



AIRPORT ADVISORY COMMITTEE

1600 Airport Way

Where Life is Sweet

June 07, 2023 at 4:00 PM

AGENDA

1. **CALL TO ORDER / ROLL CALL**
2. **MINUTES**
 - A. Minutes of the May 3rd Meeting
3. **PUBLIC COMMENT**
4. **FINANCIAL REPORT**
5. **AIRPORT MANAGER'S REPORT**
 - A. Fuel sales
 - B. Update on Airport Projects
 - C. Review of Life Flight Lease
 - D. Discussion of Potential New Hangar Lease
 - E. Discussion of Potential New Bus Barn Lease
 - F. Update on EOTEC Parking
 - G. Discussion of Security Fence Estimate
6. **MISCELLANEOUS ITEMS**
7. **ADJOURN**

**** AMERICANS WITH DISABILITIES ACT NOTICE****

Please contact Hermiston City Hall, 180 NE 2nd Street, Hermiston, OR 97838 (Phone No. 541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.

Minutes of the Airport Advisory Board Meeting Hermiston Municipal Airport

May 3, 2023

Airport Terminal, Hermiston, Oregon

Call to Order

The meeting was called to order at 4:00 pm.

Roll Call

Members present: Ron Linn, Seth Shaw, Josh Burns and Dan Burns. Keith Ellis was absent. Staff present: Mark Morgan from the City of Hermiston, Rolf Leirvik of Gorge Aviation Services. Visitor present: Tracy May from Precision Approach Engineering.

Agenda

The Amended Agenda was unanimously approved.

Approval of the Minutes

The minutes from the April 5, 2023, meeting were unanimously approved.

Public Comments

The EAA Chapter 1639 held a breakfast at the Airport on Saturday, April 29, 2023. Approximately 40 people attended with several planes flying in from other Airports.

Financial Report

The financial report was reviewed and unanimously approved.

Managers' Report

1. Rolf Leirvik reported that avgas fuel sales continue to grow while Jet A sales are currently depressed.
2. Rolf discussed the finalization of the bid package for the building portion of the T-hangar project. The size of each of the units as well as the total size of the building were discussed. The request for bids will be issued in late May and/or June 2023.
3. The Board discussed the draft of the lease with Life Flight for facilities at the Airport. After a thorough discussion and after motion duly made and seconded the Board unanimously recommended that the Hermiston City Council approve a lease with Life Flight for the facilities at the Airport.

4. The Board discussed reasonable lease rates for the new T-hangars along with reasonable lease rates for the existing T-hangars. After a thorough discussion and after motion duly made and seconded the Board unanimously recommended that the Hermiston City Council approve monthly lease rates in the new T-hangar that is to be built at \$275.00 for the smaller units and \$325.00 for the larger units; and, recommended, starting January 1, 2024, the monthly lease rates in T-hangars #1 & 2 be raised to \$200.00 and \$225.00 for building #3.

5. The Board considered the selection of an engineering firm to handle Airport aviation related projects. The Board determined that of the applicants Precision Approach Engineering is the most qualified to handle the Hermiston Airport work, therefore, after a thorough discussion and after motion duly made and seconded the Board unanimously recommended that the Hermiston City Council approve a new contract with Precision Approach Engineering.

6. The Board then discussed long term plans and potential projects for the airport.

The meeting was adjourned at 4:50 pm.

The next regular meeting date: Wednesday June 7, 2023.

Dan Burns