

AIRPORT ADVISORY BOARD MEETING AGENDA

Tuesday, July 5, 2016
Madison Avenue Meeting Room
7:00 a.m.

- I. Call Meeting to Order, Introductions - Rod Berklund, Chair
 - Welcome new member Larry Mullins
- II. Review of May 3, 2016 Minutes
- III. Visitor Comments
- IV. Old Business
 - Airport Annual Report (for August 2 Council Work Session)
- V. New Business
- VI. Information Sharing
 - Update on the Airport Industrial Park - Tom Nelson
 - Update on Airport – Lisa Scherf
 - Update on City Council – Zach Baker
 - Monthly Financial Report

Board Members

Rod Berklund - Chair	Larry Mullins
Lanny Zoeller - Vice-Chair	Rajeev Pandey
Bill Dean	Brad Smith
Bill Gleaves	John Shute

Zach Baker – Council Liaison

NEXT SCHEDULED MEETING: August 2, 2016

Airport Advisory Board Meeting Guidelines

In order to ensure that Airport Advisory Board meetings are run efficiently and effectively, the following guidelines have been adopted:

- A. Placards with Advisory Board members' names will be placed on the meeting room tables and members grouped near the head of the table. This will allow visitors, consultants, and visiting Councilors, etc., to be aware of who the Advisory Board members and support staff are.
- B. All members, visitors and others wishing to ask questions or participate in a discussion must raise their hand, be recognized by the chair (vice or acting chair) and called upon (in order) before participating.
- C. Visitors' comments at the beginning of the meeting:
 - 1. Visitors' comments will be taken from approximately 7:05 a.m. to 7:20 a.m. (15 minutes).
 - 2. Visitors' comments are limited to items which are **not** on the agenda.
 - 3. The members will decide what to do with the visitors' comments, i.e., request that staff research them, put them on the next month's agenda, thank him/her for their comment and take no action, etc.
 - 1. Visitors' comments will not be discussed at length during the meeting. Rather, a determination will be made as to how best to address the visitors' issue/comment.
- D. Visitors' discussion/participation on specific agenda items:
 - 1. The presenter (staff, consultant, Advisory Board member, etc.,) will report on the agenda item.
 - 2. The presenter will then take questions first from Advisory Board members and staff.
 - 3. Visitors may then make brief comments and/or ask specific questions of the presenter regarding the item.
 - 4. The chair (vice or acting chair) will decide (based upon time constraints, etc.,) when to end the visitor participation on agenda items.
 - 5. Advisory Board members will then discuss the item with no further visitor participation.
 - 6. The members will then take action on the item.

**AIRPORT ADVISORY BOARD
MINUTES
April 5, 2016
DRAFT**

Present

Rod Berklund, Chair
Lanny Zoeller, Vice-Chair
Todd Brown
Bill Dean
John Shute
Bill Gleaves
Zachariah Baker, Council Liaison

Staff

Dan Mason, Public Works
Lisa Scherf, Public Works
Greg Gescher, Public Works

Visitors

Jack Mykrantz, Pilot

Absent

Rajeev Pandey, Excused
Brad Smith, Excused

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions			
II. Review of March 1, 2016 Minutes			Approved
III. Community Comments			
IV. Old Business • None	N/A		
V. New Business • Airport Annual Report			The Board formed a subcommittee to prepare the report
VI. Information Sharing • Update on the Airport Industrial Park • Update on the Airport • Update on the City Council • Monthly Financial Report	X X X X		

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

Chair Berklund called the meeting to order and those present introduced themselves.

II. Review of Minutes

Board Member Brown moved to approve the March 1 minutes; Board Member Zoeller seconded the motion and the minutes were approved unanimously.

III. Community Comments

None.

IV. Old Business

None.

V. New Business

Airport Annual Report

A subcommittee with Chair Berklund and Board Members Brown and Zoeller was formed to prepare the report, which is scheduled to be presented to Council at the May 17 work session.

VI. Information Sharing

Update on the Airport Industrial Park

Mr. Mason reported that the power pole has been installed to increase power for the 2 Towns Ciderhouse facility in the WKL Building.

Update on the Airport

Mr. Mason reported the following:

- Staff and a Geosyntec consultant did sampling from wells at the former United Chrome site on March 22. One well had oil in it. The Department of Environmental Quality was notified and absorbent booms were used to remove the small amount of oil. The Environmental Protection Agency has appointed a new project manager to oversee the superfund site.
- The Connect Oregon VI application that was reviewed by the Oregon Aviation Board will be presented to the Cascades West Area Commission on Transportation (CWACT). Staff will be giving short presentations to both the CWACT Technical Advisory Committee (April 13) and the CWACT Policy Board (April 28).
- The cargo access road project has cleared all of the environmental permitting requirements and is out to bid. Bidding closes on April 14.
- The RFP for the airport engineering consultant closed on April 1. Staff received two submissions and will be evaluating them.
- The solar array project is still awaiting approval from the Federal Aviation Administration.
- Mr. Mason will be retiring on April 29.

Update on the City Council

Councilor Baker reported that he took a tour of the Airport with Benton County Commissioner Ann Schuster. He was very impressed with all the things that are getting done out at the airport and the historic knowledge Mr. Mason has acquired over the years about the Airport and Airport Industrial Park.

Councilor Baker reported that Council recently approved the reallocation of funds within the Airport Fund to prepare a stormwater plan for the AIP shovel ready area in order to get an updated wetland permit.

Monthly Financial Report

Mr. Mason noted that the audited fiscal year 14-15 has been included. He also noted that staff is hoping to secure a Connect Oregon VI grant to pay the local match for the \$6.4 million dollar Runway 9-27 and Perimeter Fencing project at the Airport.

The meeting was adjourned at 7:25 a.m.

NEXT MEETING: May 3, 2016, 7:00 a.m., Madison Avenue Meeting Room

Annual Report of the Airport Advisory Board



August 2, 2016

Members: Rod Berklund, Lanny Zoeller, Bill Gleaves, Bill Dean, Rajeev Pandey, Brad Smith, John Shute, Larry Mullins

STAFF NOTE: Longtime Airport Advisory Board member Todd Brown, whose term expired on June 30, was instrumental in the preparation of this report.

Staff: Dan Mason (retired May, 2016)
Lisa Scherf

Council Liaison: Zach Baker

Purpose/Mission summary:

The Airport Advisory Board (AAB) was formally established as the Airport Commission in 1981 in the Corvallis Municipal Code Section 1.16.200. This states that the AAB is comprised of eight members, with the following charge in its advisory role to the Council:

The Airport Advisory Board shall advise Council and City Manager concerning:

- a) The management, care, and control of the Municipal Airport of the City; required rules and regulations in connection therewith; and the expenditure of such funds as shall be appropriated by Council therefore.
- b) The planning of the Airport Industrial Park located generally north of Airport Road and east of Ingalls Street; and potential impacts of such plans upon the Airport.
- c) The expenditure of such funds as shall be received through leasing or sales of Airport or Industrial Park land.
- d) The review and recommendations of long range facility plans (i.e., plans to address the issues related to the City hangar) and Airport Fund business plan.

Prior Year Report:

Activities and work completed:

1. BDTAB, LLC, Lease Assignment and Consent
2. Vision Action Plan 2040 Brief
3. Airport History Presentation and Current Projects Update
4. Connect Oregon VI Application Review
5. Annual Airport Advisory Board Report to Council

Activities and work in progress:

Comprehensive Plan Amendment for Airport Master Plan update

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

1. Review Airport/AIP Leases
2. Review Council Policy on Municipal Airport and Industrial Park Leases

Special activities and work for the year:

1. Develop vision and goals for the Airport/AIP
2. Work with the Economic Development Office to develop marketing plan
3. Examine marketing incentives to promote growth at Airport/AIP

Resources:

Prior Year:

Two-thirds of an FTE

Needed for the next year:

The work as outlined can be accomplished with existing staff support levels.

Feedback about the Annual Report Process:

**Airport Fund Financial Report
June 28, 2016**

	Audited FY 13-14	Adopted FY 14-15	Unaudited FY 14-15	Audited FY 14-15	Adopted FY 15-16	YTD FY 15-16
REVENUES						
Penalty Fees	0	0	0	0	0	651
Interest on Investments	4086	4590	3059	3633	5130	4269
Sale of Fixed Assets	0	0	0	0	0	0
Proceeds - Debt Issue Notes	0	0	0	0	0	0
Licenses, Fees & Permits	4155	5000	4779	4779	5000	5418
Rental - Building	263339	265000	259342	259342	265000	233389
Rental - Hangar/Tie-down	77148	85000	94779	94779	85000	85762
Seed Crop Sales	124418	116000	134423	134423	120000	104977
Gasoline Sales	6355	8500	0	0	8500	19877
Federal Grant	26314	0	0	0	0	0
State Grant	0	0	0	0	0	0
ODA Grant	0	0	0	0	0	0
Other Misc Revenues (OSP)	4270	7000	4880	4880	7000	1369
Total Revenues	\$ 510,085	\$ 491,090	\$ 501,262	\$ 501,836	\$ 495,630	\$ 455,712
EXPENDITURES						
Transfers Out (Capital Projects)	19620	18060	18060	84758	205340	81940
Contingencies	0	9820	0	0	9910	0
Debt Service (Principal/Interest)	112527	0	0	0	0	0
Salaries & Benefits	176519	149350	153128	153130	159740	150865
Materials & Supplies	22647	11400	19409	19409	11400	21327
Services	65405	94660	85118	84344	85300	59753
Utility & Overhead	78334	79630	76099	75958	89780	81691
Training & Conference	540	1200	2164	2164	2500	345
Capital Outlay	0	0	0	0	0	0
Special Projects	168798	123000	85735	65145	48900	48828
Total Expenditures	\$ 644,390	\$ 487,120	\$ 439,713	\$ 484,908	\$ 612,870	\$ 444,749
FUND BALANCE	\$ 632,868	\$ 639,691	\$ 638,445	\$ 638,442	\$ 548,238	