

**AIRPORT COMMISSION  
MINUTES  
March 2, 2004**

**Present**

Marion Rose, Chair  
 Bill Gleaves, Vice Chair  
 Lanny Zoeller  
 Doug Squires  
 David Hamby  
 Tom Picht  
 Louise Parsons  
 Betty Griffiths, Council Liaison

**Staff**

Buck Taylor, Airport Manager  
 Jon Katin, Transportation Supervisor  
 Julie Warde, Management Assistant

**Visitors**

Mysty Rusk, EDP  
 Tyler Parsons, Pilot  
 Eric Dapp, Pilot

**Excused**

Chuck Honey

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Review of February 3, 2004 Minutes Accept February 19, 2004 ADRC Minutes			Approved Accepted
II. Visitor Comments			
III. Old Business 1. Determine method for review of Rules & Minimum Standards 2. Clarify class vs individual for conflict of interest	X		Staff review then sub-committee
IV. New Business 1. Proposed Hangar Lease - Dapp			Approved
V. Update on Industrial Park	X		
VI. Update on Airport	X		
VII. Update on FBO	n/a		
VIII. Update on City Council	X		
IX. Information Sharing 1. Monthly financial report 2. Updated Commissioner's contact list	X X		

## CONTENT OF DISCUSSION

### I. Open Meeting

Chair Rose opened the meeting at 7:00 am.

### II. Review of Minutes

Commissioner Hamby clarified that the OSU Flying Club that is referred to in past minutes is actually the Oregon State Flying Club, Incorporated and has been since 1956. There is no affiliation with Oregon State University. There is the OSU Student Flying Club which is just students and just on campus. Those students can join the Oregon State Flying Club. **February 3, 2004 minutes were approved as submitted.**

Airport Manager Taylor identified a correction needing to be made to the February 19, 2004 ADRC minutes regarding the rate that would be charged to Eric Dapp on his lease. The lease has been recalculated and the correct amount is in the proposed lease at \$988.

Commissioner Hamby asked when reference is made to specific people if last names can be included in the minutes for clarification purposes. It was also suggested that either addresses or building numbers be used.

### III. Visitor Comments

Chair Rose introduced Eric Dapp who is in attendance for a proposed lease.

Tyler Parsons reported that there is a group trying to get together an Airport Days event and there will be one last planning meeting on March 3, 2004 at Tommy's Restaurant. Commissioner Zoeller added that there has been very little interest shown and if there are not enough people interested it will not happen. The date for this event is targeted for June 5<sup>th</sup>.

### III. Old Business

#### 1. Determine method for review of Rules & Minimum Standards

Commissioner Gleaves recommended that a combination of option 4 and option 2 be the method used. Have staff review the documents, highlight changes, and present that to the Policy Sub-committee. The Policy Sub-committee would then review staff's recommendations and present a recommendation to the Airport Commission. He did suggest that the Policy Sub-committee meet in two weeks to review staff's recommendations.

Commissioner Zoeller opined that the large number of people involved during the development of the documents was good and involved stakeholders and other not on the Airport Commission. He stated his preference would be option #3 instead of option #2 and include option #4.

The timeframe was then discussed. Councilor Griffiths commented that it is more important that the process is done right and that the Policy Sub-committee set a

meeting date well ahead of time and specifically invite the stakeholders to come and participate. Airport Manager Taylor identified the need to have a minimum 10-day notice period prior to a public meeting.

Commissioner Gleaves asked if it was possible for staff to review and provide recommendations in two weeks. Staff responded affirmatively for the Rules & Regulations, but stated the Minimum Standards would take a while longer.

**Commissioners Gleaves and Zoeller, respectively, moved and seconded that the Policy Sub-committee meet two weeks from today at 7:00 am, at Burton's, to review staff's recommended changes to the Rules & Regulations.**

Commissioner Zoeller asked that staff's proposed changes be e-mailed to the Commissioners prior to the Policy Sub-committee meeting. Chair Rose asked Commissioners to forward any items to staff that they wish included in staff's review so proposed changes can be incorporated into one document.

**The motion passed unanimously.**

Commissioner Hamby asked if e-mail notices could be sent out to all Commissioners regarding future sub-committee meetings.

## **2. Clarify class vs individual for conflict of interest**

Transportation Supervisor Katin referred the Commissioners to page 4 of the February 3, 2004 minutes. In paragraph 3 where there was a question about an upcoming Property Sub-committee meeting and whether the members would have a conflict of interest and the response provided by Mr. Coulombe. Mr. Katin stated he spoke with Mr. Coulombe after the meeting for clarification purposes. Mr. Coulombe stated his response was based on the Sub-committee evaluating the proposal from a point of desirability or economical viability. Mr. Katin informed him that the Sub-committee would be evaluating the proposal from a standpoint of does it fit the established criteria. Mr. Coulombe stated that as long as it is an objective review to ensure the lease fits the established criteria, there is not a problem, especially since the Airport Design Review Committee (ADRC) is bringing a recommendation to the full Airport Commission who is then able to look at the full rationale used by the ADRC to ensure there was no bias introduced. Councilor Griffiths wanted to be clear that the Commissioners understood the difference, that if it was a question of whether the new hangar should go in or not then that probably would fall under the conflict of interest.

## **IV. New Business**

### **1. Proposed hangar lease - Dapp**

Airport Manager Taylor presented a proposed hangar lease between the City and Eric Dapp. He reported that the ADRC Sub-committee met on February 19<sup>th</sup> to review the proposal and the checklist used for the review is attached.

Commissioner Zoeller, ADRC Sub-committee Chair, summarized the meeting held to review the request. He stated that the checklist worked very well and made the review

process easier. He did note that the last item on the check list regarding the paving reimbursement was questioned as to the footage between the existing building owned by Dave Lowe and Dapp's building. Transportation Supervisor Katin stated that the standard for new leases will be to pay "to and through", however, since this is a benefit to others, a cost sharing agreement has been made to split evenly between the City, Mr. Dapp, and a future tenant. In this case, the pavement already exists and thus Mr. Dapp will reimburse the Airport Fund 1/3 of the actual cost. Mr. Dapp agreed and it is spelled out in his lease. Commissioner Zoeller clarified that Mr. Dapp is currently a renter of his and he was objective in reviewing the request from Mr. Dapp to build a new hangar and move out of his.

Commissioner Hamby asked if the cost sharing was consistent with the rules. Airport Manager Taylor responded that it is and the last one done this way was the area between Fred Lowther's hangar and Manny Gonzales' hangar which was split four ways. Responding to a question, Eric responded that he felt it was fair that he share in the cost of this area. There was some additional discussion regarding the paving of the additional 40' of taxiway. Mr. Katin suggested that this item be researched for consistency and brought back to the next Commission meeting.

**Commissioners Zoeller and Gleaves, respectively, moved that the lease be approved as written. The motion passed unanimously.**

**V. Update on Industrial Park**

Mysty Rusk, EDP, reported that the Shovel-Ready project is still moving along.

They are trying to get consideration for a wetland delineation that had been done under different standards than are currently being used. There are also a couple DEQ Phase I assessments that have been done for portions of the property where the gun range is located. EDP is asking that the Industrial Park be considered to meet the criteria that would get us closer to the top rank which we did not make in the first cut.

On March 11<sup>th</sup> the Oregon State Community Solutions team, a group of department heads from all of the state agencies, will be at the Industrial Park looking at the total piece of land there. This is specifically to give us a collaborative list of what the issues are; such as access from 3<sup>rd</sup> Street, whether or not our bypass exit is wide enough, etc. to help us do some problem solving.

Two leases are being worked on, a new non-profit and an existing lessee needing to expand.

**VI. Update on Airport**

Airport Manager Taylor reported that interviews are being conducted for part-time seasonal help at the Airport. There were two good candidates and the decision should be made before the end of the month.

**VII. Update on FBO**

No one was present.

### **VIII. Update on City Council**

Councilor Griffiths reported that the City Council has tentatively approved a budget for FY 04-05 that is balanced with partial staffing for the North Corvallis Fire Station. The final Budget Commission meeting will be May 13<sup>th</sup> and they will be spending the next year looking at strategies for funding so that we will be able to fully staff all of the fire stations in FY 05-06.

March 8<sup>th</sup> will be the final public hearing for the acceptance of the draft Natural Features Inventory.

There was a public hearing last night on the home improvement center for south Corvallis and the decision will be made on March 15<sup>th</sup>.

A long standing dispute with a land owner over property off of Conser that impacts our ability to move ahead with some affordable housing projects was settled.

Ms. Griffiths reported she is holding a ward meeting on May 9<sup>th</sup> in the Community Room at the Timberhill Athletic Club starting at 7:00 pm.

### **IX. Information Sharing**

#### **1. Monthly financial report**

Included in the packet. It was requested that additional financial information be provided that shows fund balance.

#### **2. Updated Commissioner's contact list**

Included in the packet.

Meeting was adjourned at 8:05 am.

**NEXT MEETING: April 6, 2004, 7:00 am at Burton's Restaurant**