

ORDINANCE NO. 4933

An Ordinance amending McMinnville Municipal Code (MMC) Chapter 2.28 as created by Ordinance No. 2145 and amended by Ordinance No. 3200 and Ordinance No. 4387.

RECITALS

The McMinnville Airport Commission was created in 1945 by Ordinance No. 2145. The ordinance also provided duties, powers, and authority for the Commission and its members.

In 1965, Ordinance No. 3200 amended Ordinance No. 2145 by changing the clerk of the Commission from the City Recorder to the City Administrator.

In 1986, Ordinance 4387 amended Ordinance No. 2145 by changing the meeting dates from monthly to quarterly.

No other amendments have been made to the ordinances setting out the duties, powers, and authority of the Commission. However, within the last year, members of the current Commission requested various modifications to the ordinances, both to enact changes which the members felt were valuable and to bring the requirements of the ordinances in line with current practices.

On November 9, 2010, the Commission voted to recommend to the City Council that the Council approve revisions to MMC Chapter 2.28. The revisions consist of a) increasing the number of Commissioners from five to seven, b) allowing two of the Commissioners to be non-residents of the City provided they are Yamhill County residents (whereas, before, all Commissioners had to be City residents), c) allowing the Mayor to name either him/herself to the Commission or to name a City Councilor in his/her place (whereas, before, the Mayor was named in the Code as being one of the Commissioners), d) placing a term limit of three full terms on all Commissioners (except the Mayor or City Councilor position), e) naming the Airport Manager (rather than the City Manager) to be the clerk of the Commission, f) naming the staff of the Community Development Department to assist and coordinate services for the Commission, g) establishing a meeting schedule of every two months (rather than quarterly), h) creating a position of vice chairperson, and i) establishing that the Commission has the power and authority to make a variety of recommendations to the City Council (rather than the Commission having the power and authority to do all things necessary for the operation and maintenance of the airport).

Now, therefore, THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

Section 1. The McMinnville Municipal Code Chapter 2.28 is hereby amended to read as follows:

Chapter 2.28

AIRPORT COMMISSION

Sections:

- 2.28.010 Creation, Membership, Terms of Office
- 2.28.020 Organization and Meetings
- 2.28.030 Powers and Duties Generally
- 2.28.040 Financial Responsibilities

2.28.010 Creation, Membership, Terms of Office

A. The Airport Commission was created by Ordinance 2145 in 1945, under the authority of ORS 492.330 (renumbered 836.210 in 1989) and has continued in existence since that time.

B. The Commission consists of seven Commissioners: six public members and one liaison member. A minimum of four public member Commissioners shall be citizens, residents, and taxpayers of the City. A maximum of two public member Commissioners may be non-residents of the City, but must be residents of Yamhill County. The Mayor of the City, or, at the Mayor's direction, a City Councilor, shall be the liaison member Commissioner, and shall have full voting rights.

C. The public member Commissioners shall be appointed by the Mayor with confirmation by the City Council. The public member Commissioners' terms shall be four years and shall be staggered so that two Commissioners' terms end on December 31 each even numbered year and one Commissioner's term ends on December 31 each odd numbered year. The liaison member Commissioner's term shall be determined by the Mayor. Upon the expiration of the term of any Commissioner, the Mayor shall either re-appoint that Commissioner or shall appoint a successor. No Commissioner may serve more than three full terms. Each Commissioner shall hold office until his or her successor is appointed and qualified. Vacancies on the Commission shall be filled by appointment to be made by the Mayor for the unexpired term, which appointment shall also be confirmed by the City Council. The Commissioners shall serve without compensation.

D. The Airport Manager shall be the clerk of the Commission. The staff of the Community Development Department shall provide assistance and coordination services for the Commission, including all budget and document preparation.

E. Any Commissioner may be removed for cause by the Mayor. The Mayor shall present written findings showing cause to the Commissioner to be removed. The Commissioner being removed may appeal his or her removal to the City Council.

2.28.020 Organization and Meetings

A. Airport Commission meetings are public meetings and shall conform to the requirements of the Oregon Public Meetings Law. The Commission shall meet every two months and may hold special meetings as deemed necessary, advisable, or convenient at the discretion of the Commission. Special meetings may be called upon the request of the chairperson or any member of the Commission.

B. Four Commissioners shall constitute a quorum for the transaction of business.

C. Each Commissioner, including the chairperson, shall have one vote on matters before the Airport Commission.

D. At its first meeting each year, the Commission shall elect from among its members a chairperson and a vice chairperson. The chairperson shall preside over all meetings and shall sign the minutes. The chairperson may not delegate the duties of the position but may assign administrative tasks to others. The vice chairperson shall have all the authority of the chairperson in the absence of the chairperson.

2.28.030 Powers and Duties Generally

A. The City Council has delegated to the Airport Commission the power and authority to make recommendations to the City Council on:

1. All necessary rules and regulations for the conduct, management, and operation of the Airport;

2. All charges, fees, and tolls for the use of the Airport;

3. Leasing the Airport or any part thereof and on entering into contracts for the operation and management thereof upon such terms and conditions and for such a length of time as the Airport Commission shall deem best for the benefit of the inhabitants of the City and the public generally.

4. The annual budget for the Airport. Consideration and a recommendation on the budget shall take place in a manner that results in the City Council having the recommendation in time to incorporate the Airport budget into the City budget.

B. The City Council has delegated to the Airport Commission the power and authority to promulgate and enforce police regulations at the Airport and provide for civil penalties for the violations of these regulations.

Section 2. This Ordinance shall become effective thirty days after passage by the City Council.

Passed by the Council this 14th day of December 2010, by the following votes:

Ayes: Hansen, Hill, Jeffries, May, Menke, Yoder

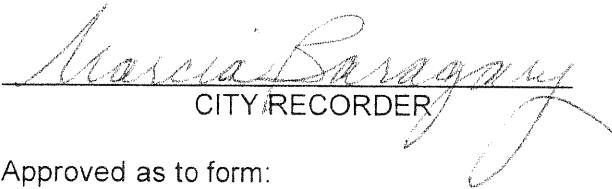
Nays: _____

Approved this 14th day of December 2010.



COUNCIL PRESIDENT

Attest:



CITY RECORDER

Approved as to form:



CITY ATTORNEY

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
552,840	617,242	779,786	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	915,142	915,142	915,142
552,840	617,242	779,786	TOTAL BEGINNING FUND BALANCE	915,142	915,142	915,142
INTERGOVERNMENTAL						
1,326,403	2,634	355,000	4580 FAA Grant FY25: FAA Grant (90% FAA,10% Airport Fund) FY25: FAA BIL Grant (90% FAA, 10% Airport Fund)	1,237,500	1,237,500	1,237,500
29,218	0	0	4580-20 FAA Grant - CARES Act Airport Grant	0	0	0
23,000	0	0	4580-21 FAA Grant - CRRSA-Coronavirus Response & Rel	0	0	0
6,839	52,161	0	4580-22 FAA Grant - Airport Rescue Grant	0	0	0
0	0	0	4775-10 ODOT State Grants - Connect Oregon	0	0	0
0	0	15,000	4790 OR Aviation Department Grant Critical Oregon Airport Relief (COAR) Program grant	20,000	20,000	20,000
1,385,460	54,795	370,000	TOTAL INTERGOVERNMENTAL	1,257,500	1,257,500	1,257,500
CHARGES FOR SERVICES						
68,271	77,710	80,040	5400-05 Property Rentals - Crop Share & USDA	82,500	82,500	82,500
71,977	68,392	69,000	5400-10 Property Rentals - Land Leases	71,500	71,500	71,500
169,475	167,528	164,910	5400-15 Property Rentals - OSP Building	169,000	169,000	169,000
0	0	56,000	5400-17 Property Rentals - 4025 Nimbus Loop Newly acquired property.	12,000	12,000	12,000
9,026	10,263	10,350	5400-20 Property Rentals - Fixed Base Operator Lease	11,000	11,000	11,000
72,220	66,454	67,700	5400-25 Property Rentals - City Hangar	68,000	68,000	68,000
390,969	390,346	448,000	TOTAL CHARGES FOR SERVICES	414,000	414,000	414,000
MISCELLANEOUS						
2,061	16,649	12,000	6310 Interest	38,000	38,000	38,000
0	4,800	0	6600 Other Income	0	0	0
10,000	11,850	10,800	6600-22 Other Income - Airshow	10,000	10,000	10,000
10,775	10,672	10,000	6600-40 Other Income - Fuel Flowage Fees	10,000	10,000	10,000
22,836	43,971	32,800	TOTAL MISCELLANEOUS	58,000	58,000	58,000

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,352,105	1,106,355	1,630,586	<i>TOTAL RESOURCES</i>	2,644,642	2,644,642	2,644,642

25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
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REQUIREMENTS

<u>PERSONNEL SERVICES</u>						
538	469	0	7000	Salaries & Wages	0	0
0	53,149	56,771	7000-10	Salaries & Wages - Regular Part Time <small>Airport Administrator - 0.50 FTE</small>	60,124	60,124
41	40	0	7300	Fringe Benefits	0	0
0	3,295	3,435	7300-05	Fringe Benefits - FICA - Social Security	3,637	3,637
0	771	823	7300-06	Fringe Benefits - FICA - Medicare	872	872
0	60	60	7300-25	Fringe Benefits - Life Insurance	60	60
0	139	138	7300-30	Fringe Benefits - Long Term Disability	144	144
0	195	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0
0	0	208	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0
579	58,119	61,435	<u>TOTAL PERSONNEL SERVICES</u>		64,837	64,837

<u>MATERIALS AND SERVICES</u>						
0	928	0	7515	City Services Charge expense	3,580	3,580
0	0	100	7540	Employee Events <small>Costs shared city-wide for employee training, materials, and events.</small>	100	100
0	0	0	7600-04	Utilities - Water	0	0
8,269	8,610	9,040	7610-05	Insurance - Liability	11,015	11,015
11,395	14,107	17,490	7610-10	Insurance - Property	20,085	20,085
2,931	2,404	5,000	7660	Materials & Supplies <small>Airport restroom, janitorial and office supplies, miscellaneous permits.</small>	5,000	5,000
0	1,061	0	7720	Repairs & Maintenance	5,000	5,000
24,665	33,682	30,000	7720-40	Repairs & Maintenance - Runway/Taxiway	31,000	31,000
12,157	12,147	22,690	7740-05	Rental Property Repair & Maint - Building	18,827	18,827

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Liability insurance premium	1	3,204	3,204
Miscellaneous Repairs, Maintenance, Landscape	1	15,500	15,500

Budget Document Report

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
70,366	30,960	166,120	7740-10	Rental Property Repair & Maint - OSP		171,750	171,750	171,558
				Includes carryover projects from FY 2024 which includes: Carpeting, Interior Painting, 2 HVAC units				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability insurance premium	1	758	758	
				Property insurance premium	1	5,800	5,800	
				Carpet Replacement (Carry Over)	1	80,000	80,000	
				Interior Repainting (Carry Over)	1	40,000	40,000	
				Generator, Maintenance, Upgrades1	1	15,000	15,000	
				HVAC rooftop units #3 & #5 Repair and/or Replace	2	15,000	30,000	
6,642	0	10,200	7740-15	Rental Property Repair & Maint - Fuel Tanks		28,000	28,000	28,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Jet-A Fuel Tank Cleaning, Filters, and Plumbing Repair	1	17,500	17,500	
				Fuel Farm Annual Maintenance & Supplies	1	10,500	10,500	
0	0	53,300	7740-20	Rental Property Repair & Maint - 4025 Nimbus Loop		11,013	11,013	10,845
				New rental property				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability insurance premium	1	288	288	
				Property insurance premium	1	5,557	5,557	
				Building Maintenance	1	5,000	5,000	
56,998	62,430	101,000	7750	Professional Services		103,000	103,000	103,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Contracted Airport Management	1	38,000	38,000	
				Contract Hangar Management & Airport Maintenance	1	29,000	29,000	
				Miscellaneous Professional Services	1	11,000	11,000	
				Airport Engineering Consultant	1	25,000	25,000	
0	2,105	6,000	7750-01	Professional Services - Audit & other city-wide prof svc		750	750	750
				Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	395,000	7750-04	Professional Services - Grants		1,375,000	1,375,000	1,375,000
				These are FAA, ODA, and BIL Grant funded projects. Grants cover 90-95% of costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Master Plan (project continuation)	1	250,000	250,000	
				Runway 17-35 & Taxiway A - Lighting Environ & Design	1	300,000	300,000	
				Airport Fencing & Windcone Design & Construction	1	625,000	625,000	
				West Apron Pavement Rehab Environmental & Design	1	200,000	200,000	
156,987	0	0	7770-53	Professional Services - Projects - Apron Rehabilitation		0	0	0

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2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	1,514	7840	M & S Computer Charges		2,298	2,298	2,298
				I.S. Fund materials & supplies costs shared city-wide				
0	0	200	7840-77	M & S Computer Charges - Airport		800	800	800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	600	600	
				Adobe Licensing	1	200	200	
14,539	6,632	20,000	8215	Airport Lighting		21,000	21,000	21,000
				Runway, beacon, street, and parking area lighting maintenance and power costs.				
364,949	175,067	837,654	<u>TOTAL MATERIALS AND SERVICES</u>			1,808,218	1,808,218	1,807,146
			<u>CAPITAL OUTLAY</u>					
0	0	406	8750	Capital Outlay Computer Charges		243	243	243
				I.S. Fund capital outlay costs shared city-wide				
0	0	0	8920	Land Improvements		0	0	0
1,272,907	0	0	8920-11	Land Improvements - FAA - Apron Rehab Construction		0	0	0
1,272,907	0	406	<u>TOTAL CAPITAL OUTLAY</u>			243	243	243
			<u>TRANSFERS OUT</u>					
96,427	53,801	60,153	9700-01	Transfers Out - General Fund		62,260	62,260	62,136
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Fund support of Engineering operations.	1	3,456	3,456	
				Engineering, Admin, & Finance personnel services support.	1	48,548	48,548	
				Airport Fund support of centralized Facility operations.	1	10,132	10,132	
96,427	53,801	60,153	<u>TOTAL TRANSFERS OUT</u>			62,260	62,260	62,136
			<u>CONTINGENCIES</u>					
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	<u>TOTAL CONTINGENCIES</u>			300,000	300,000	300,000
			<u>ENDING FUND BALANCE</u>					
617,242	819,368	370,938	9999	Unappropriated Ending Fd Balance		409,084	409,084	410,280
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
617,242	819,368	370,938	<u>TOTAL ENDING FUND BALANCE</u>			409,084	409,084	410,280
2,352,104	1,106,355	1,630,586	<u>TOTAL REQUIREMENTS</u>			2,644,642	2,644,642	2,644,642

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2,352,105	1,106,355	1,630,586	<i>TOTAL RESOURCES</i>	2,644,642	2,644,642	2,644,642
2,352,104	1,106,355	1,630,586	<i>TOTAL REQUIREMENTS</i>	2,644,642	2,644,642	2,644,642