: Hold Apron in summer 2020 and Hanger Taxiway in 2021. There are no cost savings.

Option 2: Hold both projects until 2021 and do them both together.

Discussion: There are funds earmarked for 2021 (\$750,000)

Separating the grant creates increased expenses for grant administration if split between 2 years. Increased inspector costs and contractor fees. If we wait the costs could go up.

ACTION: The utilities (power) still have to go in. If we wait until 2021 this should be complete. It does not make sense to have work done to have to tear it up for utilities.

The FAA is obligated to put earmarked funds for the above projects.

It was recommended unanimously by the committee to wait until Jan 2021

- b. **Airport Managers report:** (handouts: Calendar, Hanger Standards (Ord. 2582, 2006: Ord. 2499 2022) and Needs Assessment Ontario Municipal Airport.

1. Dan reviewed the calendar for meetings and reported from this point forward all meetings will be held at City Council. Please mark your calendars and make sure to contact Committee Chair if you can't attend or have items for the agenda.
2. He shared the Hanger standards handout with the team.
3. There are new cameras being installed. Adding an additional camera by the gate by the fuel station. He is working on updating each hanger lease. This requires numerous conversations with the owner. For example, according to FAA standards and regulations every hanger must have a fire extinguisher and an air worthy aircraft.
4. Dan reported that when there is a City ordinance it must stand as written and be adhered to. Currently you cannot have fuel brought onto the airfield. He will enforce this ordinance. (City of Ontario Municipal Airport Code of Ordinance 3-9-9 Aviation Fuel provisions. A. *Fuel Service. Aviation fuel shall be sold on the Airport only by a fixed base operator. No other fuel deliveries will be allowed on the Airport, without prior City approval.*

Needs Assessment Updates: Dan reviewed the priorities identified in the Ontario Airport Needs Assessment. He provided an update and progress on each item.

1. **Equipment:** broom, plow, blade, bucket all in place-complete in 2018
2. **Seat plane base BLM:** goal 2025
3. **Security Fence and Gates:** complete in 2019
4. **Hangers: builds, leases, taxiways:** on track 2020-21
5. **Budget:** no updates
6. **Grass Strip:** glider events, backcountry flyers completed 2019
7. **FBO:** 3, 5, 10 year plan
8. **Infrastructure: Sewer and Water:** approved 2020
9. **Ag. Plane base:** Lease (longer leases), City needs to still work on this.
10. **Ground leases:** Dan is working on this - Goal 2020

11. Full-time Airport Management: The airport is in the budget this year. Goal 2020

12. Restaurant: no progress

13. Band width: approved 2020. Start project in March 2020

14. Pave parking: no progress

15. Promotions: bulletin boards, internet: Airfare was revitalized in 2019. Planned for 2020. **On-going.**

- c. **FBO report:** Tom Frazier, Frazier Aviation reported both new fuel trucks are here and operating great. They have 2 over wings and one single point. With this addition he can order 8500 gallon of 100LL load due to the increased storage. In addition the trucks provide increased safety. He ordered a new pedestal to accept all credit cards. This cannot be up and running until the fiber optic is complete. Working with Dan on his parking and lease agreements.
- d. **TVCC Flight School Report:** Julie Lynch, Aviation Program manager reported the current program has 17 private pilot students and 9 for commercial instruments. Spring projection is 20-24 students in addition to current students. (Solid 50 students by Spring and 1/3 are women) Projections are for 65-80 students by winter 2021. Matt Bates is the on-site manager. Their first student will graduate in March (Jugo DeLeon).
- e. Dan, Tom and Julie have been meeting to discuss a strategic plan and how they can support TVCC with the growth. Need for teaching space and management. Currently Siverhawk is playing this role.
- f. **Oregon State University Extension:** Malheur Youth Aviation Field Day: All 7th grade youth will attend a hands-on field day on either May 7th or 8th. Need volunteers and sponsors.

Committee member comments:

- 1. **Jim Bain:** Need for Pilot Safety Training. There was discussion with Julie Lynch to help organize a shared model and training. Currently all TVCC Flight Instructors are going through mandatory instructor training.
- 2. **Norm Crum:** Airport Manager and Airport Maintenance are being brought forward to the City Budget Committee. Question about managing the Airport Maintenance. Who will supervise the maintenance personnel? Recommendation for the maintenance person to report directly to the Airport Manager.
- 3. **Tom Frazier:** Question: Is there a need to remove sewer line to put in a fuel island? Discussion of where it needs to be for the future of a fuel island.

Adjourned by Dale Cruson at 8:20 pm. Second by Shawn Coleman

Next meeting: February 24, 2020 | 6:00 pm

NOTE: The Meeting will be held at City of Ontario in the Council Chambers upstairs.