

**AIRPORT COMMISSION  
MINUTES  
August 5, 2008**

**Present**

Jim Moran, Chair  
Todd Brown, Vice Chair  
Louise Parsons  
Dan Allen  
Chris Bell  
Vincent Remcho

**Staff**

Lisa Namba, Transportation Services Supervisor  
Dan Mason, Airport Coordinator  
John Sechrest, Corvallis-Benton Chamber  
Coalition

**Visitors**

Jack Mykrantz, Pilot  
Rod Lockrem, Corvallis Aero Service  
Bill Gleaves, Pilot  
Rod Burkland, CH2M Hill  
Lanny Zoeller, Pilot  
Tyler Parsons, Pilot  
Keith Delaney, Pilot  
Walter Palubiski, HTSI  
Ron Gustafson, HTSI

**Absent**

George Grosch, Council Liaison - excused

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting, Introductions	X		
II. Review of July 1, 2008 Minutes			Approved
III. Visitor Comments	X		
IV. Old Business <ul style="list-style-type: none"> <li>• Elections</li> <li>• Corvallis Aero Service Lease Addendum</li> </ul>			Brown elected chair, Allen elected Vice Chair Approved
V. New Business <ul style="list-style-type: none"> <li>• REACH Hangar Lease</li> <li>• REACH Air Medical SASO Lease Addendum</li> </ul>			Approved Approved
VI. Update on Industrial Park	X		
VII. Update on Airport	X		
VIII. Update on FBO	X		
IX. Update on City Council	N/A		
X. Information Sharing <ul style="list-style-type: none"> <li>• Monthly financial report</li> </ul>	X		

## CONTENT OF DISCUSSION

### I. Open Meeting, Introductions

Chair Moran opened the meeting at 7:00 am. Staff and visitors were introduced.

### II. Review of Minutes

**Commissioners Allen and Brown, respectively, moved and seconded that the Commission approve the July 1, 2008 minutes. The motion passed unanimously.**

### III. Visitor Comments

None

### IV. Old Business

#### Elections

Commissioners Allen and Parsons, respectively, nominated and seconded Commissioner Brown for the position of Chair of the Airport Commission.

There were no further nominations.

**Commissioners Parsons and Allen, respectively moved that the nominations be closed and Commissioner Brown be elected unanimously to the position of Chair. The motion passed unanimously.**

Commissioners Parsons and Moran, respectively, nominated and seconded Commissioner Allen for the position of Vice-Chair of the Airport Commission.

There were no further nominations.

**Commissioners Parsons and Moran, respectively moved that the nominations be closed and Commissioner Allen be elected unanimously to the position of Vice-Chair. The motion passed unanimously.**

#### Corvallis Aero Service Lease Addendum

Mr. Mason presented the addendum which had been tabled by the Commission three months before. He stated that the purpose of the addendum was to remove a section of land from Corvallis Aero Services land lease. This summer's FAA funded CIP Project will improve this currently grassy area to an asphalt taxi lane and apron. He also stated that this action is a requirement of FAA grants and assurances so that the property remains open to the public. Mr. Mason added that this would lower Corvallis Aero Services monthly lease by approximately \$600 and this action is authorized in the original lease for the property.

**Commissioners Moran and Parsons, respectively, moved and seconded that the Commission approve the lease addendum. The motion passed unanimously.**

### V. New Business

#### REACH Hangar Lease

Mr. Mason stated that this lease is for a new hangar and parking apron for the REACH air ambulance helicopter. This project was approved by the Airport Design Review Committee at its April 29, 2008 meeting with no variances.

**Commissioners Moran and Parsons, respectively, moved and seconded that the Commission approve the lease. The motion passed unanimously.**

**REACH Air Medical SASO Lease Addendum**

Mr. Mason stated that this lease addendum is to add the 20' by 80' area to the east of REACH Air Medical's current lease to allow REACH to pave the area and connect with the new taxi lane and apron soon to be under construction.

**Commissioners Parsons and Allen, respectively, moved and seconded that the Commission approve the lease addendum. The motion passed unanimously.**

**VI. Update on Industrial Park**

- Mr. Sechrest noted that all buildings in the Airport Industrial Park (AIP) are full. He is concentrating on finding someone who wants to build a new building in the park.
- Ms. Namba announced that the City has received the \$475,000 loan from the Oregon Economic and Community Development Department for the final mitigation plan and development of the wetland mitigation site for the AIP shovel ready area. The City is finalizing a contract with URS in Portland for the development of the final mitigation plan and acquisition of the necessary permits.
- Mr. Sechrest mentioned that the City is requesting that the federal funds allocated for the extension of Rivergreen Avenue, west of Hwy 99W, be redirected to the AIP. The amount is approximately \$800,000 dollars with a 10% City match. This money would be used to improve some of the collector roads in the AIP.

**VII. Update on Airport**

- Mr. Mason briefed on updates at the airport from the attachment.

**VIII. Update on FBO**

- Mr. Lockrem stated that until the issues with the City are resolved, Corvallis Aero Service would not sign this lease addendum or any other leases with the City.

**IX. Update on City Council**

None

**X. Information Sharing**

**Monthly Financial Report** - No comments

**The meeting was adjourned at 7:43 a.m.**

**NEXT MEETING: November 4, 2008, 7:00 a.m., Madison Avenue Meeting Room**

# Memorandum

TO: Airport Commission

FROM: Dan Mason, Airport Coordinator

DATE: July 30, 2008

SUBJECT: Airport Update

✈️The 2008 FAA Airport Improvement Program project contract has been awarded to Knife River. Public Works Engineering has been working with the FAA and Knife River to reduce the scope of the project to stay within available funding and still allow the project to be completed this summer. The fencing portion of the project has been removed and will be included in the next AIP project. The scope of the asphalt work has also been reduced.

✈️Venell Farms has harvested the grass seed from airport property. There was one small fire in the Airport Industrial Park during the harvest. Venell quickly responded with their fire apparatus and contained the fire to a small area north of Convill Avenue and west of Hout Street. Corvallis Fire Department also responded with three engines and protected T Gerding Construction and Western Pulp, as well as assisting Venell with the fire. Thanks to both Venell Farms and Corvallis Fire for their rapid and professional response. The fire was caused by a belt which caught fire on one of Venell Farms machines. The only damage was to the straw that was left on the field which is going to be tilled under anyway.

✈️The Benton County Habitat Conservation Plan (HCP) researchers continue to operate out of the former shooting range. They have been tracking the Streaked Horned Larks that nest along the runways and taxiways each spring, along with other species in the area which are part of the HCP.

✈️Corvallis Public Works street crews should be paving the potholes on Plumley and Hout Streets during August as well as the rest of the potholes on the airport.

✈️The Federal Earmark (\$800,000+) for road work on Rivergreen from Hwy 99W to the railroad tracks has been moved to the Airport Industrial Park roads. The City is adding a Capital Improvement Project for pavement of Hout Street and part of Convill Avenue. The City match is expected to be approximately 11%.

✈️The south slant roof of the main hangar has been re-roofed. A new roof hatch will be added in the next couple weeks for safety and to remove the cable currently going through the siding above the roof.