

**Cascades West Area Commission on Transportation  
Technical Advisory Committee**

**Wednesday, November 9, 2016**

**1:30 pm – 3:00pm**

**OCWCOG Offices**

**Albany**

**AGENDA**

- 1. 1:30 Introductions and Agenda Review** **Chair Gescher**
  
- 2. 1:35 Approval of April 13, 2016 Meeting Minutes** **Chair Gescher**  
*Action: Approval of Minutes (Attachment I)*
  
- 3. 1:40 Public Comment** **Chair Gescher**  
*This is an opportunity for members of the public to comment on the activities/agenda of the Technical Advisory Committee.*
  
- 4. 1:45 Review of Aviation Grant Applications** **Chair Gescher**  
*There are two Aviation System Action Program (ASAP) grants in the CWACT area; they are from the City of Newport and the City of Albany. TAC members will evaluate these proposals and collectively complete one Review Form for each application for consideration of the CWACT Executive Committee and Full Commission.*  
  
*(Attachment II – Review Form)*  
*(Attachment III – City of Newport Application)*  
*(Attachment IV – City of Albany Application)*
  
- 5. 3:00 Adjournment**

*The Cascades West COG facilities are accessible to persons with disabilities. If you will need any special accommodations to attend the meeting contact Emma Chavez at least 24 hours prior to the meeting. She can be reached at 541-967-8551. TTY/TTD 711*

**Cascades West Area Commission on Transportation  
Technical Committee Meeting  
Wednesday, April 13, 2016  
Cascades West Center, Albany Oregon**

**Attendees:** Ali Bonakdar, Chuck Knoll, Derrick Tokos, Greg Gescher, Joe Graybill, Josh Wheeler, Pam Barlow-Lind, Rob Emmons, Ron Irish, Roy Kinion, Theresa Conley, and Dan Fricke (for Valerie Grigg Devis)

**Guests:** Bud Shoemake, Aja Vickers, Brian Latta, Paul Langner, Jeff Gaines, Lance Vanderbeck, Kevin Greenwood, Doug Cooper, Lisa Scherf, and Dan Mason

**Staff:** Phil Warnock, Tarah Campi, and Emma Chavez

**1. Welcome and Agenda Review**

Meeting opened at 1:30 pm by the Chair Greg Gescher. There were no changes to the agenda.

**2. Approval of Minutes of October 14, 2015 Meeting**

Motion made by Ron Irish, seconded by Roy Kinion. Minutes approved by consensus.

**3. Public Comment Opportunity**

Doug Cooper with Hampton Affiliates submitted a letter to the ACT TAC (see attached). Doug reviewed his letter with members.

Paul Langner with Teevin Brothers advised that Teevin Brothers will be operating the international shipping facility in the Port of Newport once it is built. Paul expressed his support for the project, noting that the port is in need of a laydown area to stage enough commodities to load ships

Jeff Gaines on behalf of the Oregon Department of Aviation expressed their support for the two aviation projects submitted; City of Newport communications ground-link and AWOS update and City of Corvallis rehabilitation runway 9-27 and install perimeter fence. Jeff noted that the Federal Aviation Administration (FAA) has reviewed the City of Corvallis project and is in support.

**4. Connect Oregon (CO) VI Presentations**

CO VI Region 2 applicants in the Linn, Benton, and Lincoln county areas gave presentations on their applications and answered questions. Project summaries:

Applicant	Funds Requested	Project Description (from application)
#2A0364 – City of Newport	\$25,000	The City of Newport proposes to add a Ground-Link communication to Seattle ARTCC- and replace the

## ATTACHMENT 1 DRAFT MINUTES

Newport Communication Ground-Link and AWOS Update		AWOS Ceilometer. A Ground Link will enable pilots to establish communication with SEA-ARTCC to get flight clearances out of Newport. The second part of this project will update the obsolete AWOS Ceilometer that has reached the end of its service life.
#2A0394 – City of Corvallis Rehabilitate Runway 9-27 and Install Perimeter Fence	\$642,222	Corvallis Municipal Airport Runway 9-27 rehabilitation, drainage improvements, taxiway realignment, lighting and signage rehab and perimeter fencing. This will benefit all aircraft using the Corvallis Municipal Airport for the next 20+ years. This includes cargo aircraft and charter jets carrying local business and education passengers.
#2M0361 – Port of Newport International Terminal Shipping Facility	\$4,000,000	Project involves the development of a 9-acre cargo laydown area adjacent to the port’s renovated International Terminal to support resumed cargo activity on Yaquina Bay.
#2M0388 – City of Harrisburg Harrisburg Boat Landing	\$315,000	Project involves replacement of the concrete surface of the boat launch and removal of approximately 4,000 cubic yards of accumulated gravel to restore access to the Willamette River at the boat launch.
#2M0427 – Port of Toledo Boatyard Environmental Work Building	\$2,013,900	Project would construct a fully-enclosed environmental work building that would allow sandblasting, painting and similar work to take place in a controlled environment protected from the weather.

### 5. **Prioritization of Connect Oregon (CO) VI Applications**

After the applicants’ presentations, the ranking was conducted using a process in which each TAC member was given three colored dots, one for High (3 points), one for Medium (2 points), and one for Low (1 point). The project titles were displayed and members were asked to place their dots according to their priorities.

The City of Corvallis earned 20 points, Port of Toledo earned 17 points, City of Newport and Port of Newport each earned 12 points, and the City of Harrisburg earned 5 points. The tie between the City of Newport and Port of Newport was subsequently broken by a re-vote between the two, with City of Newport winning by a vote of 5 to 3.

Ranking of ConnectOregon VI projects:

6. *City of Corvallis – Rehabilitate Runway 9-27, install perimeter fence (CO grant funds requested: \$642,222).*
7. *Port of Toledo – Boatyard environmental work building (CO grant funds requested: \$2,013,900).*
8. *City of Newport – Newport Communication Groundlink and AWOS system update (CO grant funds requested: \$25,000).*

## ATTACHMENT 1 DRAFT MINUTES

9. *Port of Newport – International Terminal Shipping Facility (CO grant funds requested: \$4,000,000).*
10. *City of Harrisburg – Harrisburg boat landing (CO grant funds requested: \$315,000).*

### 11. **Adjourn**

Meeting adjourned at 3:23 pm.



**A-1 STATUTORY CONSIDERATION REVIEW FORM**  
**ACTs Statutory Review Form 2016**

- Please read the Aviation Project Funding Request - Instructions to Reviewers prior to completing this form.
- The *Instructions to Reviewers* and *ACTs Statutory Review Form* are available on the [Oregon Department of Aviation website](#).
- **Comment areas are provided to note information critical to your evaluation: How you arrived at your decision.**
- Save a completed electronic version of this document for each application you evaluate.
- Email completed evaluation forms to [ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us) **no later than December 23, 2016.**

Reviewer Name / ACT: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Section 1:**

	Agree	Somewhat Agree	Disagree	Comments
<b>Question 13 - Reduced Transportation Costs or Improved Access to Jobs</b> Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Question 14 - Economic Benefit</b> Does the proposed transportation project result in an economic benefit to the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Question 15 - Critical Link</b> Is the proposed transportation project a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Section 2:**

Question 16 - Project Funding	0% - 25%	26% - 50%	51% - 75%	76% - 100%
How much of the cost of the proposed transportation project can be borne by the applicant for the grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 17 - Project Readiness*	Project's Readiness to Start (in months)				
	0 - 6	7 - 12	13 - 18	19 - 24	over 24
Is the proposed transportation project ready for construction or ready for implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*As all projects are not construction projects, ODA will use the following definition for project readiness when scoring and ranking projects:

Whether a project is ready to **begin elements of work necessary to commence with construction in a reasonable timeframe.**

If the project does not involve construction, whether the project is **ready for implementation.**

Review members may use the following information, plus other knowledge when determining project readiness: Permitting, match financing, plan inclusion where necessary, land use approval, applicant capacity

Question 18 - Life Expectancy	Expected Useful Life (in years)				
	0 - 5	6 - 10	11 - 15	16 - 20	over 20
Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**No Conflict of Interest Certification:** I do not have any conflict of interest with the proposer submitting this project application. A conflict of interest means the member is a consultant to the applicant, or is a committee or board member who has assisted the applicant, or has a financial benefit in the project. All conflict of interest disclosures will be recorded in the Final Review Committee meeting minutes.

Comments: \_\_\_\_\_



Aviation Project Funding Request – 2016

Introduction

- Please read the Aviation Project Funding Request instructions prior to completing this application.
- The application instructions, sample application, and draft grant agreement are available on the Oregon Department of Aviation [website](#).
- Submission instructions are detailed in Section 3 of the application instructions.
- Completed application and checklist are required.
- Answer all questions. Enter N/A where applicable.

1. Applicant

Organization Name City of Newport	Contact Person Lance Vanderbeck
Address 1 169 SW Coast HWY	Contact Person Title Airport Director
Address 2 	Phone 541-867-7422
City, State, ZIP Newport, OR 97365	E-mail Address l.vanderbeck@newportoregon.gov

2. Project Name and Location

Project Name Resiliency Study for Cascadia Subduction Zone event.	Project Location Newport Municipal Airport, Newport Oregon
County tax parcel identification number(s): 11-11-32-00-00200-00	

3. Category of Airport:

Select the category of airport as listed in the current Oregon Aviation Plan (OAP):

Category 2 – Business

4. ODOT ConnectOregon region:

Select one ODOT region for the project: Region 2

5. Certification

By checking this box, I certify that City of Newport supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Aviation System Assistance Program funds. I further certify that matching funds are available or will be available for the proposed project. I understand the all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project. I certify that I have read the Sample Draft Agreement and will sign the Agreement if selected.

Date: 9/14/2016

6. Project Summary

Provide a brief summary of the project:

The City of Newport is proposing a project that will improve resilience for the state and region by providing clear assessment of the Newport Municipal Airport's ability to withstand and support recovery from natural disasters to include a Cascadia Subduction Zone event. Work will include an initial assessment of infrastructure and evaluation of structural and geotechnical vulnerabilities to allow for future projects that will increase the emergency preparedness and aid in recovery of the entire Central Oregon Coast.

7. Project Purpose and Description

Provide a detailed project description:

The proposed project will be done in three phases. Phase one will consist of resilience inventory, assessment, and summary of findings. Inventory and assessment of existing facilities include site visit of land-side and air-side facilities and infrastructure. Assessment of existing airfield pavement strength and geometry compatibility assessment for response aircraft based on available information. Preliminary geotechnical evaluation based on site visit and a review of local geologic and Tsunami data and prior evaluations. Operational constraints and requirements for existing facilities. Material and equipment resources and capacities. A summary of findings will consist of general resilience assessment findings. Site infrastructure inventory summary and general needs for response and recovery based on immediate, short-term, and long-term needs for location and community. General air-side facilities improvements recommended pre-disaster to support response aircraft and pavements, fuel, parking, maintenance, and staging areas.

Given that the airport is constructed on fill material with depths exceeding 90 feet, Phase two will entail a geotechnical assessment of site and airfield pavements done by 4-5 cone penetrometer tests to define subsurface conditions 50-100 feet deep per test. Air-side site seismic hazard evaluation including liquefaction and lateral spread evaluation. Assessment of airport resilience and potential geotechnical vulnerabilities. Assessment report and recommendations including update to phase one deliverables. And a airfield pavement strength and geometry improvement recommendations to support response aircraft.

Phase Three will entail Structural inventory and preliminary assessments. That will include structural assessment of buildings, towers, maintenance facilities, hangars, and fuel farm.

**8. Project Overview**

Select all that apply to the project. Cite supporting documentation and submit with application.

		Supporting Documentation
a. Prevents future deficiencies and preserves existing facilities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not Completed yet. This will answered in the document we are building with the seismic study.
b. Eliminates existing deficiencies as described in the current OAP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not Completed yet. See PAE provided file for possible additional supporting documentation.
c. Modernizes the airport by exceeding state or federal minimum standards as stated in the current OAP and identified by FAA ACs or other regulations.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d. Leverages federal funds	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
e. Contributes to the airport's self-sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
f. NPIAS airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached NPIAS map.
g. Existence of airport zoning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached ALP.
h. Maintenance commitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached.
i. Potential expansion, both on and off airport	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
j. Availability of adequate surface access to airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached ALP.
k. Significance of environmental impact	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
l. Costs and benefits of improvements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
m. Economic development	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
n. Evidence of local support	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached Regional Airport committee package.
o. Local match available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached budget.
p. Minimizes airport redundancy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See attached.

**9. Project Category**

Check the category of project for which you are requesting funding. (Please select only one.)

Project Category of Funding Request	
<input type="checkbox"/>	Assistance with FAA AIP grant match
<input checked="" type="checkbox"/>	Emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan
<input type="checkbox"/>	Critical/essential services or equipment
<input type="checkbox"/>	Aviation-related business development on airport
<input type="checkbox"/>	Airport development for local economic development

**10. Description of Elements of Project Category**

Provide a short description of how the project fits into the project category selected in Question 9. (Document will expand to allow additional lines.)

The Oregon Resilience Plan calls for the Newport Municipal Airport to play a vital role during and post-disaster but makes no guarantees that it will survive the earthquake. The proposed project will identify current airfield deficiencies during a Cascadia event. We will be able to assess and correct areas of concern and plan for correcting issues to assure airfield is ready for emergency operations and long-term recovery after a Cascadia event. And citizens are able to be evacuated to safety and receive emergency supplies to help with relief and recovery events.

**11. Documentation and Permits**

Complete the following table regarding pre-construction documentation. Provide the date the document was completed and select "Completed" from the drop-down menu. If the document is currently underway, select "Underway" from the drop-down menu and provide the expected completion date. If the funding proposal is for the purchase of equipment, select the "Equipment" box.

Document Description	Date Completed	Est. Completion Date	Status	Equipment
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a. Airport Layout Plan		Jan 31, 2017	Underway	<input type="checkbox"/>
b. Environmental Impact Statement			Not Applicable	<input type="checkbox"/>

Note any required permits, date issued, completion status and required status. Click the "+" button to add another permit.

Permit Type	Date Issued	Completion Status	Required Status
Not Applicable			Not Required

## 12. Milestones

Complete the following table regarding current and projected milestones for the project. Check to indicate if it is a construction or non-construction project.

	<input type="checkbox"/> Construction Projects	<input checked="" type="checkbox"/> Other/Non-construction Projects (describe)	Has the milestones been met?	Projected milestone start date	Projected milestone completion date
1	Scoping and planning	See attached PAE proposal	Yes	4/30/2016	8/11/2016
2	Right-of-way, land acquisition	Phase 1	No	4/30/2017	7/31/2017
3	Permits	Phase 2	No	6/30/2017	9/30/2017
4	Final plans/bidding engineering documents	Phase 3	No	6/30/2017	8/31/2017
5	Construction contract award	Final review of findings/closeout	No	9/30/2017	10/31/2017
6	Project completion	Project Completion	No	10/31/2017	11/30/2017

## Statewide Impact of Project

Per ORS 367.084(3), the applicant MUST answer the following questions:

13. Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? If yes, provide a short explanation.

N/A

14. Does the proposed transportation project result in an economic benefit to the state? If yes, provide a short explanation.

N/A

15. Is the proposed transportation project a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system? If yes, provide a short explanation.

Yes, Resilience assessment of airfield is vital to addressing issues that need correction to insure Newport Municipal Airport is operational after a Cascadia event and other natural disasters for safe operation of emergency relief efforts.

## 16. Budget

How much of the cost of the proposed transportation project can be borne by the applicant? Provide the funding source and the amount of funding from that source.

a. Total Project Cost or Total FAA AIP Grant Match Amount:

\$60,000

b. Applicant Match

Source of Match Funds	Amount	Percent of Project Cost	Date Available
Airport Category 2 Minimum COAR Match Requirement:		25.00%	
City of Newport General fund	\$15,000	25.00%	7/01/2016
Total match funds:	\$15,000	25.00%	

c. Aviation Project Funding Request to ODA

Amount requested from ODA:	\$45,000	75.00%
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d. Project Budget Summary

Total applicant matching funds:	\$15,000	25.00%
Funding request to ODA	\$45,000	75.00%
Total project cost or total FAA AIP grant match requirement:	\$60,000	100.00%

e. Pre-Agreement Expenditures

Has the project incurred any expenditures prior to the completion of this agreement, if awarded? If yes, explain.

No

17. Is the proposed transportation project ready for construction or implementation? Describe any unique construction-readiness, project implementation issues, or possible delays.

Yes

18. Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State? If yes, provide a short explanation.

Yes. This analysis will provide in depth information on how the Newport Municipal Airport will hold up in a Cascadia event. It will also determine steps that will need to be taken to correct areas of concern to insure the airfield will be structurally sound and usable for emergency relief efforts.

19. Submission

By signing this application, I certify that I am the authorizing representative for the Airport specified in this application. In consideration for receipt of program funds, City of Newport agrees to keep the airport open for public use for a minimum of 20 years from the date of the Agreement, if selected as a grant recipient and awarded grant funds.

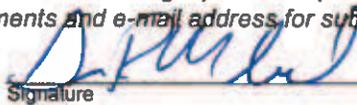
To submit electronically, type your name in the signature box below and submit using a password-protected e-mail account associated with your agency. See instructions for file naming requirements and e-mail address for submission.

Spencer Nebel

City Manager

Print Name

Title



Signature

10-10-16

Date

AVIATION DEPARTMENT USE ONLY

# Oregon Aviation Plan 2007

Prepared for



3040 25<sup>th</sup> ST.  
Salem, Oregon 97302  
Phone: 503-378-4880  
Fax: 503-373-1688

Prepared by



222 NE Park Plaza Drive, Suite 120  
Vancouver, Washington 98684  
Phone: 360-883-0047  
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2605 East Airport Service Drive  
Lansing, Michigan 48906  
Phone: 517-321-8334  
Fax: 517-321-5932

In Cooperation With



2 Oliver St., 9th Floor  
Boston, Massachusetts 02109

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"The preparation of this document was supported, in part, through the Airport Improvement Program financial assistance from the Federal Aviation Administration as provided under Title 49 U.S.C., Section 47104. The contents do not necessarily reflect the official views or policy of the FAA. Acceptance of this report by the FAA does not in any way constitute a commitment on the part of the United States to participate in any development depicted therein nor does it indicate that the proposed development is environmentally acceptable or would have justification in accordance with applicable public laws."

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The Federal Aviation Administration (FAA) has specific criteria for the siting of a new air traffic control tower or the relocation of an existing tower. The following FAA advisory circulars and Orders should be consulted for specific requirements:

- Advisory Circular 150/5300-13, *Airport Design*
- Order 6480.4A, *Air Traffic Control Tower Siting Criteria*
- Order 6480.7C, *Airport traffic Control Tower and Terminal Radar Approach Control Facility Design Guidelines*
- Order 8260.3, *United States Standard for Terminal Instrument Procedures (TERPS)*

## 6.6 Emergency Services Supported by Aviation

In addition to providing air transportation services for the state and region, Oregon's airports also provide support for emergency response. Airports provide facilities for timely response to a natural disaster, be it an earthquake, tsunami, or weather-related event, or a public health issue, such as bioterrorism. Oregon's array of terrain, including mountains, valleys, deserts, and coasts, can make direct travel difficult, such that air transportation is often the most direct and efficient, especially for time-critical matters.

In times of need, Oregon airports become essential to emergency response operations. Other times, airports allow for preparedness for such situations. Some airports exist primarily to support emergency planning, operations, and training. These airports may be operational only seasonally, to support response to recurring events, such as forest fires.

Airports often provide an operations base, staging facility for operations, and interaction between airside and landside services and equipment. As many airports have large areas of vacant land, secure areas, and large paved or hard-surfaced areas, temporary emergency response facilities and parking can be readily accommodated. Emergency response aircraft include both fixed wing and rotorcraft, used for reconnaissance, firefighting, personnel and equipment delivery and evacuation.

Depending on the nature of the issue, different agencies operating in Oregon contribute varying roles of support to local and regional emergencies. The agencies work cooperatively with each other and with the ODA to manage resources and situations. Consideration should be given to the proper ownership, operation, and maintenance of each emergency service airport and the emergency-related facilities at public airports so the appropriate governmental entity controls and is responsible for a particular airport or feature.

### 6.6.a Medical Support

The Oregon Trauma Program, administered by Oregon Department of Emergency Medical Services, coordinates access to medical care facilities throughout the state. Four trauma levels

vegetation. Several side effects of wildfires include erosion, landslides, introduction of invasive species, and changes in water quality. These secondary effects as determined by the United States Geographical Survey are often more disastrous than a wildfire itself.

Oregon contains almost sixteen million acres of private or public forestland. Nearly four million acres of the forestland is considered wildland-urban interface, which are forestlands with residences and other structures within the reach of wildfire. Protection of life, property, and natural resources in these areas are vital to the state of Oregon. Aviation plays a critical role in wildfire prevention and response to an actual fire event. Multiple state and federal agencies utilize system airports for use in firefighting operations. There are several permanent United States Forest Service fire bases located at system airports. These facilities provide training for firefighters, staging areas for fire response, and storage of equipment and aircraft. Those airports having such facilities are listed below:

- Burns Municipal Airport
- Grant County Regional / Ogilvie Field
- Joseph State Airport
- La Grande / Union County Airport
- McKenzie Bridge State Airport
- Rogue Valley International - Medford Airport
- Memaloose Airport (USFS)
- Oakridge State Airport
- Prineville Airport
- Redmond Municipal - Roberts Field
- Roseburg Regional Airport
- Silver Lake USFS Strip
- Eastern Oregon Regional Airport at Pendleton

Temporary use of other Oregon System Airports for purposes of firefighting occurs seasonally. The location of a wildfire and the response required to fight the fire typically determines the location of these temporary uses.

### 6.6.c Emergency Response

In the event of a natural disaster or man-made emergency, aviation would be a critical response asset for the state and federal government to minimize loss of life and property. As previously mentioned, Oregon's population is concentrated in a limited number of areas and much of the state has limited road infrastructure. Therefore, the use of aircraft would likely provide critical support to ground operations in the event of an emergency. These aircraft would likely come from system airports located in close proximity to the emergency.

The Oregon Emergency Management (OEM), United States Department of Homeland Security (DHS), and Federal Emergency Management Agency (FEMA), have identified nine airports throughout Oregon for potential use as Commodities Distribution and Staging Areas. These nine airports would provide storage areas where supplies could be stored in the event of an emergency. In addition, office space would be made available in the event of an emergency to facilitate staging area operations. The nine airports identified are:

- Astoria Regional Airport
- Corvallis Municipal Airport
- Eastern Oregon Regional Airport at Pendleton
- Klamath Falls Airport
- Mahlon Sweet Field
- McNary Field
- Portland International Airport
- Portland Hillsboro Airport
- Rogue Valley International – Medford Airport

NEWPORT MUNICIPAL AIRPORT INCLUDED PER OREGON RESILIENCE PLAN

In addition to the nine airports listed above, the ODA has been working closely with the United States Department of Health and Human Services (DHHS) and their efforts to respond to a large scale disaster, such as an earthquake, tsunami or public health emergency. DHHS has identified Cape Blanco State Airport as a critical state resource in the event of an emergency. DHHS recommends ODA maintain ownership and maintenance of this facility, as it would be critical to ensuring a robust response and recovery effort in the event of an emergency on Oregon's southern coast.

#### 6.6.d Summary

Local, state, and federal agencies depend on Oregon airports for health and medical response, wildfire prevention and response, and in the event of a regional or statewide emergency. It is critical that the aviation infrastructure be maintained for the continued protection of life and property throughout Oregon. ODA should continue to coordinate with other state and federal agencies to adequately plan for responses to each of these scenarios.

BUDGET WORKSHEETS - FUND SUMMARY  
for Fiscal Year 2016-2017

	FY 2013-2014 Prior Year Actuals	FY 2014-2015 Prior Year Actuals	FY 2015-2016 Current Year Beg Budget	FY 2015-2016 Current Year Amend Budget	FY 2015-2016 8 Month Actual	FY 2015-2016 Fiscal Year Estimates	FY 2016-2017 Department Requested	FY 2016-2017 Proposed Budget	FY 2016-2017 Approved Budget	FY 2016-2017 Adopted Budget
<b>AIRPORT - 220</b>										
<b>REVENUES:</b>										
Services Provided for	30,704	30,704	30,704	30,704	20,469	30,704	32,086	32,086	30,704	30,704
Fees, Fines & Forfeitures	530,402	461,096	312,200	312,200	164,977	235,485	235,200	235,200	235,200	235,200
Investments	2,600	1,036	561	561	578	600	600	600	600	600
Miscellaneous	2,149	2,573	500	500	471	707	500	500	500	500
<b>TOTAL REVENUES:</b>	<b>565,855</b>	<b>495,409</b>	<b>343,965</b>	<b>343,965</b>	<b>186,495</b>	<b>267,496</b>	<b>268,386</b>	<b>268,386</b>	<b>267,004</b>	<b>267,004</b>
<b>EXPENDITURES</b>										
AIRPORT OPERATIONS	344,331	689,312	693,941	767,030	426,191	606,908	622,185	588,121	588,121	588,121
AIRPORT FBO	504,621	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES WITHOUT CONTINGENCY:</b>	<b>848,952</b>	<b>689,312</b>	<b>693,941</b>	<b>767,030</b>	<b>426,191</b>	<b>606,908</b>	<b>622,185</b>	<b>588,121</b>	<b>588,121</b>	<b>588,121</b>
<b>CONTINGENCY:</b>	<b>-</b>	<b>-</b>	<b>71,691</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,604</b>	<b>62,214</b>	<b>60,832</b>	<b>60,832</b>
<b>TOTAL EXPENDITURES:</b>	<b>848,952</b>	<b>689,312</b>	<b>765,632</b>	<b>767,030</b>	<b>426,191</b>	<b>606,908</b>	<b>680,789</b>	<b>650,335</b>	<b>648,953</b>	<b>648,953</b>
<b>TRANSFERS:</b>										
TRANSFERS IN	302,225	380,814	335,288	335,288	223,525	335,288	335,288	395,422	395,422	395,422
TRANSFER OUT	6,932	271,746	161,039	161,039	160,106	161,039	258,857	118,111	118,111	118,111
<b>NET TRANSFERS IN &amp; OUT</b>	<b>295,293</b>	<b>109,068</b>	<b>174,249</b>	<b>174,249</b>	<b>63,420</b>	<b>174,249</b>	<b>76,431</b>	<b>277,311</b>	<b>277,311</b>	<b>277,311</b>
<b>EXCESS REVENUES OVER EXPENDITURES:</b>	<b>12,196</b>	<b>(84,834)</b>	<b>(247,418)</b>	<b>(248,816)</b>	<b>(176,276)</b>	<b>(165,163)</b>	<b>(335,972)</b>	<b>(104,638)</b>	<b>(104,638)</b>	<b>(104,638)</b>
<b>BEGINNING FUND BALANCE</b>	<b>384,785</b>	<b>396,981</b>	<b>353,254</b>	<b>353,254</b>	<b>312,146</b>	<b>312,146</b>	<b>146,983</b>	<b>146,983</b>	<b>146,983</b>	<b>146,983</b>
<b>RESERVE FOR FUTURE EXPENDITURE UNAPPROPRIATED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>105,836</b>	<b>104,438</b>	<b>-</b>	<b>-</b>	<b>42,195</b>	<b>42,345</b>	<b>42,345</b>	<b>42,345</b>
<b>ENDING FUND BALANCE</b>	<b>396,981</b>	<b>312,146</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>146,983</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

BUDGET WORKSHEETS  
for Fiscal Year 2016-2017

Account No.	Description	FY 2013-2014 Prior Year Actuals	FY 2014-2015 Prior Year Actuals	FY 2015-2016 Current Year Beg Budget	FY 2015-2016 Current Year Amend Budget	FY 2015-2016 8 Month Actual	FY 2015-2016 Fiscal Year Estimates	FY 2016-2017 Department Requested	FY 2016-2017 Proposed Budget	FY 2016-2017 Approved Budget	FY 2016-2017 Adopted Budget
<b>AIRPORT FUND - 220</b>											
<b>RESOURCES</b>											
220-4210-45001	JET FUEL REVENUE	400,316	339,782	175,000	175,000	77,357	115,947	120,000	120,000	120,000	120,000
220-4210-45002	AVGAS REVENUE	73,340	50,123	75,000	75,000	30,530	45,795	45,000	45,000	45,000	45,000
220-4210-45003	OIL	663	348	520	520	516	774	1,000	1,000	1,000	1,000
220-4210-45004	PILOT SUPPLIES	972	10,609	7,300	7,300	11,077	13,000	10,000	10,000	10,000	10,000
220-4210-45005	FOOD CATERING	1,383	544	500	500	1,026	1,539	1,000	1,000	1,000	1,000
220-4210-45006	TIE DOWN	138	122	100	100	180	200	200	200	200	200
220-4210-46002	RENTS & LEASES	53,197	57,943	52,780	52,780	43,308	57,230	57,000	57,000	57,000	57,000
220-4210-46209	CONCESSIONS	394	1,625	1,000	1,000	984	1,000	1,000	1,000	1,000	1,000
	<b>Total Fees, Fines &amp; Forfeitures</b>	<b>530,402</b>	<b>461,096</b>	<b>312,200</b>	<b>312,200</b>	<b>164,977</b>	<b>235,485</b>	<b>235,200</b>	<b>235,200</b>	<b>235,200</b>	<b>235,200</b>
220-4210-45602	SERVICE PROVIDED WASTEWATER	30,704	30,704	30,704	30,704	20,469	30,704	32,086	32,086	30,704	30,704
	<b>Total Services Provided for</b>	<b>30,704</b>	<b>30,704</b>	<b>30,704</b>	<b>30,704</b>	<b>20,469</b>	<b>30,704</b>	<b>32,086</b>	<b>32,086</b>	<b>30,704</b>	<b>30,704</b>
220-4210-47001	INTEREST ON INVESTMENTS	2,600	1,036	561	561	578	600	600	600	600	600
	<b>Total Investments</b>	<b>2,600</b>	<b>1,036</b>	<b>561</b>	<b>561</b>	<b>578</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
220-4210-48001	MISC. SALES & SERVICES	2,149	2,573	500	500	471	707	500	500	500	500
	<b>Total Miscellaneous</b>	<b>2,149</b>	<b>2,573</b>	<b>500</b>	<b>500</b>	<b>471</b>	<b>707</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>TOTAL REVENUES</b>		<b>565,855</b>	<b>495,409</b>	<b>343,965</b>	<b>343,965</b>	<b>186,495</b>	<b>267,496</b>	<b>268,386</b>	<b>268,386</b>	<b>267,004</b>	<b>267,004</b>
220-4210-49101	TRANSFER FROM GENERAL FUND	273,225	355,814	310,288	310,288	206,859	310,288	310,288	370,422	370,422	370,422
220-4210-49230	TRANSFER FR ROOM TAX FUND	29,000	25,000	25,000	25,000	16,667	25,000	25,000	25,000	25,000	25,000
	<b>Total Transfer</b>	<b>302,225</b>	<b>380,814</b>	<b>335,288</b>	<b>335,288</b>	<b>223,525</b>	<b>335,288</b>	<b>335,288</b>	<b>395,422</b>	<b>395,422</b>	<b>395,422</b>
<b>TOTAL TRANSFERS &amp; REVENUES</b>		<b>868,080</b>	<b>876,223</b>	<b>679,253</b>	<b>679,253</b>	<b>410,021</b>	<b>602,784</b>	<b>603,674</b>	<b>663,808</b>	<b>662,426</b>	<b>662,426</b>
220-4210-49901	BEGINNING FUND BALANCE	384,785	396,981	353,254	353,254	312,146	312,146	146,983	146,983	146,983	146,983
<b>TOTAL RESOURCES</b>		<b>1,252,865</b>	<b>1,273,204</b>	<b>1,032,507</b>	<b>1,032,507</b>	<b>722,167</b>	<b>914,930</b>	<b>750,657</b>	<b>810,291</b>	<b>809,409</b>	<b>809,409</b>

Account No.	Description	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2016-2017	FY 2016-2017
		Prior Year Actuals	Prior Year Actuals	Current Year Beg Budget	Current Year Amend Budget	8 Month Actual	Fiscal Year Estimates	Department Requested	Proposed Budget	Approved Budget	Adopted Budget
<b>AIRPORT FUND - 220</b>											
<b>AIRPORT OPERATIONS - 4210</b>											
<b>Personnel Services</b>											
220-4210-50110	WAGES & SALARIES	60,612	77,425	116,195	118,531	59,887	89,899	92,184	93,840	93,840	93,840
220-4210-51110	OVERTIME	10,334	14,169	8,000	8,000	6,039	8,000	8,000	8,000	8,000	8,000
220-4210-51120	ON-CALL	4,200	4,700	4,700	4,700	3,000	4,700	4,800	4,800	4,800	4,800
220-4210-52110	INSURANCE BENEFITS	18,515	14,711	37,867	37,877	22,156	32,433	36,070	36,071	36,071	36,071
220-4210-52120	FICA EXPENSES	5,792	8,028	9,860	10,039	5,125	7,701	8,031	8,172	8,172	8,172
220-4210-52130	RETIREMENT	10,976	14,356	12,257	12,504	5,392	9,209	11,890	12,126	12,126	12,126
220-4210-52150	WORKER'S COMPENSATION	1,079	2,852	3,179	3,236	2,488	3,298	2,726	2,776	2,776	2,776
220-4210-52160	UNEMPLOYMENT INSURANCE	870	1,498	773	787	501	703	105	107	107	107
<b>Total Personnel Services</b>		<b>112,378</b>	<b>137,739</b>	<b>192,831</b>	<b>195,674</b>	<b>104,588</b>	<b>155,943</b>	<b>163,806</b>	<b>165,892</b>	<b>165,892</b>	<b>165,892</b>
<b>Total Full-Time Equivalent (FTE)</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Material &amp; Services</b>											
220-4210-60100	PROFESSIONAL SERVICES	6,162	2,189	8,000	8,000	4,588	6,100	7,000	5,000	5,000	5,000
220-4210-60200	FINANCIAL PROFESSIONAL SERVICE	292	10,525	10,000	10,000	3,240	4,860	5,000	5,000	5,000	5,000
220-4210-60300	LEGAL PROFESSIONAL SERVICES	11,857	5,692	2,000	2,000	-	-	-	-	-	-
220-4210-60400	EMPLOYMENT SERVICES	22,840	39,545	28,000	28,000	31,238	46,924	50,000	50,000	50,000	50,000
220-4210-60900	OTHER PROFESSIONAL SERVICES	1,165	1,840	2,000	2,000	-	-	-	-	-	-
220-4210-61100	UTILITIES - ELECTRIC	7,813	13,393	12,500	12,500	9,172	13,758	14,000	14,000	14,000	14,000
220-4210-61140	UTILITIES - WATER & SEWER	-	644	6,600	6,600	6,691	10,000	10,000	10,000	10,000	10,000
220-4210-61190	UTILITIES - OTHER	216	1,405	1,800	1,800	1,937	2,905	2,000	2,000	2,000	2,000
220-4210-61200	BUILDING & GROUNDS EXPENSES	41,486	23,172	34,000	39,676	12,279	20,000	50,000	30,000	30,000	30,000
220-4210-61300	PERMITS/LICENSES EXPENSES	1,660	4,222	3,800	3,800	1,267	1,900	2,000	2,000	2,000	2,000
220-4210-61400	OTHER PROPERTY SERVICES	517	-	600	600	-	-	-	-	-	-
220-4210-62100	CLEANING EXPENSES	1,392	5,102	5,000	5,000	1,473	2,210	3,000	3,000	3,000	3,000
220-4210-63100	VEHICLE EXPENSES	12,357	6,090	13,000	13,000	1,662	2,500	10,000	10,000	10,000	10,000
220-4210-63200	EQUIPMENT EXPENSES	18,428	39,960	31,000	31,000	33,401	40,000	40,000	40,000	40,000	40,000
220-4210-63300	MAINTENANCE AGREEMENTS	5,120	5,120	5,000	5,000	2,560	8,700	8,700	8,700	8,700	8,700
220-4210-63400	INFRASTRUCTURE EXPENSES	-	-	10,000	10,000	654	2,000	10,000	-	-	-
220-4210-64100	LEASE EXPENSES	-	497	1,000	1,000	-	-	-	-	-	-
220-4210-64200	RENTAL EXPENSES	270	3,488	4,500	4,500	1,555	2,000	4,500	3,000	3,000	3,000
220-4210-65100	INSURANCE PREMIUM & EXPENSES	16,980	18,383	20,733	20,733	21,601	21,601	22,465	22,465	22,465	22,465
220-4210-65200	COMMUNICATIONS EXPENSES	1,571	4,079	4,200	4,200	2,534	3,801	4,200	4,200	4,200	4,200
220-4210-65300	ADVERTISING & MARKETING EXP	303	1,178	500	500	-	-	-	-	-	-
220-4210-65400	PRINTING & BINDING	969	188	500	500	537	800	1,000	500	500	500

BUDGET WORKSHEETS  
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Account No.	Description	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2016-2017	FY 2016-2017
		Prior Year Actuals	Prior Year Actuals	Current Year Beg Budget	Current Year Amend Budget	8 Month Actual	Fiscal Year Estimates	Department Requested	Proposed Budget	Approved Budget	Adopted Budget
<b>AIRPORT FUND - 220</b>											
220-4210-65500	TRAVEL & MEETING EXPENSES	458	3,255	3,500	3,500	555	2,500	4,000	3,500	3,500	3,500
220-4210-65550	MEMBERSHIPS, DUES & FEES	305	600	560	560	415	600	1,000	600	600	600
220-4210-65600	TRAINING	8,619	3,752	4,310	4,310	200	2,000	3,500	3,500	3,500	3,500
220-4210-65700	PROGRAMS & PROGRAM SUPPLIES	-	55	100	100	-	-	-	-	-	-
220-4210-65900	OTHER OPERATING EXPENSES	149	7,593	8,800	8,800	418	5,000	5,000	5,000	5,000	5,000
220-4210-66100	OFFICE SUPPLIES	7,735	9,683	12,000	12,000	288	400	1,500	1,500	1,500	1,500
220-4210-66150	BOOKS/PERIODICALS/DVD & VIDEO	253	600	600	600	421	600	600	600	600	600
220-4210-66200	POSTAGE/SHIPPING EXPENSES	68	403	400	400	80	400	400	400	400	400
220-4210-66400	CONCESSIONS & CATERING	781	2,753	1,500	1,500	2,900	3,500	3,500	3,000	3,000	3,000
220-4210-66450	AMMUNITION & FIREARMS	48	1,514	1,300	1,300	266	600	1,000	1,000	1,000	1,000
220-4210-66500	CLOTHING & UNIFORMS	297	495	500	500	243	350	350	350	350	350
220-4210-66600	GENERAL EXPENSES	2,156	3,025	2,700	2,700	2,140	3,500	3,500	2,900	2,900	2,900
220-4210-66700	SAFETY & HEALTH EXPENSES	51	6	-	-	214	400	400	250	250	250
220-4210-66800	FUEL	5,716	6,103	6,500	6,500	2,353	3,500	3,500	3,500	3,500	3,500
220-4210-66850	JET FUEL EXPENSES	-	168,236	105,000	105,000	43,124	64,686	75,000	75,000	75,000	75,000
220-4210-66855	AV-GAS EXPENSES	-	102,108	70,000	70,000	22,841	42,000	42,000	42,000	42,000	42,000
220-4210-67200	OTHER DATA PROCESSING EXPENSES	1,380	-	-	-	-	-	-	-	-	-
220-4210-69101	SERV PROVIDED BY GENERAL FUND	50,745	54,679	66,281	66,281	44,187	66,281	69,264	69,264	69,264	69,264
	<b>Total Material &amp; Services</b>	<b>230,153</b>	<b>551,573</b>	<b>488,784</b>	<b>494,460</b>	<b>257,034</b>	<b>386,376</b>	<b>458,379</b>	<b>422,229</b>	<b>422,229</b>	<b>422,229</b>
	<b>Capital Outlay</b>										
220-4210-73200	CAPITAL EQUIPMENT ACQUISITION			12,326	12,326						
220-4210-74700	AIRPORT CAPITAL IMPROVEMENTS	1,800	-	-	64,570	64,569	64,589				
	<b>Total Capital Outlay</b>	<b>1,800</b>	<b>-</b>	<b>12,326</b>	<b>76,896</b>	<b>64,569</b>	<b>64,589</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL AIRPORT OPERATIONS</b>		<b>344,331</b>	<b>689,312</b>	<b>693,941</b>	<b>767,030</b>	<b>426,191</b>	<b>606,908</b>	<b>622,185</b>	<b>588,121</b>	<b>588,121</b>	<b>588,121</b>

BUDGET WORKSHEETS  
for Fiscal Year 2016-2017

Account No.	Description	FY 2013-2014 Prior Year Actuals	FY 2014-2015 Prior Year Actuals	FY 2015-2016 Current Year Beg Budget	FY 2015-2016 Current Year Amend Budget	FY 2015-2016 8 Month Actual	FY 2015-2016 Fiscal Year Estimates	FY 2016-2017 Department Requested	FY 2016-2017 Proposed Budget	FY 2016-2017 Approved Budget	FY 2016-2017 Adopted Budget
<b>AIRPORT FUND - 220</b>											
<b>AIRPORT FBO - 4220</b>											
<b>Personnel Services</b>											
220-4210-50110	WAGES & SALARIES	39,758									
220-4210-51110	OVERTIME	1,535									
220-4210-51120	ON-CALL	2,400									
220-4210-52110	INSURANCE BENEFITS	10,954									
220-4210-52120	FICA EXPENSES	3,222									
220-4210-52130	RETIREMENT	10,019									
220-4210-52150	WORKER'S COMPENSATION	1,669									
220-4210-52160	UNEMPLOYMENT INSURANCE	495									
	<b>Total Personnel Services</b>	<b>70,053</b>									
<b>Total Full Time Equivalent (FTE)</b>											
<b>Material &amp; Services</b>											
220-4210-60100	PROFESSIONAL SERVICES	1,966									
220-4210-60200	FINANCIAL PROFESSIONAL SERVICE	15,193									
220-4210-60300	LEGAL PROFESSIONAL SERVICES										
220-4210-60400	EMPLOYMENT SERVICES	10,877									
220-4210-60900	OTHER PROFESSIONAL SERVICES										
220-4210-61100	UTILITIES - ELECTRIC	4,918									
220-4210-61140	UTILITIES - WATER & SEWER										
220-4210-61190	UTILITIES - OTHER	1,164									
220-4210-61200	BUILDING & GROUNDS EXPENSES	5,472									
220-4210-61300	PERMITS/LICENSES EXPENSES	745									
220-4210-61400	OTHER PROPERTY SERVICES										
220-4210-62100	CLEANING EXPENSES	3,004									
220-4210-63100	VEHICLE EXPENSES	6,969									
220-4210-63200	EQUIPMENT EXPENSES	5,997									
220-4210-63300	MAINTENANCE AGREEMENTS	495									
220-4210-63400	INFRASTRUCTURE EXPENSES										
220-4210-64100	LEASE EXPENSES										
220-4210-64200	RENTAL EXPENSES	2,242									
220-4210-65100	INSURANCE PREMIUM & EXPENSES	830									
220-4210-65200	COMMUNICATIONS EXPENSES	3,612									
220-4210-65300	ADVERTISING & MARKETING EXP	69									
220-4210-65400	PRINTING & BINDING	438									

BUDGET WORKSHEETS  
for Fiscal Year 2016-2017

Account No.	Description	FY 2013-2014 Prior Year Actuals	FY 2014-2015 Prior Year Actuals	FY 2015-2016 Current Year Beg Budget	FY 2015-2016 Current Year Amend Budget	FY 2015-2016 8 Month Actual	FY 2015-2016 Fiscal Year Estimates	FY 2016-2017 Department Requested	FY 2016-2017 Proposed Budget	FY 2016-2017 Approved Budget	FY 2016-2017 Adopted Budget
<b>AIRPORT FUND - 220</b>											
220-4210-65500	TRAVEL & MEETING EXPENSES										
220-4210-65550	MEMBERSHIPS, DUES & FEES										
220-4210-65600	TRAINING										
220-4210-65700	PROGRAMS & PROGRAM SUPPLIES										
220-4210-65900	OTHER OPERATING EXPENSES		1,343								
220-4210-66100	OFFICE SUPPLIES		1,122								
220-4210-66150	BOOKS/PERIODICALS/DVD & VIDEO		137								
220-4210-66200	POSTAGE/SHIPPING EXPENSES		255								
220-4210-66400	CONCESSIONS & CATERING		1,294								
220-4210-66450	AMMUNITION & FIREARMS										
220-4210-66500	CLOTHING & UNIFORMS										
220-4210-66600	GENERAL EXPENSES		1,299								
220-4210-66700	SAFETY & HEALTH EXPENSES		152								
220-4210-66800	FUEL		3,885								
220-4210-66850	JET FUEL EXPENSES		313,414								
220-4210-66855	AV-GAS EXPENSES		44,510								
220-4210-67200	OTHER DATA PROCESSING EXPENSES		360								
220-4210-69101	SERV PROVIDED BY GENERAL FUND		2,807								
	<b>Total Material &amp; Services</b>	<b>434,568</b>									
	<b>Capital Outlay</b>										
220-4210-74700	AIRPORT CAPITAL IMPROVEMENTS										
	<b>Total Capital Outlay</b>										
<b>TOTAL AIRPORT FBO</b>		<b>504,621</b>									
<b>TOTAL EXPENDITURES</b>		<b>848,952</b>	<b>689,312</b>	<b>693,941</b>	<b>767,030</b>	<b>426,191</b>	<b>606,908</b>	<b>622,185</b>	<b>588,121</b>	<b>588,121</b>	<b>588,121</b>
220-4210-90303	TRANSFER TO DEBT SERVICE-GEN	6,932	6,746	6,746	6,746	5,813	6,746	6,746	6,000	6,000	6,000
220-4210-90402	TRANSFER TO CAPITAL PROJECTS	-	265,000	154,293	154,293	154,293	154,293	252,111	112,111	112,111	112,111
	<b>Total Transfers to</b>	<b>6,932</b>	<b>271,746</b>	<b>161,039</b>	<b>161,039</b>	<b>160,106</b>	<b>161,039</b>	<b>258,857</b>	<b>118,111</b>	<b>118,111</b>	<b>118,111</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>		<b>855,884</b>	<b>961,058</b>	<b>854,980</b>	<b>928,069</b>	<b>586,296</b>	<b>767,947</b>	<b>881,042</b>	<b>706,232</b>	<b>706,232</b>	<b>706,232</b>
220-4210-98100	CONTINGENCY ACCOUNT			71,691				58,604	58,812	57,430	57,430
	CONTINGENCY FOR FUTURE COMMITMENTS								3,402	3,402	3,402

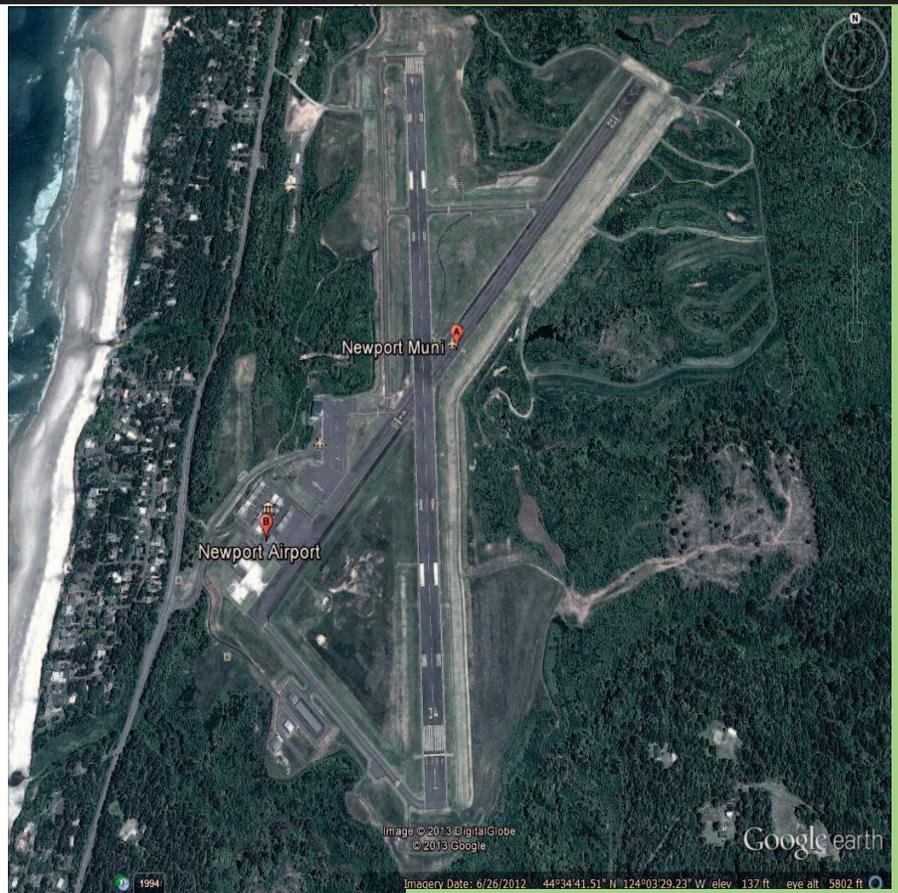
BUDGET WORKSHEETS  
for Fiscal Year 2016-2017

Account No.	Description	FY 2013-2014 Prior Year Actuals	FY 2014-2015 Prior Year Actuals	FY 2015-2016 Current Year Beg Budget	FY 2015-2016 Current Year Amend Budget	FY 2015-2016 8 Month Actual	FY 2015-2016 Fiscal Year Estimates	FY 2016-2017 Department Requested	FY 2016-2017 Proposed Budget	FY 2016-2017 Approved Budget	FY 2016-2017 Adopted Budget
<b>AIRPORT FUND - 220</b>											
220-4210-99120	RESERVE FOR FUTURE EXPENDITURES										
	ENDING BALANCE	396,981	312,146				146,983				
220-4210-99200	UNAPPROPRIATED ENDING FUND BAL	-	-	105,836	104,438	-		42,195	42,345	42,345	42,345
<b>TOTAL AIRPORT FUND REQUIREMENTS</b>		<b>1,252,965</b>	<b>1,273,204</b>	<b>1,032,507</b>	<b>1,032,507</b>	<b>586,286</b>	<b>814,930</b>	<b>961,841</b>	<b>810,791</b>	<b>809,409</b>	<b>809,409</b>

# Oregon



# Report from the City of Newport Regional Airport Review Task Force



A.J. Mattila – City of Depoe Bay Mayor

Don Williams- City of Lincoln City Mayor

Doug Hunt - Lincoln County Commissioner

Jamie Rand - at large member

John Lavrakas - representing economic development interests

Kevin Greenwood - Port of Newport General Manager

Lorna Davis –Greater Newport Chamber of Commerce Executive Director

Mark Fisher - at large member

Ralph Grutzmacher - Airport Committee Member

Susan Painter - Airport Committee Member

Ralph Busby - City of Newport Councilor

Sandy Roumagoux – City of Newport Mayor

February 17, 2016





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DATE: February 16, 2016

TO: City of Newport City Council, Airport Committee, and the Airport Master Plan Planning Advisory Committee (PAC)

FROM: Spencer Nebel, City Manager

SUBJ.: Report to the Regional Airport Review Task Force

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On July 24, 2014, the Newport City Council approved Resolution No. 3689, a resolution establishing a Regional Airport Review Task Force. The purpose of the Task Force was to review the role the Newport Municipal Airport (ONP) plays on the central coast. Furthermore, the City Council requested that the Task Force review various options for the long-term support and development of the airport facility to best serve Lincoln County and the central coast. After the resolution was adopted, the Mayor and Council held off on making appointments to the Regional Airport Review Task Force until 2015. The Task Force consisted of A.J. Mattila, Mayor of Depoe Bay; Don Williams, Mayor of Lincoln City; Doug Hunt, Lincoln County Commissioner; Kevin Greenwood, General Manager of the Port of Newport; John Lavrakas representing economic development interests; Lorna Davis of the Greater Newport Chamber of Commerce; Jamie Rand serving as an at-large member; Mark Fisher serving as an at-large member; Susan Painter from the Airport Committee; Ralph Grutzmacher from the Airport Committee; Ralph Busby, City Councilor; and Sandy Roumagoux, Mayor. Please note that Mark Fisher replaced Dennis Reno who was originally appointed as an at-large member, but resigned from the Task Force when his schedule would not allow him to participate in out of town during not allow him to participate in Task Force meetings.

### **HISTORY OF THE NEWPORT MUNICIPAL AIRPORT**

The Task Force reviewed the history of the Newport Municipal Airport which began on March 27, 1943 when the Civil Aeronautics Administration ordered a contract for the construction of an airport in Newport, Oregon. This work included two runways, each 5,080-feet long and 150-feet wide, and several taxiways each 50-feet wide. In order to build the airport, the contractor had to move 300 million cubic yards of sand and clay with 1.7 million cubic yards brought in to fill. This cut and fill project addressed a canyon that was 140-feet deep by re-grading the high points of the land into the canyon which ultimately led to 94-feet of fill being placed in a canyon over a length of about 1,100 feet. In order to properly to drain the site, nine miles of concrete drain tiles were laid and small

canyons and gullies were filled to create the necessary runways for the airport. The original contract for clearing and grading was \$1,064,472, with the paving contract for the project being \$423,466. The project was plagued by rainy weather, saturated soils, and compaction issues. The aggregate for the project came from the quarry near Agate Beach. The May 1944 edition of the Pacific Builder and Engineer stated that this was ... “one of the hardest builds in airport history” (article from the Don Davis collection).

The Civil Aeronautics Administration constructed the airport on property provided in a land grant from the city. The airport was turned over to city ownership in 1947. Since that time, the airport has been under the city’s jurisdiction.

The next major renovation to the airfield occurred as part of the Airport Master Plan that was adopted in September 1979 and completed by George Baldwin and Associates. Phase I of the plan called for land acquisition, clearing, road relocation, a runway lighting system, and lighted wind sock. This work was estimated to be \$333,334. Phase II of the project started out at \$1,234,444 and increased to \$1,466,555 and included reducing the NE/SW runway (2-20) from 5,080-feet long and 150-feet wide to 3,000-feet long and 75-feet wide. The north/south runway (16-34) was lengthened and overlaid. Phase III of the project included construction of taxiways utilizing a portion of the property that was formally occupied by the NE/SW runway which was shortened as part of Phase Two.

The city entered into a fixed based operator agreement with Berteau/Aviation, with the city providing airport maintenance activities through the Public Works Department.

The city entered into an agreement with the Central Oregon Coast Air Services for FBO services at the airport.

The City of Newport acquired the assets of the fixed based operator on April 16, 2006, for \$250,000.

The last commercial passenger service was provided by SeaPort Airlines from March 15, 2009 to July 18, 2011. The City of Newport, jointly with the Port of Astoria, received a ConnectOregon, and a USDOT, grant to provide commercial air service to both communities. An RFP (Request for Proposals) for commercial air service providers was issued, and the contract was awarded to SeaPort Airlines. Over a period of two years, SeaPort Airlines provided twice daily flights to and from Portland International Airport (PDX) to Newport (ONP) and Astoria (AST). When the subsidies expired, service continued for approximately six months at which time it was discontinued. Since that time, there has been no commercial air service to Newport. In addition, since 1946 the Airport has been served at various times by other air services including Newport Air Service, West Cost Airline, Ports of Call, Skyworld Airlines and Harbor Air.

Currently, daily air freight services are provided by FedEx and UPS for the Central Coast at the Newport Airport.

In 2014 and 2015, major reconstruction occurred at the airport costing \$9.7M. This work included a complete rebuild of the ILS Runway 16-34 north and south of the Runway 2-20 intersection.

Runway 16-34 was narrowed by 50 feet, requiring the installation of a new storm drainage system and new runway lights. Part of the reconstruction also included relocating the FAA navigational aids, a task which seems to be a work in progress as we collaborate with various departments of the FAA. The data for this work comes from the Airport Geographical Information Survey conducted as part of the overall project. Smaller project components included: a new emergency generator for the lighting system, relocation of the old emergency generator to support the Fixed Base Operation (FBO) building, a new ARFF (Airport Rescue and Fire Fighting) truck, an update to the Wildlife Hazard Management Plan, and reestablishment of access roads and removal of the old race track.

## RECENT OPERATIONAL HISTORY OF THE AIRPORT

Since the purchase of the fixed base operations by the city, the city has operated the FBO and maintenance activities at the airport. The first manager of the FBO and airport was Dennis Reno. As part of the fixed base operator system, fuel sales, hangar rental, car rental, and various services were provided. Following Dennis Reno, Gene Cossey was hired as Airport Manager. He was responsible for fixed base operations as well as general airport management. Following Gene Cossey's resignation as Airport Manager, City Manager, Jim Voetberg elected to divide the Airport Manager position into two separate positions with Terry Durham managing the fixed base operations, and Lance Vanderbeck managing the airport maintenance activities. Both reported directly to the City Manager, Jim Voetberg. Furthermore, there was a full-time lineman position that worked for both the FBO Manager and Operations Manager. In addition, temporary employment services were utilized from Barrett Business Services to man airport operations. During the past two years, Melissa Román, from the Public Works Department, has provided support for budgeting and project services, particularly relating to the major north/south runway reconstruction project as well as associated projects funded by the FAA.

During the past 18 months, the airport has undergone additional personnel changes with lineman Charles Norman terminating in March of 2014, and Terry Durham terminating his position in June of 2014. In addition to Lance, a temporary employee has been hired for the lineman's position and Lance Vanderback has obtained the Fuel Supervisor's Certification and has assumed the FBO responsibilities at the airport during this interim period.

With the significant changes that have occurred in staffing at the airport, the Airport Committee, with the blessing of the City Council, has been exploring the possibility of privatizing the operation of the airport and the FBO operations. The Airport Committee issued an RFP and received three proposals for the operation of the airport. The Airport Committee is currently reviewing these proposals to determine whether or not to make a recommendation to the City Council on accepting one of the proposals for the private operation of the FBO and airport operation. Furthermore, the City Council has authorized an agreement with WH Pacific to update the Master Plan for the airport. The Master Plan will provide a 20-year road map identifying necessary airport improvements to serve current and projected aviation demand, comply with Federal Aviation Administration (FAA) standards, and address airport issues as identified by the airport users and other

stakeholders. This planning process is estimated to be completed in approximately 18 months.

With these significant changes occurring, it was a very appropriate time to bring together a Task Force to review how the airport can best meet regional transportation needs in Lincoln County, and the central coast, to help guide these other initiatives that are currently moving forward for the airport.

## CURRENT AIRPORT OPERATIONS

The Newport Municipal Airport currently consists of two runways with 16-34 (N/S) being 5,398-feet long and 100-feet wide and 2-20 NE/SW being 3,001-feet long by 75-feet wide. The airport has a 2,400 square foot office building that is currently rented to FedEx. The FBO has two offices on the main floor, a ticket counter, pilot's lounge with refrigerator and counter space. There are three offices on the second floor, larger conference area, and bar with a small kitchen. In addition to the space rented to FedEx, one office space is rented in the FBO building, and a lease has been provided for a double-wide trailer to FedEx. Other services currently provided:

- Fuel, Jet-A, Jet-A with additive, AV-Gas (100LL) truck and self-serve;
- Car rentals;
- Courtesy cars 3, plus 1 van;
- Oil for turbine and piston aircraft;
- Charts;
- Current newspaper;
- Catering, utilizing local vendors;
- ONP branded products, including shirts, sweaters, rain jackets, and hats for sale;
- Small selection of concessions - coffee, candy bars, chips, and soda;
- Free WIFI;
- After-hours shelter;
- Fax;
- Computer;
- Pilot lounge area;
- Tie-downs;
- Overnight hangar space, if available;
- Tug/ battery cart for aircraft towing and starting;
- Taxi arrangements;
- Hotel reservations.

Furthermore, airport staff is responsible for maintaining the following facilities/operations at ONP (Newport Municipal Airport):

- ILS (Instrument Landing System);
- Two runways and associated taxi ways;
- AWOS (Automated Weather Observation System);
- Lighted wind sock;

- Rotating beacon;
- ARFF (Airport Rescue and Fire Fighting Truck);
- Wildlife hazing;
- Field lighting/sign maintenance;
- Field security/ public security;
- Field maintenance.

The airport receives National Plan of Integrated Airport Systems (NPIAS) funding in the amount of \$150,000 per year. Please note that this money is held in an account by the FAA Airport District Offices and is spent directly for improvements by the FAA. The city does not receive or spend any of these funds. The funding is held for up to five years and can be consolidated on qualified improvements to the airport as determined by the FAA and local airport management.

The airport is certified under FAA regulations as a Part 139 airport. Part 139 prescribes the rules governing operation and maintenance of airports that serve scheduled air carriers utilizing aircraft with more than nine seats, or nonscheduled operators with more than 30 seats. The airport undergoes regular inspections and is provided a list of areas to address as part of that inspection for continued Part 139 certification.

In the 2013/2014 fiscal year, airport employees logged 6,289 operations at the airport. An operation includes a plane landing or taking-off. These counts do not include any landings and take-offs when the airport is not staffed or when the landing and/or take-off is not observed. Please note, the FAA estimates annual aircraft operations based on a combination of observed flights (which only occur when the airport is staffed and operation is observed) and an estimate of unobserved flights. The airport currently has two cargo carriers based at this facility, which include Empire and Ameriflight. In addition, the U.S. Coast Guard has a satellite air station at the airport, and recently added is an air tour operation. The current traffic at the airport is made up of corporate, recreational, charter, and military aircraft. Fueling services during the last three fiscal years have been 58,211 gallons of fuel in fiscal year 2011/2012; 49,476 gallons in fiscal year 2012/2013; and 98,226 in fiscal year 2013/2014.

The FBO is staffed seven days a week from 8:00 A.M. to 5:00 P.M., minus three holidays. The airfield is normally open 24 hours a day; seven days a week; 365 days a year.

## **REGIONAL AIRPORT REVIEW TASK FORCE MEETINGS**

The first meeting of the Regional Airport Review Task Force was held on Tuesday, July 28, 2015. The Task Force met monthly after that time, except during the months of September and December, with the last meeting held on February 17, 2016.

During these monthly meetings, the Task Force was given an overview of the operation and history of the airport; elected City Councilor Ralph Busby as Chair of the Task Force; elected Susan Painter to serve as a representative of the Task Force on the Public Advisory Committee that is being established to oversee the development of a new FAA-funded Airport Master Plan. The Task Force toured the entire airport facility as a group in a bus provided by the Lincoln County Transit Authority. The Task Force met with Mitch

Swecker, Director of the Oregon Department of Aviation, to understand the state's perspective on the role that the Newport Municipal Airport plays as part of the state aeronautics system, and the Task Force heard a report from Rainse Anderson, PE, Director of Aviation at WH Pacific, Inc., regarding the transition of the North Bend Municipal Airport to a facility operated by the Port, and now operated by the Coos County Airport District. After reviewing the airport facilities, overall operations, reviewing the budget, and hearing from a number of other sources regarding the operation of other similar facilities, the Task Force agreed to form subgroups focusing on five specific areas which have an impact on the long-term operations of the airport. It was agreed by the Task Force to form subgroups with the following individuals taking responsibility for coordinating information on the following subject areas: Commercial Air Service - John Lavrakas; Governance - Kevin Greenwood; Financial - Ralph Busby; Marketing - Lorna Davis; Land Uses/Development - Ralph Grutzmacher.

Task Force members were encouraged to forward information regarding the various subject areas to the appropriate contact persons, with those individuals then preparing a report for the January 26, 2016 Task Force meeting. At that time, the Task Force met as a group to hear the reports on the five areas identified for specific discussion and analysis. As a result of the reports, the Task Force has summarized these findings and makes the following recommendations to the Newport City Council, Airport Committee, and PAC Committee.

## **FINDINGS AND RECOMMENDATIONS**

Over the course of the six meetings, the Task Force had an opportunity to look at a number of issues that are significant to maximizing the impact of the airport on transportation services in the central coast area. The following information summarizes the findings and recommendations of the Task Force to the City Council, Airport Committee, and Public Advisory Committee. Please note that the Task Force prioritized each recommendation as high, medium, or low.

### **A. Commercial Air Service**

Commercial air service had been provided at different times during the history of the operation of the airport. Commercial passenger air services were last provided by Seaport Airlines, which received government subsidies to provide that service. Seaport offered twice daily flights from PDX to Newport and Astoria. Once the subsidies expired, the service was discontinued approximately six months later. There has not been air service to Newport since Seaport discontinued service. Currently, the only coastal community receiving commercial passenger service is North Bend. The Task Force discussed a number of factors that may contribute to the success of commercial passenger service. It was noted that the destination golf resorts south of Coos Bay bring a substantial number of passengers to that airport. In addition, the challenges of traveling to one of the major hubs (i.e. Portland or San Francisco) is a much greater challenge for travelers to and from the Coos County area. Furthermore, Coos County has a population of 62,475 compared to 46,446 for Lincoln County. Even in Lincoln County, the value of flying out of Newport varies for someone in the central or south part of the county versus the north part of the county where driving time to Portland is reduced.

With current security standards for passenger service flights, significant investment would need to be made in the terminal building in order to accommodate TSA standards for passenger screening to allow passengers traveling from Newport to check their bags at Newport and pick them up at their destination after continuing on an interconnecting flight. The alternative is for passengers to fly into PDX, collect their bags, and then check in through security at Portland to continue their flight. While this is not as seamless as clearing security at the originating airport, it is a way to accommodate air passenger travel with significantly reducing overhead.

Finally, the impact of other transportation improvements needs to be factored into any analysis of reviewing the feasibility of providing commercial passenger service at the airport. Even improvements such as construction on U.S. 20, which will eliminate a number of the curves and reducing travel time by 10 or 15 minutes, may have an impact on a person’s decision to drive either to Portland or Eugene to catch a flight versus one that would originate in Newport.

That being said, having commercial passenger air service into Newport is a significant tool to continue growing the marine research community, commercial fishing, and tourism economies in Lincoln County. Task Force member John Lavrakas compiled a report including the components that should be included in any air service study completed for the airport. These findings are included in Attachment A.

**Recommendations:**

- A.1. The City of Newport should conduct a study to determine the feasibility of implementing commercial passenger air service at the Newport Airport incorporating the guidelines as outlined in attachment A. Furthermore, a local steering committee should be established to work with the consultant selected to perform the feasibility study to assure that the findings are representative of the local community and the results of the study should be summarized and included in a package that could be used with any potential carriers. Priority: High

**B. Governance**

There are five distinct governance types operating airports in the State of Oregon. The 55 major public airports in Oregon are operated as follows:

<b>PUBLIC AIRPORT BY GOVERNANCE TYPE</b>		
City		22
State		12
Special District (ORS 198)		11
	Airport District (ORS 838)	1
	Port of Portland (ORS 778)	3
	Port District (ORS 777)	6
	Park & Rec District (ORS 266)	1
County		7
	County Department	7
	County Service District (451)	0
	Intergovernmental Agreement (ORS 190)	3
<b>TOTAL NUMBER</b>		<b>55</b>

Please note that 40% of these airports are run by cities with the balance of the airports being operated by the state, counties, port districts, airport districts, a parks and recreation district, with three of the airports being operated through an intergovernmental agreement. Of these three airports, two have governmental entities extending over two states that operate the airport (Columbia River Gorge Airport and Border Coast Airport Authority) with one airport being operated jointly by the City of Prineville and Crook County.

The Newport Municipal Airport is one of the 22 airports that are owned and operated by a city. In reviewing data for Oregon port districts, it should be noted that over a quarter of the port districts operate airports.

There are a number of issues that would impact the analysis of modifying the governance/ownership of the airport. An important factor to look at is who is serviced by the airport and compare that with who is financially supporting the airport. There are obvious advantages from a financial standpoint if the airport is supported by a larger constituency (city versus county as an example). Furthermore, there could be advantages to some type of intergovernmental agreement that shares the governance of the airport among several governmental entities.

Finally, there could be some advantages of conducting a more detailed comparison of the airport with other airports having a similar impact in the state. Utilizing the 2014 Oregon Airport Aviation Plan Economic Contribution to the Oregon Economy by Airports, other airports that have a similar impact on the local economies of the regions they serve include Hermiston (city), Columbia Gorge (IGA), Tillamook Bay (port), Ashland (city), and Grants Pass (county). A more detailed review of these facilities may shed additional light on operation/financial and governance opportunities for Newport's airport.

The Task Force also discussed whether there would be any benefit to operating the airport in conjunction with Siletz Bay, Toledo, and Wakonda Beach State Airports. This issue was discussed with the Oregon Department of Aviation Director, Mitch Swecker. Director Swecker indicated that that state would be willing to discuss some sort of arrangement that made sense for the state.

Kevin Greenwood, concluded that It does not appear that specific governance type equates unilaterally to successful airport operations. The issue of governance - or reorganization - boils down to the public's desire to subsidize an operation. With an increased tax base, a reorganization could result in new public tax revenue for capital investments (i.e. extending municipal utility service, new hangars, or leasable buildings) to cover operations or some mixture of both. The successful public airports in Oregon enjoy unique relationships either with private industrial parks or residential development nearby, centralized locations, a pre-arranged public partnership or adequate facilities for recruiting tenants. Some of those characteristics can be replicated in Newport; others will be more difficult. Consolidation of airport facilities may result in decreased operational costs that could make a regional special district, or county service district, an option. The question will be whether the public sees value in a publically operated airport and how a reorganization would result in increased benefits. Passing a struggling asset between local government units with similarly sized service boundaries will not significantly result in leaner operations or increased revenue.

For further information, see attachment B which is the report from Kevin Greenwood to the Task Force.

**Recommendations:**

- B.1 The Task Force recommends that the City of Newport explore discussions with the State of Oregon to see if there are any mutual benefits of collaborating on the operation of all airports in Lincoln County. Priority: High
- B.2 The Task Force recommends that further analysis be conducted of other similar sized airports to evaluate governance and organization issues relating to the operations of those airports. Priority: Medium
- B.3 The Task Force recommends that specific goals be identified for the future of the airport and determine whether any changes in governance/ownership of the airport would help the airport achieve those goals. The Task Force further recommends that continuing discussions occur with the Port of Newport, Lincoln County, or other local entities to determine whether there is any interest in pursuing a change in the governance/ownership of the airport. Priority: Low

**C. Finance**

The City of Newport provides a subsidy to the airport fund for the operation of the airport. While this subsidy varies from year to year, the current subsidy is in excess of \$300,000 which is the single largest source of income for airport operations. In addition to the city General Fund subsidy, the airport has projected fuel sales of up to \$250,000. The airport also obtains revenue from rents and leases of approximately \$52,000, and receives revenue from the sewer fund for disposal of sludge of approximately \$30,000. On the expense side, personnel costs account for approximately 33% of operational costs. Fuel for resale equals approximately 23% of the expenses. Also, please note that the city Budget Committee has established a goal of reducing the subsidy from the General Fund and Room Tax Fund for airport operations over the next three to five-year period. In order to accomplish this reduction, it is important for the city to review increasing revenue opportunities as well as reducing expenditures.

**Recommendation:**

- C.1 The Task Force recommends conducting a review and evaluation of similar sized airports to benchmark the revenues and expenses generated and incurred from the operation of the Newport Municipal Airport. Priority: High
- C.2 The Task Force recommends reviewing opportunities to generate additional revenues by increasing the customer base at the airport. Priority: High
- C.3 The Task Force recommends continuing the pursuit of a private entity to provide all or portions of the operations and FBO services. Priority: High
- C.4 The Task Force recommends reviewing all the fees to determine whether they are fair and adequate to cover expenses without having an adverse impact on consumers purchasing/using those services. Priority: Medium
- C.5 The Task Force recommends placing discussion on changes to the FAA Part 139 certification in “hold” status until the Master Plan evaluation of this issue is completed. Priority: Medium

- C.6 The Task Force recommends reviewing staffing levels to determine whether there are opportunities for savings relating to the operation of the airport. Priority: Low

## **D. Marketing**

The Task Force reviewed opportunities to increase awareness to better market the airport. Certainly one of the benefits that has resulted from the convening of the Task Force is that individuals in leadership positions throughout Lincoln County have gained a better understanding and awareness of the significant transportation infrastructure that is located in the heart of Lincoln County. The initial meeting of the Task Force illustrated that there was a lack of understanding about the various issues relating to the operation, ownership, and assets of the airport.

Furthermore, the airport was the subject of a number of controversies which dominated the public dialogue relating to these critical operations located in the city. With a number of recent initiatives, the City Council has been able to focus discussion on how the airport can best serve the citizens of Newport as well as the central Oregon coast.

Hand in hand with marketing the airport is the necessity to have user-friendly services available at the airport. It is important to utilize any available resources including websites, social media, and other forums to share what services are available at the airport. There may be opportunities for local hotels and other businesses to create packages for airport users. It may make sense to consider renaming the airport to focus on its role as a regional airport versus the Newport Municipal Airport. One of the limiting factors at the airport is weather. It may make sense to work out some sort of formal relationship with the Toledo Airport whereby transportation or other services could be provided for folks that are unable to fly into Newport due to weather conditions. There may be an advantage to the airport in contracting with a person or team to generate marketing information and to promote the use of the airport. There are also potential opportunities that would generate additional business at the airport through the development of properties around the airport for commercial, industrial, or even residential uses tied to the use of the airport. For additional details see the report submitted by Lorna Davis in attachment D.

### **Recommendations:**

- D.1 The Task Force recommends exploring the possibility of contracting with a person/firm, or assigning this task to the Destination Newport Committee, to develop professional marketing information regarding the Newport Municipal Airport. Priority: High
- D.2 The Task Force recommends that once there is a clear understanding of what land, facilities, and amenities could be made available to prospective tenants as a result of the airport master planning process, that marketing information should be developed to promote the use of land and facilities by the appropriate developers utilizing the airport to enhance economic development in Lincoln County. Priority: High
- D.3 The Task Force recommends identifying various air services (i.e. instrument training, aircraft sales, tourist/recreational opportunities such as flightseeing), and develop marketing materials in order to attract services at the airport. Priority: High

- D.4 The Task Force recommends reviewing the user friendly services that are available at the airport and where those services are not in existence, explore implementing those new services. Priority: High
- D.5 The Task Force recommends exploring the possibility of renaming the airport to capture its role as a regional facility, or developing a plan to offer sponsorship-type naming opportunities for the airport. Priority: Low
- D.6 The Task Force recommends developing an operational plan utilizing other airports as back-ups when weather challenges occur. Low

## **E. Land Use Issues**

The Newport Municipal Airport occupies a large land area in the City of Newport south of the Yaquina Bay Bridge. A significant amount of land surrounding the airport is currently undeveloped. The topography surrounding the airport has numerous challenges including a series of deep canyons separating areas of relatively flat land. Water service is available on the west side of the airport. There is no sanitary sewer service available at this time.

It is important that the airport master planning process take a close look at how airport boundaries are currently defined to determine whether boundaries should be adjusted in a way which does not have a negative impact on the airport but would promote development around the airport perimeter. Furthermore, it is important to look at the potential for long-term development around the airport that may relate directly or indirectly to the airport operation. Once the airport plan is completed, it will require review and incorporation into the city's Comprehensive Plan.

Furthermore, the large parcels of property located to the south of the airport are zoned to accommodate a destination resort type facility. With the close proximity of the airport, a successful development of this property, in the future, could have a significant impact on traffic in and out of the airport.

As part of the airport master planning process, and as a follow-up to that process and the Regional Airport Review Task Force, it will be important to increase the connectivity of the majority of city, county, and regional residents understanding the catalyst that the airport could be for future economic or business development in the area. This will be critical in order to ensure that the appropriate financial resources are available to develop the necessary infrastructure to help realize the economic potential of this facility to the central coast. Furthermore, the airport, city, and its partners need to develop its abilities to enter into economic development ventures or partnerships to maximize the development potential in and around the airport. For additional information see attachment E submitted by Ralph Grutzmacher on behalf of the Task Force.

### **Recommendations:**

- E.1 The Task Force recommends providing sanitary sewer to the airport and completing the water distribution system. Priority: High
- E.2 The Task Force recommends that the airport master planning process identify specifically what land, facilities, and amenities could be made available to prospective tenants on and adjacent to the airport. Priority: High

- E.3 The Task Force recommends the master planning process evaluate the current boundaries of the airport to determine whether there are any lands included in the airport boundaries that could be excluded from the airport property in order to make them available for future compatible economic development. Priority: High
- E.4 The Task Force recommends identifying the existing permitted land uses around the airport as part of the airport master plan. Priority: High
- E.5 The Task Force recommends identifying areas within the airport that would be available for long-term leases to allow the construction of commercial or industrial facilities for airport bases to support businesses at the airport as part of the master plan process. Priority: High
- E.6 The Task Force recommends development of economic development incentives for businesses desiring to locate at the airport. Priority: Medium
- E.7 The Task Force recommends promoting the awareness of the destination resort property located at the southern end of the airport to foster development of a destination resort project that could generate additional activity at the Newport Airport as well as providing additional jobs in the tourism/service sector in the Lincoln County economy. Priority: Medium
- E.8 The Task Force recommends continuing obtaining buildable fill materials as available. Priority: Medium

## **F. Emergency Services**

The Newport Municipal Airport is the only full services general aviation airport on the Oregon coast located above the tsunami inundation zone. In the event of a natural disaster, the airport could play a critical role in meeting the emergency needs of individuals on the central coast. This will be essential since it is likely that in a Cascadia Subduction Zone event, ground travel may not be possible for a number of weeks to and from the central coast area. Furthermore, the airport has the opportunity to serve as an emergency staging area, storage area, and a central response area for the central coast. It should also be noted that the U.S. Coast Guard houses a rescue helicopter at the airport. This facility is operated as part of the North Bend Air Station. Both the North Bend Air Station and the Astoria Air Station are located in tsunami inundation zones.

### **Recommendation:**

- F.1 The Task Force recommends the city urge the U.S. Coast Guard to conduct an evaluation of the air facility hangar at the airport to determine its stability in the event of a major Cascadia event. Priority: Medium
- F.2 The Task Force recommends working with FEMA to establish an emergency supply depot facility. Priority: Medium
- F.3 The Task Force recommends that the master planning process fully evaluate the Newport Municipal Airport for its capabilities to respond to a regional emergency, and to determine whether the existing facilities have the ability to withstand a seismic event. Priority: Low

## CONCLUSION

The Regional Airport Review Task Force has completed a review of the role that the airport plays as a regional facility for Lincoln County and the central coast. The report and recommendations reflect the observations and findings of the Task Force developed over the past six months. The Task Force respectfully submits this report to the City Council, the Airport Committee, and the Planning Advisory Committee for the Airport Master Plan update for your information and consideration.

Respectfully submitted,  
The Regional Airport Review Task Force



ATTACHMENT A  
COMMERCIAL AIR SERVICE

**Steps to implement Commercial Passenger Air Service Study for ONP  
ONP Task Force  
Contact: John Lavrakas**

The City of Newport desires to learn what it will take to bring commercial passenger service to its airport (ONP). This document describes the elements that a commercial passenger air service study will contain, providing a way forward. It does not describe an implementation plan, but rather a plan to collect and analyze data and make recommendations. An implementation plan would come later to carry out the recommendations.

Observation: for this study to result in effective and actionable recommendations, it needs to be lead by someone who understands what is needed, and will ensure each phase of the work is done effectively, productively, and efficiently. Without this leadership, the city risks completing a study that is of little value.

Outline:

- Background Define Team
- Identify Current Needs
- Past Experience
- Similar Experience
- Other Investigations
- Analyze the data
- Propose recommendations

Background – explain the value of commercial air service to the central coast and what steps have been taken to date, including previous commercial air services (such as SeaPort) and the work of the Task Force.

Define Team

- Define team to collect the data and conduct the study. Combination of city personnel and volunteers. Tasks include personal contacts, creation and implementation of surveys, collating and analyzing data, and preparing reports. A strong leader needed who understands the purpose of this task, ensures the data collection and analysis are effectively and efficiently done, and will ensure the study results in a set of reasoned and appropriate recommendations.
- Assemble a steering committee of people representing the local community who are committed to the success of this task to oversee the work that is done. Such oversight can include guiding tasks to be performed, assessing the thoroughness of the work performed, and ensuring objectives are being met.

Identify Current needs

- Identify the driving needs (those that are at the top of the list that make the decisions as to whether to drive to Eugene, to PDX, to use one's car, to take a train, or to not travel

- Meet with key players in the region
  - Talk to major players in the central Coast who could use passenger air service. What is their need for air service, either as an organization or by their people? Identify possible usage, such as the number of flights per month from area airports (PDX, EUG), preferred days of week. Players might include NOAA, Hatfield Marine Science Center, Samaritan Hospital and Education Center, Salishan, Chinook Winds, OSU, Community College, etc.). Pay attention to the expansion of OSU to include up to 500 undergraduate students
  - Examine key sectors, including marine science, commercial fishing, tourism, health care, retirement, and any other deemed significant in size and scope
  - Examine reasons for travel, such as attending conferences, going golfing,
  - Survey the public as well
  - Consider travel in both directions. Why outsiders would fly here and why residents would fly to other destinations.
  - Identify current usage of air service by these players
  - Survey critical services (must haves) and beneficial services (desire to have), group into categories, and score each service across the users being interviewed
  - Find out the value of regular flights vs infrequent flights. Perhaps there could be twice weekly, or Mon/Wed./Saturday flights?
  - Survey which airports are used, and why the selections are made
  - Explore the importance of distance, time spent, how the travel costs are funded, what price is being paid for typical flights, how much money is spent for driving to airports and parking (actual costs).
  - Develop accurate enplanement estimates to provide to prospective providers.
  - Talk with other airports to explore the value of connecting ONP with their airports
- When talking with major players in the region, plan on multiple contacts. First to gather data, next to follow up to confirm results and get feedback, finally to confirm approaches. Look at this phase as one in building relationships that will be needed later when implementation begins.

#### Past Experience – examine data from past experience with airline service

- Examine city records, ONP records, News-Times Articles
- Gather up any records of value from prior air service (number of enplanements, flights per month, marketing efforts) and examine them for useful information.
- Retrieve accurate enplanement estimates to provide to prospective providers.

#### Similar Experience – talk with other airports similar in size and circumstance

- Identify other small airports (3-5) offering commercial passenger service and find out who their customer base is, what distinguishing features they provide with their air service, and their profitability
- Identify and contact operators who are currently providing this type of service.

### Other investigations

- Contact flight training companies that might have an interest in co-pilot training in conjunction with a scheduled operator.
- Contact airlines that would consider a regional Central Oregon Coast market. The suggestions at the last meeting to link ONP to hubs other than Portland appears to be a promising idea. Perhaps linking up with Coos Bay/North Bend, Eugene, San Francisco, or Corvallis airports.
- Water and sewer needs to be available to the FBO and to the south end of the airport where an industrial park is waiting to blossom.

### Analyze the Data.

- Examine the data from various perspectives, including over time, over multiple airports, over multiple sectors.
- Create various graphic representations of the data, including word clouds, pie charts, bubble charts, geographic maps. Anything it takes to let people have rapid and quick understanding of the data.

### Propose recommendations

- Craft a marketing strategy (three or four key elements or thrusts, fewer is not enough, more is too many to take in) and have it reviewed by regional experts from a variety of sectors (business, recreation, personal travelers) and listen to their comments.
  - Investigate local businesses to partner, or provide integrated package deals.
  - Document the strategy in a Marketing Plan to be given to the Marketing team to implement
- Craft a strategy to entice air service providers
  - Provide clear answers to key questions
    - What is the return on investment?
    - What risks are there and what is being done to mitigate them?
    - What support can we expect from the city and the community?
  - Consider a contracted private FBO which includes the hangers. Evaluate the rental rates on the hangers and raise the rent amounts in accordance with the going rate with airports similar to ONP's size.
  - Develop a comprehensive package of what ONP will make available to a provider. Then advertise the opportunity.
  - Search for investors interested in this type of endeavor.
  - Research potential freight opportunities that could be linked to passenger service.
  - Create a package of relevant data that can be used by commercial air service providers in evaluating ONP as an airport they would service
  - Creation of a marketing kit for prospective commercial air service providers.

## Deliverables

- ONP Marketing Kit – to be given to prospective commercial air service providers - describes the features and benefits of operating commercial air service out of Newport. Includes market description (types of flyers, key organizations with contact information), key statistics (expected enplanements, preferred days of week), flight and FBO services provided at ONP, and other relevant data necessary to determine suitability of ONP as an airport for their service.
- ONP Marketing Plan – to be used by ONP marketing team – identifies key goals and objectives, actions required to fulfill the goals and objectives with assignees, prioritization and notional timeline of carrying out the actions.



ATTACHMENT B  
GOVERNANCE



# REGIONAL AIRPORT REVIEW TASK FORCE

**DATE:** January 15, 2016  
**FROM:** Kevin Greenwood, Task Force Member  
**TO:** Ralph Busby, Task Force Chair  
**REGARDING:** Governance and Ownership of Public Airports in Oregon

## TASK

- A. **Governance and ownership of the airport.** Identify various ways airports of this size are owned and operated, and which ones run profitably.

## GOVERNANCE

I compiled a spreadsheet of 55 public airports using resources found through the Oregon Aeronautics Division and Wikipedia. Spreadsheet includes the following statistics for all 55 airports: FAA Code and name of facility, the facility's role within the state inventory, and 2013 commercial boardings. Jobs, payroll and business output were pulled from a 2014 OAD report. Governance was obtained from the websites and/or phone interviews.

There are five distinct governance types operating airports in Oregon: cities, state, special districts, multi-governmental units utilizing intergovernmental agreements (IGAs) and counties.

<b>PUBLIC AIRPORT BY GOVERNANCE TYPE</b>		
City		22
State		12
Special District (ORS 198)		11
	Airport District (ORS 838)	1
	Port of Portland (ORS 778)	3
	Port District (ORS 777)	6
	Park & Rec District (ORS 266)	1
County		7
	County Department	7
	County Service District (451)	0
	Intergovernmental Agreement (ORS 190)	3
<b>TOTAL NUMBER</b>		<b>55</b>

The county airports are all departments of the county government. The Lake, Union, Grant, Jackson and Josephine airports are budgeted separately using enterprise funds. Grant and Morrow Counties track airport activity using special revenue funds. Oregon counties also have the ability to operate and fund airports using ORS 451.010(1)(h), public transportation service districts, similar to county bus agencies. The county commissions normally preside over special service district units, but variations do exist. There are no airports in Oregon operating through county service district statutes.

Three airports operate via ORS 190 intergovernmental arrangements. Brookings Airport is run by the Border Coast Airport Authority, a unique IGA that includes the City of Brookings, Ore., City of Crescent City, Calif., Del Norte (Calif.) County and the Elk Valley Native American Nation. The Columbia River Gorge Airport is operated through an IGA between the City of the Dalles, Ore. And Klickitat, County, Wash. Operations are centered in Dallesport, Wash. The Prineville Airport is operated jointly by the City of Prineville and Crook County.

It should be noted that there are numerous state facilities not included in this analysis. (ie. Wakonda, Nehalem Bay State Park, Toledo)

Based upon the 2014 Oregon Airport Aviation Plan Economic Contribution to the Oregon Economy by Airport, The City of Newport Airport supports 160 jobs through direct employment and surveys of airport tenants (2014 OAP, Pg. 5). Airports supporting a similar number of jobs include 107 at Hermiston (City), 159 at Columbia Gorge

(IGA), 159 at Tillamook Bay (Port), 172 at Ashland (City) and 215 at Grants Pass (County). Other airports that could be considered based upon payroll and business output would be Corvallis (City) and Independence (State).

## **FINANCES**

Researching budget and financial data was limited to the following airports: Hermiston, Columbia Gorge, Tillamook Bay, Ashland, Grants Pass, Corvallis and Independence. I focused on the operational activities (personal service, materials and service, debt service and contingency) when assessing financial viability. Enterprise Funds are assumed to be self-supporting activities based upon operational income and generally do not rely on property taxes for operations. Special Revenue Funds have a specific revenue source earmarked for activities. The possible revenue sources for special revenue funds are wide ranging and could include specific fees or charges, revenue sharing from the state or operational levy income. General Fund activities are generally considered governmental services and may be reliant upon some subsidy from standing property tax.

Ashland Airport (City). The City of Ashland, which utilizes biennial budgeting, records airport financial reporting through a Special Revenue Fund. The 2015-17 budget shows service fees estimated at \$276,000 with "other financing sources" of \$270,000. Operating expenses (Materials & Service, Debt Service, and Contingency) total \$551,000. It doesn't appear that any transfers or property taxes are directed to this fund. This appears to be a break-even venture, though further inquiry should be made into the origination of the other financing sources. <http://www.ashland.or.us/Files/FINAL%20WEB%20BUDGET%2012-18-15.pdf>

Hermiston Airport (City). The City of Hermiston operates the airport as a department within the General Fund. For 2015-16, operational income is budgeted at \$210,000 and operational expenses is budgeted at \$209,640. Pretty much break even. Historically, however, the airport has been able to place \$20,000-80,000 of positive net operating income into a future capital reserve fund. This appears to be a more than break even operation. <http://www.hermiston.or.us/sites/hermiston.or.us/files/File/FinanceDepartment/1516-adopted-budget.pdf>

Columbia Gorge Airport (IGA). The airport is owned jointly by the City of The Dalles, Oregon, and Klickitat County, Washington. The City is the prime operator of the Airport via a management contract with Aeronautic Management and Gorge Aviation, two separate entities owned and operated by the same two partners. They also have an Airport Board made up of City and County members. The City Manager oversees the contract Airport Managers. All the Airport assets are owned 50% by the City and 50% by the County. They do consider the airport to be successful and future plans look very promising. <http://www.columbiagorgeairport.com/>

Tillamook Bay Airport (Port). The Port of Tillamook Bay (ORS 777) operates their airport as a department of the General Fund. For fiscal year 2014-15, POTB showed \$307,700 in operating revenue and \$422,593 in operating expense (personal services, materials and service, and debt service). This shows a negative net income of \$115,000. Other departmental activity, property tax and/or fund balances make up the operating deficit. [http://www.potb.org/documents/Draft\\_Budget\\_2014-2015.pdf](http://www.potb.org/documents/Draft_Budget_2014-2015.pdf)

Grants Pass Airport (County). Josephine County operates two airports (Grants Pass and Illinois Valley) an enterprise fund to track activity. The 2015-16 budget shows program revenue of \$634,000 and operational expenses of \$699,000 for the Grants Pass Airport. The beginning fund balance is \$150,000 and a budgeted contingency of \$100,000 in the fund that could apply to either airport. <http://www.co.josephine.or.us/SIB/files/Finance/I-Enterprise%20Funds%20Budget%202015-16.pdf>

Corvallis Airport (City). The City of Corvallis uses an Enterprise Fund to account for airport activities. For FY14-15, operational revenue is budgeted at \$500,000 and operational expense is set for \$459,000. Positive net income is transferred into a capital fund for future projects. This is a healthy fund and has cash reserves of over \$620,000. <http://archive.corvallisoregon.gov/0/doc/660859/Electronic.aspx>

Independence Airport (State). 60-acre facility. Matt Maas, airport manager, says that they generate about \$100,000 off “through the fence arrangements” with abutting private homeowners who utilize an easement directly onto the airport. Maas says that arrangement helps make Independence a profitable airport for the state.

## **RESOURCES**

*2014 Oregon Aviation Economic Update*

[http://www.oregon.gov/aviation/docs/system\\_plan/2014\\_Oregon\\_Aviation\\_Economic\\_Update\\_Executive\\_Summary.pdf](http://www.oregon.gov/aviation/docs/system_plan/2014_Oregon_Aviation_Economic_Update_Executive_Summary.pdf)

*2014 Aurora State Airport Report*

[http://www.oregon.gov/aviation/docs/system\\_plan/Airport\\_Reports\\_2014/Aurora\\_State\\_Airport.pdf](http://www.oregon.gov/aviation/docs/system_plan/Airport_Reports_2014/Aurora_State_Airport.pdf)

*Committee Member Input*

Mayor Sandy Roumagoux

Ideas for governance and ownership of the airport: Because I am floundering in waters ( really floundering instead of metaphorically on this stormy day) where I know not what I speak, I will just write what I have thought about. I do see the Port of Newport involved in the ONP. The large amount of acreage available especially at the south end of the airport is where an industrial park could flourish which could help increase the Port's available space. Of course, the catch is that water and sewer infrastructure needs to be available. Also, there would be room to accept the Port's dredgings.

Chair Ralph Busby

1. What are the goals to be accomplished by redesigning the ownership/governance?
2. Perform a cost comparison study of a variety of governance options utilizing existing public entities and/or creating a new one.
3. Look at the effect of combining various existing Lincoln County entities.
4. What would be the benefit of also assuming responsibility for the three state owned airports?
5. What benefits would a combination/restructure of existing organizations provide to other entities beside ONP (Ports, cities, etc.)
6. Identify new revenue sources that could be available with a different governance model
7. What is optimum regional base (County wide or?).
8. What additional leverages could be brought to bear with a regional organization?
9. What governance model best reflects the public's needs in a local airport/port organization?
10. Prepare and execute a survey of 20 or so airports in the NW that are comparable, obtaining ownership, management, lease policies, profitability, unique characteristics, marketing strategies, etc.

*Statewide Input. I contacted the six port managers in Oregon and asked for their qualitative input about the “profitability” of their airport and airports generally. Following are brief summaries of their comments. (No response from the Ports of Gold Beach and Astoria.)*

Gary Neal, Port of Morrow: Our facility has never had much other than a paved runway and rules from FAA that tend to not promote aviation activity. The Port's Airport has never had an FBO or any type of support facilities. FAA funds have not been allowed to be used to further usage, they require us to deal with safety only and the things that might enhance activity are not allowed to be on the list for their funds. We have made a conscious decision over the years to not self-fund the type of activities that might increase aviation activity. Maybe someday we will, but so far we have made investment in other activities. There are general aviation options in the area, 30 minutes away, so we have deferred the general use to that facility which is the City of Hermiston's airport. If you are looking at some successful operations that I think from the outside seem successful, I would contact Port of Benton in Richland Washington. They have two very active Airports, one in Richland and one in Prosser. As you know Mike McElwee has the Hood River Airport, Baker City has a municipal airport that is relatively busy, Pendleton's airport struggles and has always been a challenge. Port of Walla Walla has an active airport that seems to be working OK.

Michele Bradley, Port of Tillamook Bay: Our operations have been mildly successful. We always end up in the black, but not by very much – about \$20,000/year at the most. Some years it is \$5,000. All airport income has to be kept in the airport, so it's a constant struggle not to use it in other areas. We only have an airport office, self-service fuel (both AV gas and 100 LL), and about 35 T-hangars that we lease out, which are almost always full. It pretty much manages itself. We do not have a manned tower, so we get to steer clear of additional oversight by the FAA.

Paula Miranda, Port of St. Helens. Although we try to keep some general tally on our personnel cost on each of our properties/industrial parks, we don't maintain a direct personnel cost inventory that I am aware of. Our HR costs just come out of our general funds, which we use to manage all of our properties. We don't keep any full time employee at the airport. Our maintenance personnel work in all of our properties as needed and our airport manager also wears the hat of property and operations manager.

Michael McElwee, Port of Hood River. We've intended to take a good look at the Airport from a more rigorous financial standpoint for over two years. Just haven't gotten to it. We need to better isolate R&E for the Airport and then drive back through maintenance/management expectations to address T-Hangar lease rates to achieve break-even on operations. Just haven't done that yet. Our Airport operates at a small loss, bigger depending on capital spending. We get \$150,000 /yr. from the FAA but it requires a 10% match.

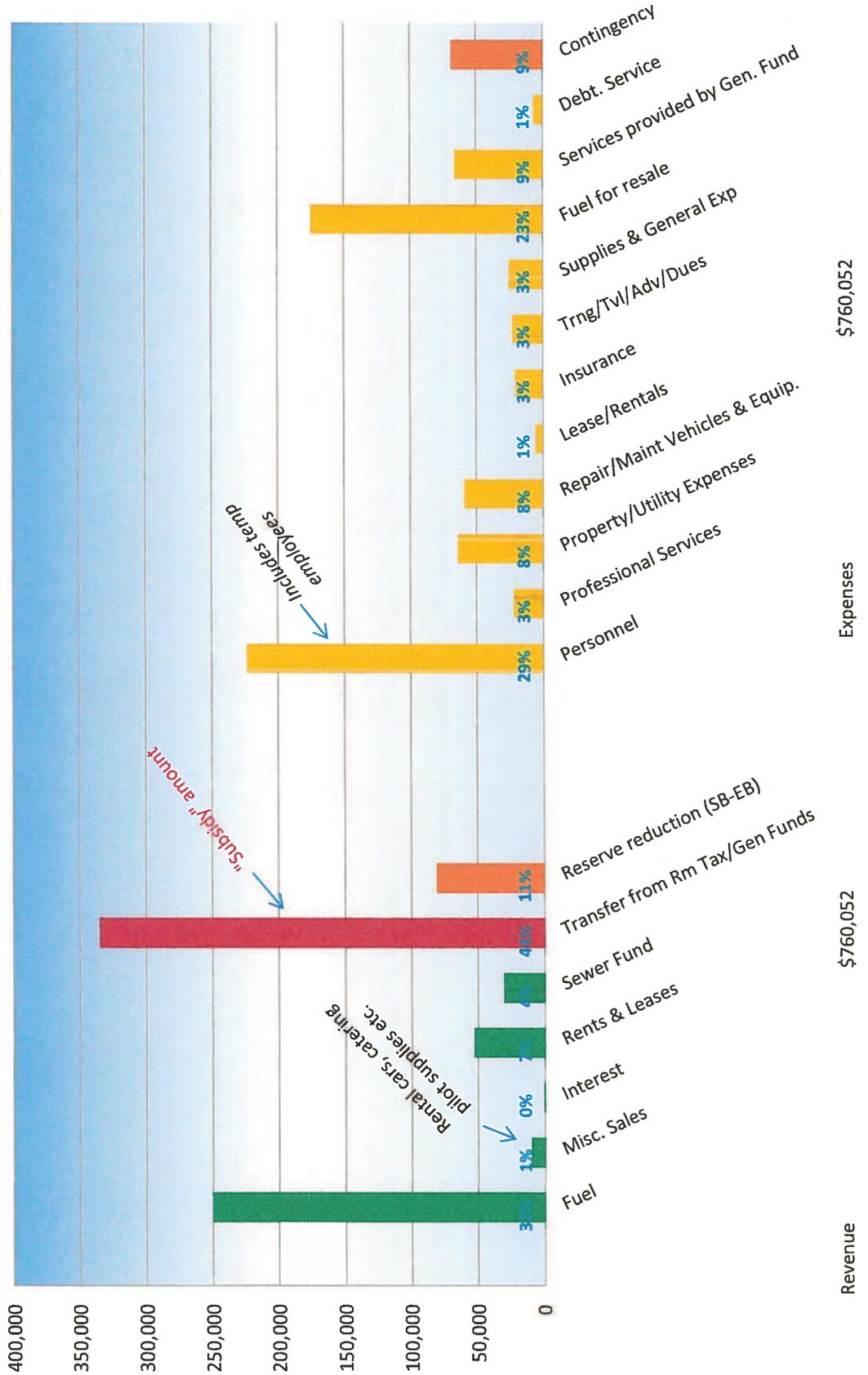
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ATTACHMENT C  
FINANCE

# ONP FY16 Budgeted Revenue & Expenses

(Excludes Capital Projects and Purchases)



# ATTACHMENT D

## MARKETING

- D. **Marketing the use of the airport.** Identify the types of value-added services the airport can provide, determine which have the greatest cost-benefit, and develop an initial set of marketing approaches for those which are likeliest to bear fruit.  
Contact: Lorna Davis

Here are some of the suggestions that were offered regarding this topic

1. Need to identify specifically what land, facilities and amenities could be made available to prospective tenants. This could come out of the master planning process.
2. Emergency services hub, and "side" services that could be attached.
3. Transportation hub, combined ground/air facility.
4. Group tour origination point.
5. Flight training; particularly instrument saturation training. Few airports have the amount of actual instrument weather conditions, coupled with the available instrument approach procedures and light traffic.
6. Aviation component manufacturing.
7. Agricultural use of airport property.
8. Establish a marketing person/team, (paid?).
9. Aircraft sales (advantages of Oregon tax laws)
10. Federal Gov't. opportunities: DOD, NOAA, etc.
11. Work with the State/County/City to create a tax incentive package.
12. Identify developers interested in facilities development on the airport.
13. Redmond, Bend, and Aurora all have aviation manufacturing businesses on their airports. What do they offer that makes them attractive to these companies?
14. Have local hotels and other businesses create packages that could linked to an airline.
15. Rekindled the destination resort plans and the role of the airport within.
16. Museum? We almost got Erickson, there may be other opportunities.
17. Nature trails around the perimeter.
18. Infrastructure in place for development (water and sewer)
19. Have regular scheduled air service that connects to Portland, Eugene, Coos Bay, San Francisco, Vegas.
20. Rename airport Central Coast Regional Airport or something similar.
21. Build more hangars and market to the Bay area or other areas for rental space.
22. Work with Toledo airport if weather related challenges occur.

Here is some insights I came to when doing some research on other regional airports.

- A. Airport should have user friendly services available, ground transportation, Wi-Fi access, meeting space, business center, Coffee/Hot Water/Cups (waiting area) Wall mounted screen or large area to hand large maps or other documents, conference table and chairs.
- B. Food service
- C. Baggage assistance
- D. Have a website developed that is inclusive of Airport information and opportunities. There are too many to name here but Redmond Oregon is a great example:  
<http://www.flyrdm.com/?Terminal-Information>

- E. Contract with or hire someone to assist in marketing rental space, services and other amenities in trade publications, online, via social media and other industry channels.



ATTACHMENT E  
LAND USE ISSUES

## Newport Airport Land Use Issues

**TASK** Identify land use and economic opportunities for airport property

Thank you to each person who contributed observations and suggestions regarding the non-traditional uses for land at the airport complex. Since several comments contained similar observations or ideas for use of the land, I have consolidated them for ease of consideration. There are opportunities as well as barriers to expanding revenue-producing activities at the airport that are laid out without compromise.

### **OPPORTUNITIES.**

Be prepared to say "Yes" to those who bring proposals for airport uses to the City.

Provide economic development incentives for businesses desiring to locate at the airport.

Explore the availability for Oregon funding of infrastructure (water/sewer/streets/storm drainage) required to accommodate construction of leased and owned buildings.

Master Planning processes should identify the existing permitted land uses around the airport.

Provide for agricultural uses by one or more farmers/ranchers.

Provide for storage of fishing gear (gear shed.)

Provide for storage of recreational vehicles.

Provide for active recreation (tracks and courses) and parks.

Provide for long-term leases to allow for the construction of commercial or industrial facilities (UPS/FedEx/Amazon/Google) that use air shipment of goods or delivery services.

Provide lease space for use by airport based support business (airframe paint shop/aircraft refurbishing/aircraft supply retailers and wholesalers/aircraft maintenance) that do not have walk-in customer traffic.

Improve the existing airport structures and civil engineering facilities to present a well maintained appearance.

Promote the airport's geographic features (high, dry, stable, cool) to attract pilots and businesses to use and locate at the airport.

## **BARRIERS**

Water and sewer services are not available to support uses throughout the property.

Airport Master Planning and Newport Master Planning processes need to be completed before additional permitted or conditional use activities can take place.

Lack of significant joint venture or partnership business experience by the City for economic development projects.

Low levels of connection by majority of City, County and regional residents with the economic or business success of airport.



Aviation Project Funding Request – 2016

Introduction

- Please read the Aviation Project Funding Request instructions prior to completing this application.
The application instructions, sample application, and draft grant agreement are available on the Oregon Department of Aviation website.
Submission instructions are detailed in Section 3 of the application instructions.
Completed application and checklist are required.
Answer all questions. Enter N/A where applicable.

1. Applicant

Organization Name: City of Albany
Address 1: 310 NE Waverly Drive
Address 2:
City, State, ZIP: Albany, OR 97321
Contact Person: Jon Goldman
Contact Person Title: Transportation Superintendent
Phone: 541-917-7605
E-mail Address: jon.goldman@cityofalbany.net

2. Project Name and Location

Project Name: Taxi-way extension/connectors, Apron rehab., AGIS
Project Location: Albany, Oregon
County tax parcel identification number(s): 11S03W04D 00100

3. Category of Airport:

Select the category of airport as listed in the current Oregon Aviation Plan (OAP):
Category 4 – Community

4. ODOT Connect Oregon region:

Select one ODOT region for the project: Region 2

5. Certification

[X] By checking this box, I certify that City of Albany supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Aviation System Assistance Program funds.
Date: 10/24/2016

6. Project Summary

Provide a brief summary of the project:
Environmental and predesign of taxiway extensions and connectors, design for apron rehabilitation work.

7. Project Purpose and Description

Provide a detailed project description:
This is a predesign project for; conversion of the paved over runs into displaced thresholds, 165 feet of taxiway extension, 200 feet of new connectors, and design of 28,500 square yards of main apron rehab. Project also includes the FAA required environmental work, as well as an obstruction survey.

8. Project Overview

Select all that apply to the project. Cite supporting documentation and submit with application.
Supporting Documentation
a. Prevents future deficiencies and preserves existing facilities [X] Yes [ ] No 2015 ODA Pavement Evaluation
b. Eliminates existing deficiencies as described in the current OAP [ ] Yes [X] No

c. Modernizes the airport by exceeding state or federal minimum standards as stated in the current OAP and identified by FAA ACs or other regulations.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. Leverages federal funds	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No AIP Grant #3-41-0001-014-2016
e. Contributes to the airport's self-sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. NPIAS airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Existence of airport zoning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Master Plan, Albany Code
h. Maintenance commitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Council Resolution 3872
i. Potential expansion, both on and off airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
j. Availability of adequate surface access to airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Significance of environmental impact	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
l. Costs and benefits of improvements	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
m. Economic development	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
n. Evidence of local support	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Council Resolution 3872
o. Local match available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16/17 Airport Capital Projects budget
p. Minimizes airport redundancy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**9. Project Category**

Check the category of project for which you are requesting funding. (Please select only one.)

**Project Category of Funding Request**

<input checked="" type="checkbox"/>	Assistance with FAA AIP grant match
<input type="checkbox"/>	Emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan
<input type="checkbox"/>	Critical/essential services or equipment
<input type="checkbox"/>	Aviation-related business development on airport
<input type="checkbox"/>	Airport development for local economic development

**10. Description of Elements of Project Category**

Provide a short description of how the project fits into the project category selected in Question 9. (Document will expand to allow additional lines.)

Current FAA grant (3-41-0001-014-2016) for this environmental, predesign, and design project. FAA portion - \$405,000. City portion - \$45,000.

**11. Documentation and Permits**

Complete the following table regarding pre-construction documentation. Provide the date the document was completed and select "Completed" from the drop-down menu. If the document is currently underway, select "Underway" from the drop-down menu and provide the expected completion date. If the funding proposal is for the purchase of equipment, select the "Equipment" box.

Document Description	Date Completed	Est. Completion Date	Status	Equipment
a. Airport Layout Plan	Jul 22, 2016		Completed	<input type="checkbox"/>
b. Environmental Impact Statement			Not Applicable	<input type="checkbox"/>

Note any required permits, date issued, completion status and required status. Click the "+" button to add another permit.

Permit Type	Date Issued	Completion Status	Required Status
FAA categorical exclusion for apron rehabilitation	July 2016	Completed	Required
FAA categorical exclusion for taxiway extensions and connectors	January 15, 2018	Underway	Required

**12. Milestones**

Complete the following table regarding current and projected milestones for the project. Check to indicate if it is a construction or non-construction project.

	<input checked="" type="checkbox"/> Construction Projects	<input type="checkbox"/> Other/Non-construction Projects (describe)	Has the milestone been met?	Projected milestone start date	Projected milestone completion date
1	Scoping and planning		Yes	7/28/2016	8/18/2016
2	Right-of-way, land acquisition		No	N/A	N/A
3	Permits		No	7/28/2016	1/15/2018
4	Final plans/bidding engineering documents		No	11/1/2016	3/31/2017
5	Construction contract award		No	6/1/2017	12/1/2017
6	Project completion		No	3/31/2018	3/31/2018

**Statewide Impact of Project**

Per ORS 367.084(3), the applicant **MUST** answer the following questions:

13. Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? If yes, provide a short explanation.

No

14. Does the proposed transportation project result in an economic benefit to the state? If yes, provide a short explanation.

No

15. Is the proposed transportation project a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system? If yes, provide a short explanation.

No

**16. Budget**

How much of the cost of the proposed transportation project can be borne by the applicant? Provide the funding source and the amount of funding from that source.

a. Total Project Cost or Total FAA AIP Grant Match Amount: \$27,000

**b. Applicant Match**

		Percent of Project Cost
Airport Category 4 Minimum COAR Match Requirement:		10.00%
<b>Source of Match Funds</b>	<b>Amount</b>	<b>Date Available</b>
City of Albany capital Grant Budget	\$2,700	10.00% 7/1/2016
Total match funds:	\$2,700	10.00%

**c. Aviation Project Funding Request to ODA**

Amount requested from ODA:	\$24,300	90.00%
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**d. Project Budget Summary**

Total applicant matching funds:	\$2,700	10.00%
Funding request to ODA	\$24,300	90.00%
Total project cost or total FAA AIP grant match requirement:	\$27,000	100.00%

**e. Pre-Agreement Expenditures**

Has the project incurred any expenditures prior to the completion of this agreement, if awarded? If yes, explain.

No. Amount requested reflects projections for expenditures solely after award of the COAR grant. Any work performed in advance of receipt of the COAR grant will not be included in COAR grant reimbursement requests.

17. Is the proposed transportation project ready for construction or implementation? Describe any unique construction-readiness, project implementation issues, or possible delays.

This project is for environmental and predesign for the taxiway work and design for the apron rehabilitation, with all work currently under way. The schedule will allow for apron construction in 2017 and taxiway construction in 2018 under subsequent grants.

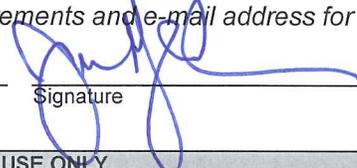
18. Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State? If yes, provide a short explanation.

Yes, the proposed improvements will have a minimum design life of 20 years.

**19. Submission**

By signing this application, I certify that I am the authorizing representative for the Airport specified in this application. In consideration for receipt of program funds, City of Albany agrees to keep the airport open for public use for a minimum of 20 years from the date of the Agreement, if selected as a grant recipient and awarded grant funds.

To submit electronically, type your name in the signature box below and submit using a password-protected e-mail account associated with your agency. See instructions for file naming requirements and e-mail address for submission.

Jon Goldman Transportation Superintendent  10/24/16  
 Print Name Title Signature Date

AVIATION DEPARTMENT USE ONLY

## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT FUND: MUNICIPAL AIRPORT CAPITAL PROJECTS (211-50-1115)

Responsible Manager/Title: Jon Goldman, Utility Superintendent - Transportation

---

#### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenues from the Transient Lodging Tax distributions, which is a vital piece of economic development.
  - Builds reserves for future Airport Capital Projects.
  - Funds capital projects for the Albany Municipal Airport.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2015-2016			
Effective Government	09/15	Completed	<ul style="list-style-type: none"><li>• Provide funding for work to replace the T-Hangar roof.</li></ul>
Budget Year 2016-2017			
Effective Government	06/17		<ul style="list-style-type: none"><li>• Provide matching funds for the parallel taxiway design project.</li></ul>

---

**PROG 1115: Municipal Airport Capital Projects**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2016-2017 Adopted	% Change
<b>REVENUES</b>						
Investment Income	847	934	400	400	1,000	150.00 %
Transfers In	65,600	67,600	69,600	69,600	71,700	3.02 %
Beginning Balance	124,068	151,295	179,700	179,700	191,300	6.46 %
<b>TOTAL REVENUES</b>	<b>190,515</b>	<b>219,829</b>	<b>249,700</b>	<b>249,700</b>	<b>264,000</b>	<b>5.73 %</b>
<b>EXPENDITURES</b>						
Materials & Services	-	32,239	65,600	65,600	36,500	(44.36)%
Capital	-	-	169,100	169,100	199,000	17.68 %
Transfers Out	39,220	16,534	15,000	15,000	28,500	90.00 %
<b>TOTAL EXPENDITURES</b>	<b>39,220</b>	<b>48,773</b>	<b>249,700</b>	<b>249,700</b>	<b>264,000</b>	<b>5.73 %</b>

<b>Prog 1115: Municipal Airport Capital Projects</b>						
Revenues less Expenditures	151,295	171,056	-	-	-	



# ALBANY MUNICIPAL AIRPORT | AIRPORT MASTER PLAN



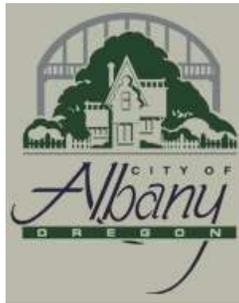
# CITY OF ALBANY

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## ALBANY MUNICIPAL AIRPORT | AIRPORT MASTER PLAN REPORT

DRAFT FINAL REPORT, SEPTEMBER 2014

PREPARED FOR



PREPARED BY

CENTURY WEST ENGINEERING



1020 SW Emkay Drive #100 | Bend, OR 97239 | 541.322.8962

BUILDING/FACILITY KEY	
NO.	DESCRIPTION
1	TERMINAL / FBO APRON
2	SMALL AIRCRAFT TIEDOWN APRON (EXISTING)
3	FBO / HANGAR (CITY OWNED)
4	CITY OWNED CONVENTIONAL HANGAR (EXISTING)
5	TENANT OWNED CONVENTIONAL HANGAR (EXISTING)
6	CITY OWNED T-HANGAR (EXISTING)
7	TENANT OWNED T-HANGAR (EXISTING)
8	AVIATION FUEL STORAGE / SELF FUELING AREA
9	CITY MAINTENANCE BUILDING
10	T-HANGAR / EXECUTIVE HANGAR (FUTURE)
11	CONVENTIONAL HANGAR (FUTURE)
12	AWOS (FUTURE)
13	LINN COUNTY FAIR & EXPO CENTER
14	AIRCRAFT APRON (EXISTING)
15	AIRCRAFT PARKING APRON (FUTURE)
16	HELICOPTER PARKING POSITION (FUTURE)
17	AIRFIELD ELECTRICAL BUILDING
18	AIRCRAFT FUEL APRON (FUTURE)

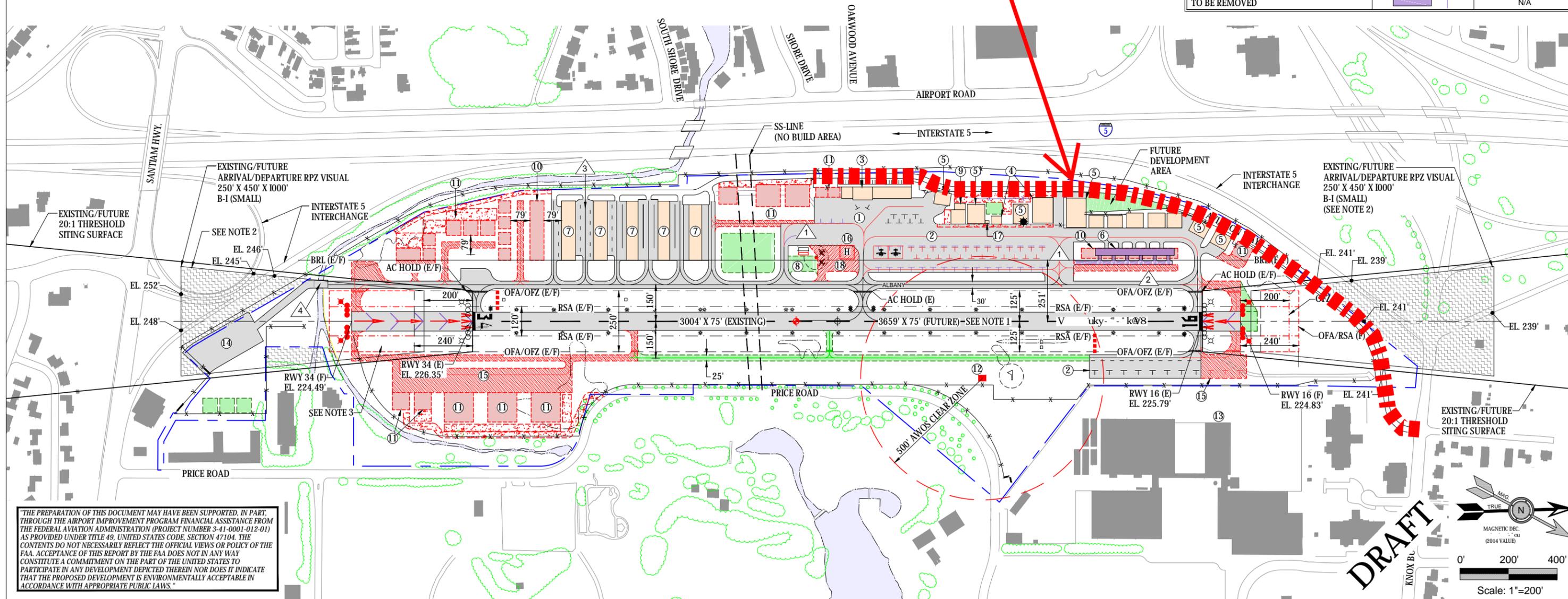
**NOTES:**

- FUTURE RUNWAY LENGTHS AVAILABLE FOR TAKEOFF AND LANDING WILL BE LIMITED BY DECLARED DISTANCES (TO BE PUBLISHED IN A/FD). ADDITIONAL USEABLE RUNWAY PROVIDED BY BOTH ENDS TO BE CONFIGURED WITH DISPLACED THRESHOLDS.
- THE EXISTING ARRIVAL/DEPARTURE RUNWAY PROTECTION ZONES (RPZ) FOR RUNWAY 16 AND 34 WILL BE MAINTAINED IN THEIR CURRENT LOCATIONS. THE END OF USEABLE RUNWAY FOR TAKEOFF WILL BE DETERMINED BY THE LOCATION OF THE EXISTING DEPARTURE RPZ FOR EACH RUNWAY END. DEPARTURE RPZ CONFIGURATIONS DETERMINED BY USE OF DECLARED DISTANCES TO MITIGATE UNACCEPTABLE INCOMPATIBLE LAND USES (PER AC 150/5300-13A)
- RUNWAY 16 LDA AND ASDA LIMITED TO LESS THAN FULL RUNWAY PAVEMENT DUE TO RSA REQUIREMENT (240 FEET) BEYOND LDA AND ASDA.

NON STANDARD CONDITIONS			
NO.	ITEM	DESCRIPTION	DISPOSITION
1	TAXILANE OFA	LESS THAN STANDARD CLEARANCE	RECONFIGURE APRON
2	TAXILANE OFA	LESS THAN STANDARD CLEARANCE	RELOCATE TAXILANE
3	TAXILANE OFA	LESS THAN STANDARD CLEARANCE	NONE
4	TAXILANE SAFETY AREA	NO TSA BEYOND BRIDGE EDGE	MODIFY / CLOSE
5	OFA/OFZ/RSA	AREA PROVIDED BEYOND RUNWAY ENDS LESS THAN ADG I STANDARD	DISPLACED THRESHOLDS AND DECLARED DISTANCES USED TO PROVIDE STANDARD DIMENSIONS BEYOND RUNWAY ENDS FOR SPECIFIC OPERATIONS

LEGEND		
	EXISTING	FUTURE
BUILDINGS	[Symbol]	[Symbol]
AIRFIELD PAVEMENT	[Symbol]	[Symbol]
BUILDING RESTRICTION LINE (BRL)	BRL (E)	BRL (F)
AIRCRAFT PARKING LINE (APL)	APL (E)	APL (F)
AIRPORT PROPERTY LINE	[Symbol]	[Symbol]
RUNWAY SAFETY AREA (RSA)	[Symbol]	[Symbol]
OBJECT FREE AREA (OFA)	[Symbol]	[Symbol]
OBSTACLE FREE ZONE (OFZ)	[Symbol]	[Symbol]
TAXIWAY OBJECT FREE AREA (TOFA)	[Symbol]	[Symbol]
RUNWAY PROTECTION ZONE (RPZ)	[Symbol]	[Symbol]
GROUND CONTOURS	10'	SAME
AIRPORT REFERENCE POINT (ARP)	[Symbol]	[Symbol]
RUNWAY END IDENTIFIER LIGHTS (REIL)	[Symbol]	[Symbol]
VISUAL GUIDANCE INDICATORS	oo (VASI)	ooo (PAPI)
WIND INDICATOR	[Symbol]	[Symbol]
SEGMENTED CIRCLE WIND INDICATOR	[Symbol]	[Symbol]
FENCE	[Symbol]	[Symbol]
BEACON	[Symbol]	[Symbol]
THRESHOLD LIGHTS	oo oo	ooo ooo
MEDIUM INTENSITY RUNWAY LIGHTS (MIRL)	*	*
ACCESS ROAD/VEHICLE PARKING	N/A	[Symbol]
AVIGATION EASEMENT	[Symbol]	[Symbol]
DEVELOPMENT RESERVE	N/A	[Symbol]
TO BE REMOVED	[Symbol]	N/A

**SURFACE ACCESS**



THE PREPARATION OF THIS DOCUMENT MAY HAVE BEEN SUPPORTED, IN PART, THROUGH THE AIRPORT IMPROVEMENT PROGRAM FINANCIAL ASSISTANCE FROM THE FEDERAL AVIATION ADMINISTRATION (PROJECT NUMBER 3-41-0001-012-01) AS PROVIDED UNDER TITLE 49, UNITED STATES CODE, SECTION 47104. THE CONTENTS DO NOT NECESSARILY REFLECT THE OFFICIAL VIEWS OR POLICY OF THE FAA. ACCEPTANCE OF THIS REPORT BY THE FAA DOES NOT IN ANY WAY CONSTITUTE A COMMITMENT ON THE PART OF THE UNITED STATES TO PARTICIPATE IN ANY DEVELOPMENT DEPICTED THEREIN NOR DOES IT INDICATE THAT THE PROPOSED DEVELOPMENT IS ENVIRONMENTALLY ACCEPTABLE IN ACCORDANCE WITH APPROPRIATE PUBLIC LAWS.

NO.	DATE	BY	APPR	REVISIONS

**FEDERAL AVIATION ADMINISTRATION APPROVAL**

APPROVAL DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

VERIFY SCALES  
BAR IS ONE INCH ON ORIGINAL DRAWING. 0" = 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

**CITY OF ALBANY APPROVAL**

APPROVAL DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**CENTURY WEST ENGINEERING CORPORATION**

BEND OFFICE  
1020 SW EMIKAY DRIVE #100  
BEND, OR 97702  
541.322.8962  
541.382.2423 (FAX)  
WWW.CENTURYWEST.COM

DESIGNED BY: DM  
DRAWN BY: JLS  
CHECKED BY: WMR  
SCALE: AS SHOWN  
DATE: SEPTEMBER 2014  
PROJECT NO: 12431002.01

**ALBANY MUNICIPAL AIRPORT**

AIRPORT LAYOUT PLAN

FIGURE NO. -

SHEET NO. 3 OF 12



**ORS 836.616**-Rules for airport uses and activities. In this statute it identifies types of permitted land uses on airport property and requires local government to meet standards for safe land uses near airports.

**ORS 836.623**-Local compatibility and safety requirements more stringent than state requirements; criteria, water impoundments, report to federal agency and application to certain activities. This allows local governments to adopt land use compatibility and safety requirements that are more stringent than the minimum required by Land Conservation and Development Commission rules. It provides rules which limit the size of water impoundments near airports in an effort to reduce wildlife attractants.

## LOCAL

The City of Albany has land use authority for Albany Municipal Airport and its immediate surroundings. The **Albany Development Code (Article 1 through 22)** establishes zoning standards within the City of Albany. In addition to surface zoning, the articles include two overlay zones that affect Albany Municipal Airport.

The airport is located in the northeast part of the city between Knox Butte Road and Santiam Highway, directly east of Interstate 5. As noted in the Inventory Chapter, three other jurisdictions are in the vicinity of the airport including the City of Millersburg to the northwest; Linn County to the north, east and south; and Benton County to the northwest. The City of Albany is encouraged to coordinate with the adjacent jurisdictions to ensure their land uses are compatible with the airport..

### Comprehensive Plan

The Comprehensive Plan is a guidance document which expresses the way in which the city seeks to grow and develop. The Comprehensive Plan land use designation for Albany Municipal Airport's is **Public and Semi Public**, which recognizes and protects "*significant public facilities that provide transportation or other public service functions.*" A small area of the airport (southeast corner) is designated **Commercial-General**. This land parcel was recently donated to the City, although the underlying comprehensive plan land use designation and zoning have not been changed to reflect public ownership and airport function. The City of Albany Comprehensive Plan Land Use Map is depicted in **Figure 9-1**.

The City of Albany Comprehensive Plan Chapter 5 (Transportation), Goal 12 (Transportation) includes a vision, goals and policies that are reflected in the planning and recommendations of the airport master plan:

#### GOAL 12: TRANSPORTATION

##### VISION

A safe, diversified, and efficient transportation system that serves the needs of anticipated growth while protecting and enhancing Albany's economy, neighborhood quality, and natural and built environments.

##### GOALS



1. Provide an efficient transportation system that provides for the local and regional movement of people and goods.
2. Provide a safe transportation system.
3. Provide a diversified transportation system that ensures mobility for all members of the community and provides alternatives to automobile travel.
4. Provide a transportation system that balances financial resources with community livability and economic vitality.

#### **POLICIES**

9. Maintain and support the Albany airport as a regional facility
12. Establish priorities and define the incremental steps needed for investment of ODOT and Federal revenues to address safety and major capacity problems on the State and Interstate transportation system.

Comprehensive Plan 5 - 5 January 2012

#### Zoning

The City of Albany Zoning Map is depicted in **Figure 9-2**. Albany Municipal Airport is zoned primarily as **Light Industrial District (LI)** which is intended to accommodate a wide range manufacturing, warehousing, processing and assembling businesses. A range of permitted uses and development standards are consistent with commercial and industrial development. It is noted that the **LI** zoning does not include specific guidance on airport-specific development or land use. Historically, local officials have recognized airport-related development such as aircraft hangars, fuel systems, etc., without specific guidance provided by ordinance.

A small area located at the southeast corner of the airport (noted above) is zoned **Regional Commercial (RC)**. **RC** zoning allows a wide range of retail sales and service uses, and is typically appropriate for developments that require large sites near Interstate 5 (I-5). Similar to the comprehensive plan land use designation noted earlier, the zoning for this part of the airport does not reflect its public ownership, airport function or potential use.

It is recommended that **RC** area be rezoned to be consistent with the zoning used for the overall airport. It is recognized that zoning is used as a tool to implement the vision, goals, and policies of the City's Comprehensive Plan. By law, zoning must be "consistent" with the Comprehensive Plan, so the rezoning must follow a change in (Comprehensive Plan) land use designation. The City of Albany should also consider creating airport-specific zoning that clearly defines permitted, conditional and prohibited uses appropriate with the normal operation and function of a general aviation airport.

#### Historic Overlay District

Article 7 of the Albany Development Code (ADC) defines the regulations established for historic overlay districts located in the City of Albany. The Historic Overlay District provides a means for the City to formally recognize and protect its historic and architectural resources. **Section 7.010** (Applicability) (1)



lists Albany Municipal Airport as one of four National Register Historic Districts established within the City of Albany. Figure 7-2, cited in Section 7.010, identifies the northern 2/3 of Albany Municipal Airport as Historic District and notes its listing on the National Register of Historic Places. Article 7 and ADC Figure 7-2 are included in **Appendix A**.

Although the intent of Article 7 is to preserve the character of each district, the majority of the ordinance addresses residential or commercial structures (removal, alteration, or modification of existing landmark structures, new construction, etc.) within the City's Downtown Commercial, Monteith, and Hackleman districts. **Section 7.270** (New Construction Review Criteria) is limited to these districts and does not specifically address the airport. Several aircraft hangars have been constructed in the Historic Overlay District at the airport in recent years and there are no known issues with the compatibility of new construction.

There are four items identified as historic on the airport: large hangar #1, the steel tower for the rotating beacon, workshop hangar #2, and a section of tangential runway extending northeast from near the midpoint of the main runway. Any alteration or construction related to the four existing historic, contributing buildings and structures requires historic review and approval.

#### Airport Overlay Zone

The City of Albany has established an Airport Overlay Zone (Albany Development Code - Section 4.4) entitled "Airport Approach District" to protect the public from excessive noise and air traffic from possible hazards during landing or takeoff. The overlay zone utilizes height restrictions to protect the FAR Part 77 navigable airspace associated with Runway 16/34, including the approach, transitional, horizontal and conical surfaces. The Airport Approach District also sets noise standards and prohibits anything that can cause interference to navigational aids and radio communications. See **Appendix F** for the complete text and supporting graphics contained in ADC Section 4.4. Section 4.4 is summarized below (references to Figure 6.1 and 6.2 relate to the graphics contained in the code):

- (1) Visual Approach Area. Slopes 20 feet outward for each foot upward beginning at the ends of the primary surface (200 feet from the end of the pavement) and at the same elevation as the primary surface, and extending to a horizontal distance of 5,000 feet along the extended runway centerline.
- (2) Transitional Areas. Slopes 7 feet outward for each foot upward beginning at the sides of and at the same elevation as the primary surface and the approach surface, and extending to a height of 150 feet above the airport elevation, which is 222 feet above mean sea level. In addition, there are height limits sloping 7 feet outward for each foot upward beginning at the sides of and at the same elevation as the approach surface, and extending to where they intersect the conical surface.
- (3) Horizontal Area. One hundred fifty (150) feet above the airport elevation or at a height of 372 feet above mean sea level.



(4) Conical Area. Slopes 20 feet outward for each foot upward beginning at the periphery of the horizontal zone and at 150 feet above the airport elevation and extending to a height of 350 feet above the airport elevation.

Note: Some specific elevations (underlined above) listed in the current code are obsolete and need to be updated to reflect the updated FAA- and City-Approved Airport Layout Plan.

### Aircraft Noise

The City of Albany has developed “noise construction standards” (Albany Development Code, Section 4.440) to protect noise sensitive property such as residential areas; schools, churches, hospitals and libraries that are located within the 55-60 ldn area<sup>1</sup> in compliance with State of Oregon guidelines and regulations for airport noise (**Division 35, Noise Control Regulations, OAR 340-035-0045**). Developers are subject to provisions within Site Plan Review, which may include additional sound buffering as outlined in Article 2 of the City’s development code.

## Summary and Recommendations

The City of Albany has been proactive in creating overlay zoning to protect the airport from incompatible land uses. At this time, there are no known incompatible land uses or activities in the immediate vicinity of the airport. Maintaining effective land use controls in the vicinity of the airport will be crucial in protecting the airport and ensuring the long term aeronautical viability of the site. As noted earlier, the current zoning for the airport (light industrial and commercial districts) does not directly reflect the specific activities, operations, and facilities associated with airport operations. Creating airport-specific zoning for the entire airport is recommended to provide consistency in land use planning and development for users and staff.

The following land use-related recommendations and actions are presented for City of Albany consideration:

- Develop airport-specific zoning that identifies all outright permitted, conditional, and prohibited uses for the airport, consistent with the current comprehensive plan land use designation.
- Re-zone the existing “light industrial” and “commercial” zoned areas of the airport to a single airport-specific zone.
- Update current airport overlay zoning (Section 4.4, text and mapping) for consistency with current airport master plan and airport layout plan (changes in runway length, elevations, noise exposure, etc.) and with Oregon land use regulations.

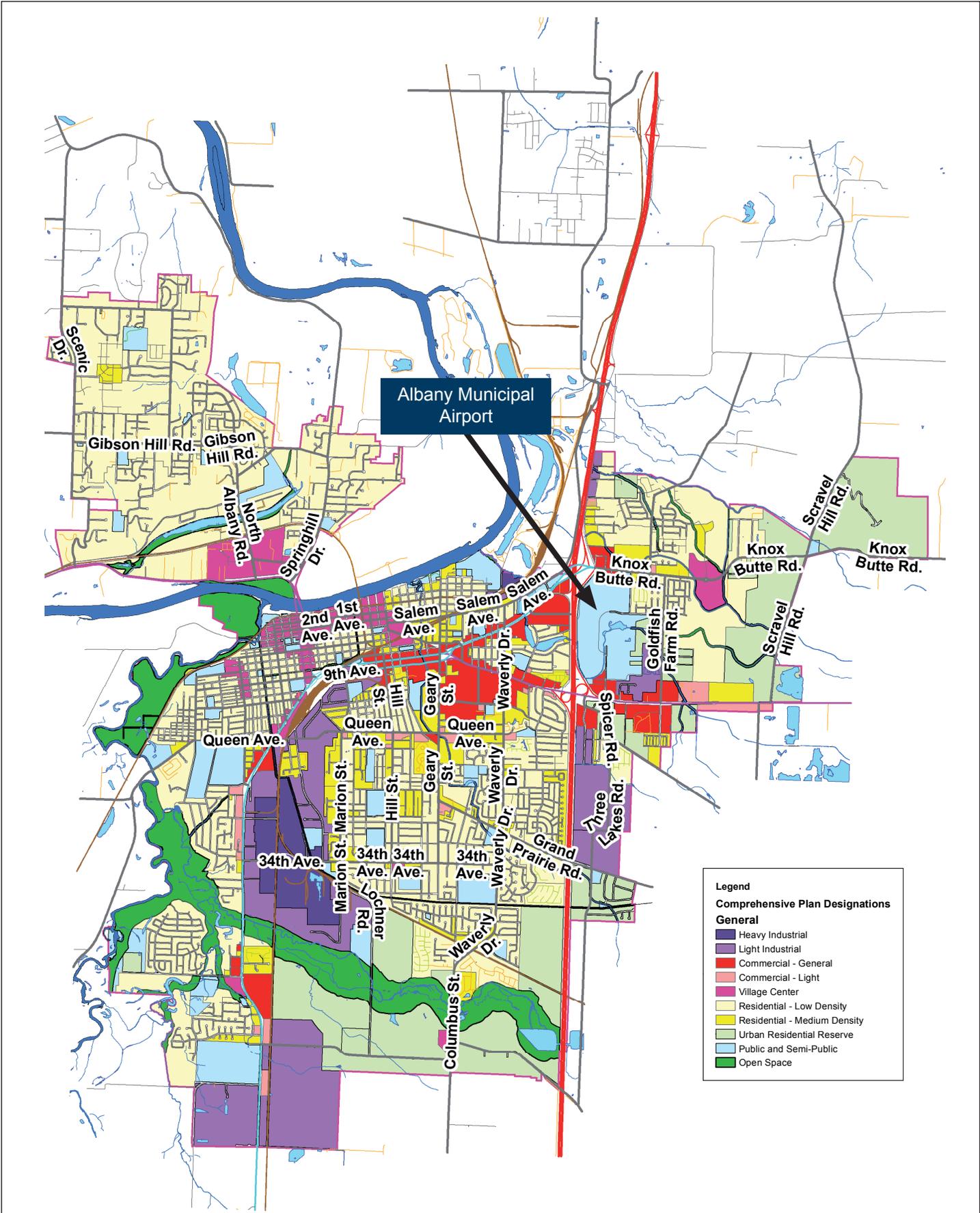
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<sup>1</sup> Ldn is now commonly designated “DNL”



- Consider separating Airport Approach Overlay District (Section 4.4) zoning from Article 4 – Commercial and Industrial Zoning and maintaining as its own Article. The overlay zone guidance is not limited to commercial and industrial zoning and broader awareness and application could be achieved if maintained as a separate Article.
- Conduct periodic review of comprehensive plan land use goals and policies for compliance with Oregon land use regulations and consistency with current airport master plan and airport layout plan.
- Coordinate with adjacent jurisdictions (Linn County, Benton County, and the City of Millersburg) to ensure that adequate measures are established to protect the FAR Part 77 airspace surfaces associated with Albany Municipal Airport, as depicted on the City of Albany and FAA-approved airport layout plan and airspace plan drawings, as amended.
- Consider joint adoption of common airport overlay zone ordinance language for all affected jurisdictions.

Note: In the event that airport-specific zoning is not developed in the near future, it is recommended that the City rezone the small area of **Regional Commercial** located near the southeast corner of the airport to **Light Industrial** to provide consistency for all City-owned airport land. It is anticipated that the rezone may first require a change in the comprehensive plan land use designation for the parcel to ensure consistency between the comprehensive plan and zoning.



Albany Municipal Airport

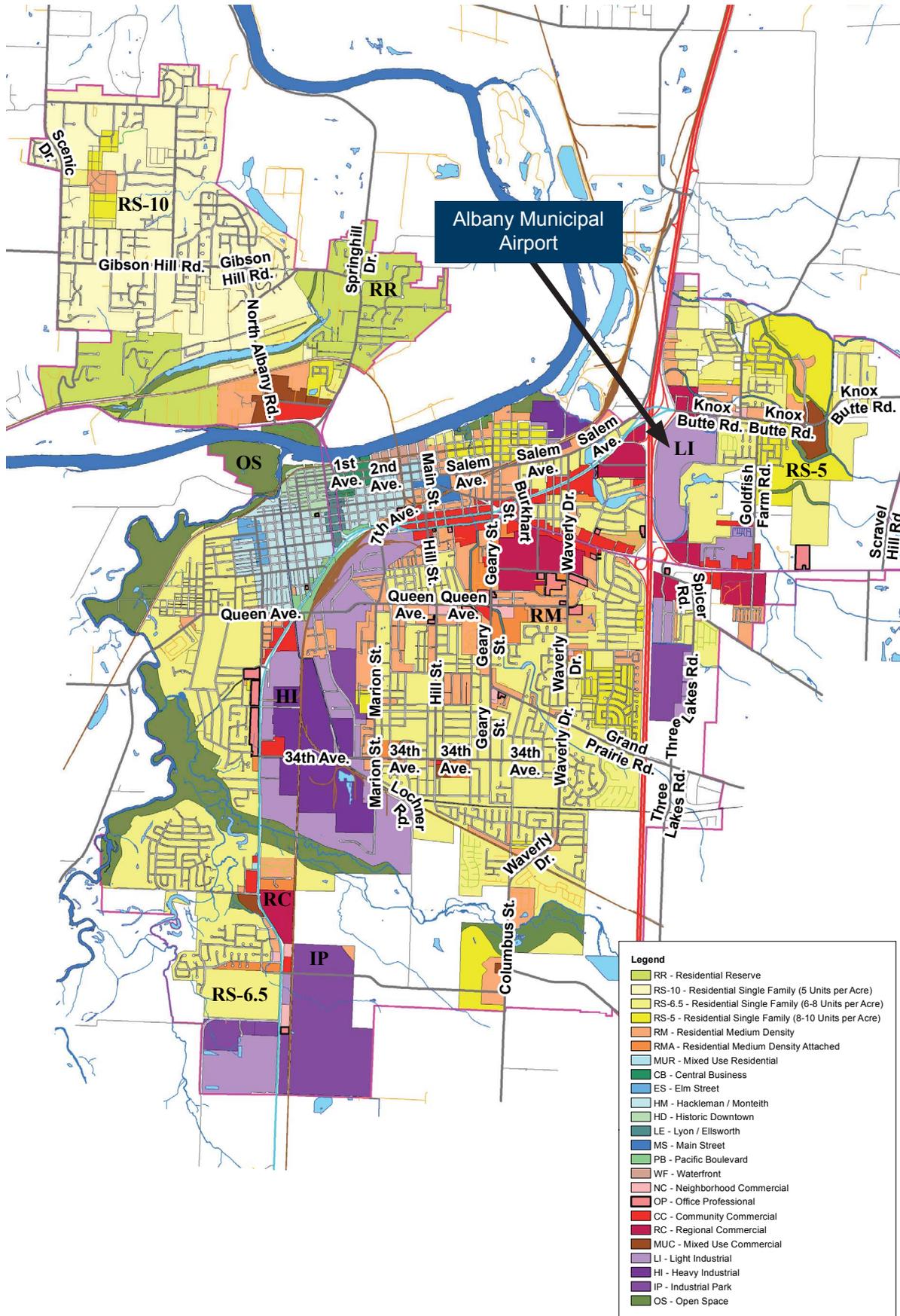
**Legend**

**Comprehensive Plan Designations**

**General**

- Heavy Industrial
- Light Industrial
- Commercial - General
- Commercial - Light
- Village Center
- Residential - Low Density
- Residential - Medium Density
- Urban Residential Reserve
- Public and Semi-Public
- Open Space





Oregon

DEPARTMENT OF  
AVIATION

Pavement  
Evaluation/  
Maintenance  
Management Program  
2015



Pavement  
Consultants Inc.

Albany Municipal  
Airport

**Oregon Department of Aviation**

**2015 Pavement Evaluation / Maintenance  
Management Program**

**Final Report – Individual Airports  
Functional Category 4, Central Climatic Zone**

Prepared for:

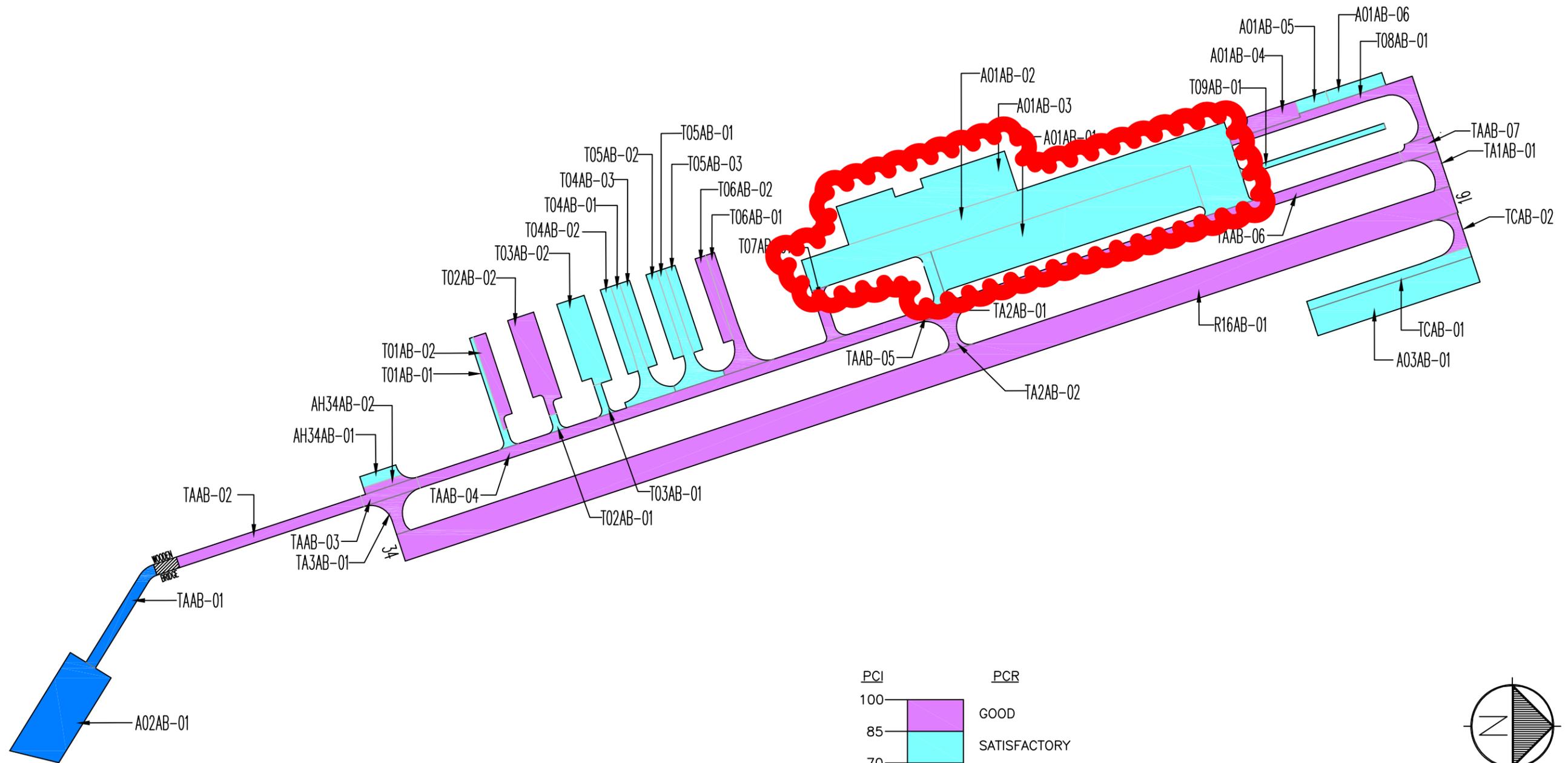
**State of Oregon**  
**Department of Aviation**  
3040 25th Street SE  
Salem, Oregon 97303-1125

Prepared by:

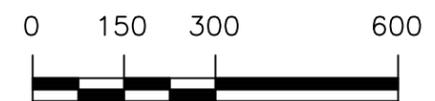
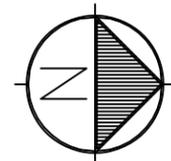
**Pavement Consultants Inc.**  
7714 58<sup>th</sup> Avenue N.E.  
Seattle, Washington 98115-6339

**December 2015**

Figure AB-3. Pavement Condition in September 2015.  
Albany Municipal Airport

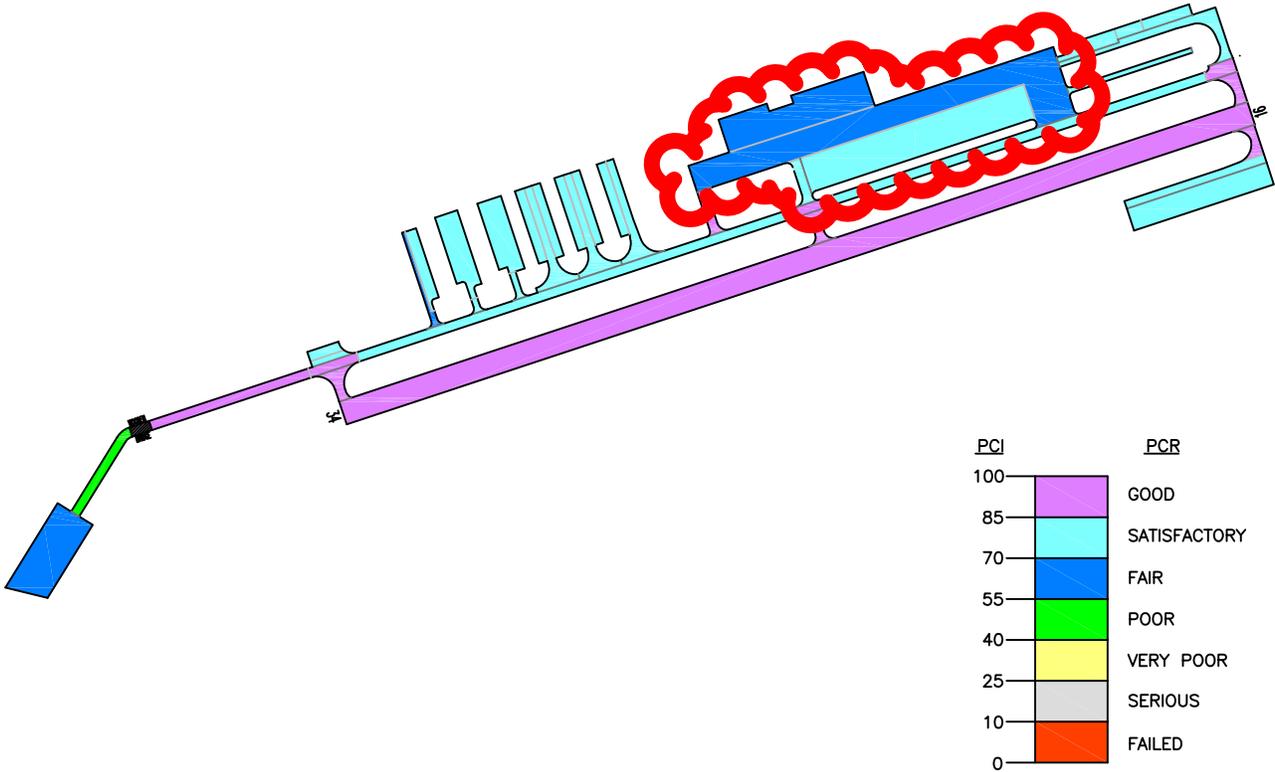


PCI	PCR
100	GOOD
85	SATISFACTORY
70	FAIR
55	POOR
40	VERY POOR
25	SERIOUS
10	FAILED
0	

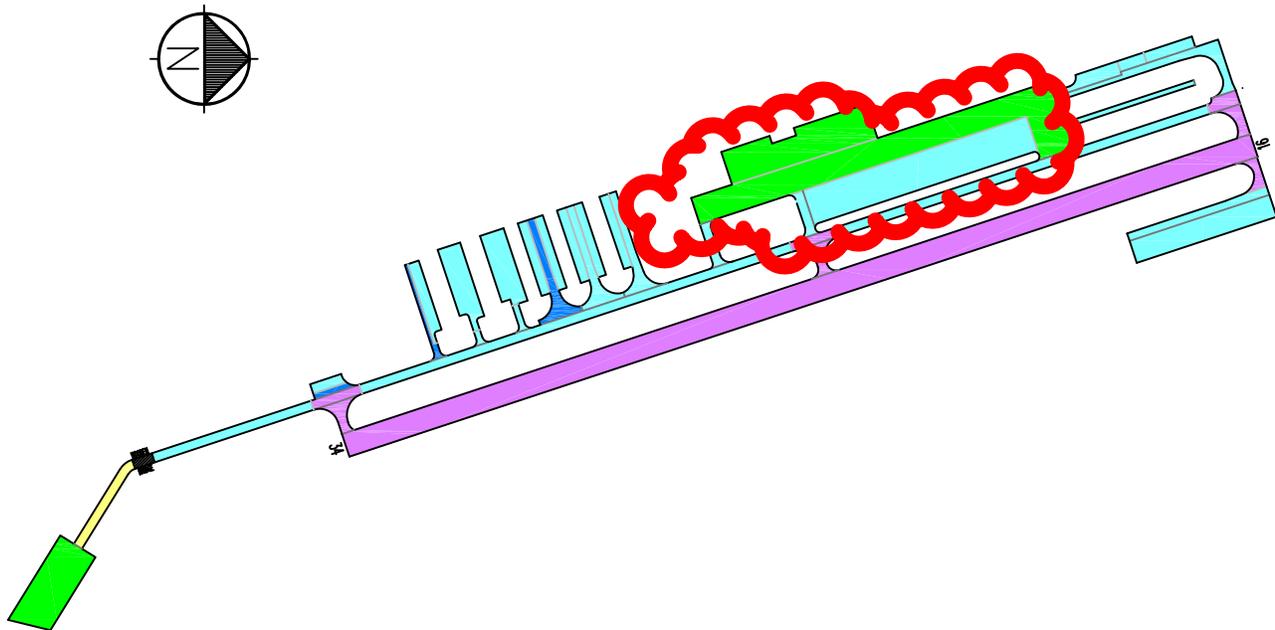


Drawing Date: September 2015

**Predicted Condition in 2020.**



**Predicted Condition in 2025.**



Drawing Date: September 2015

**Figure AB-5. Future Pavement Condition.**

RESOLUTION NO. 3872

**A RESOLUTION EXPRESSING THE ALBANY CITY COUNCIL'S SUPPORT FOR THE ALBANY MUNICIPAL AIRPORT**

WHEREAS, the Albany Municipal Airport has been serving this community for over 60 years; and

WHEREAS, the City Council has studied issues related to this airport extensively over the past few months, receiving public comment, and reviewing a great deal of information, including the Linn County Regional Airport Feasibility Study; and

WHEREAS, the Council has determined that the Albany Municipal Airport fills a basic transportation need in our community; and

WHEREAS, the Council has further determined that construction of new regional airport is impractical at this time and that regional airport capacity serving the vast majority of local business needs already exists in the Eugene, Corvallis, Salem, and Portland airports; and

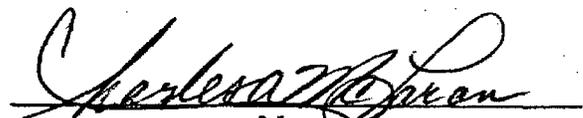
WHEREAS, the Council has directed that an opportunity be afforded to local aviation interests to make the Albany Municipal Airport an economically viable and self-sustaining enterprise.

NOW, THEREFORE, BE IT RESOLVED that the City Council expresses its intent to support operation of the Albany Municipal Airport through at least the year 2020; and

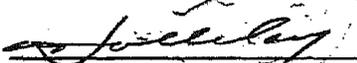
BE IT FURTHER RESOLVED that in recognition of this commitment, the City Council will update the Airport Master Plan, which will make the facility eligible for future federal funding, will evaluate the improvements needed at the airport, and will study management and financial issues related to the airport; and

BE IT FURTHER RESOLVED that the City Council intends to offer to lease space and to otherwise support business development at the airport, at least through the year 2020, in an effort to make investment in the airport more attractive and to make airport operations and maintenance self-supporting.

DATED THIS 5TH DAY OF NOVEMBER 1997.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
  
\_\_\_\_\_  
City Recorder



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I – OFFER

Date of Offer	<u>August 25, 2016</u>
Airport/Planning Area	<u>Albany Municipal Airport – Albany, Oregon</u>
AIP Grant Number	<u>3-41-0001-014-2016 (Contract Number: DOT-FA16NM-0049)</u>
DUNS Number	<u>093478899</u>
TO:	<u>City of Albany, Oregon</u> (herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated August 8, 2016, for a grant of Federal funds for a project at or associated with the Albany Municipal Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Albany Municipal Airport (herein called the "Project") consisting of the following:

Rehabilitate apron (Phase 1 – environmental and design); Extend Runway 16/34 (Phase 1 – environmental and design);

which is more fully described in the Project Application.

**NOW THEREFORE**, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor's acceptance of this Offer, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided,

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

## CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$405,007.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning

\$405,007 for airport development or noise program implementation

\$0 for land acquisition.

2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the project period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.

3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
5. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.
6. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
7. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before August 31, 2016, or such subsequent date as may be prescribed in writing by the FAA.
8. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share

require advance approval by the Secretary.

9. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
10. **System for Award Management (SAM) Registration And Universal Identifier.**
- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- B. Requirement for Data Universal Numbering System (DUNS) Numbers
1. The Sponsor must notify potential subrecipient that it cannot receive a contract unless it has provided its DUNS number to the Sponsor. A subrecipient means a consultant, contractor, or other entity that enters into an agreement with the Sponsor to provide services or other work to further this project, and is accountable to the Sponsor for the use of the Federal funds provided by the agreement, which may be provided through any legal agreement, including a contract.
  2. The Sponsor may not make an award to a subrecipient unless the subrecipient has provided its DUNS number to the Sponsor.
  3. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-606-8220) or on the web (currently at <http://fedgov.dnb.com/webform>).
11. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi Invoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
12. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
13. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this grant.
14. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial

reporting requirements and payment requirements, including submittal of timely and accurate reports.

- 15. Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
- 16. Maximum Obligation Increase for Nonprimary Airports. In accordance with 49 U.S.C. § 47108(b), as amended,** the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- A. May not be increased for a planning project;
  - B. May be increased by not more than 15 percent for development projects;
  - C. May be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.
- 17. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit in accordance with 2 CFR Part 200. The Sponsor must submit the Single Audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The Sponsor must also provide one copy of the completed 2 CFR Part 200 audit to the Airports District Office.
- 18. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
- A. Verify the non-federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
  - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
  - C. Immediately disclose to the FAA whenever the Sponsor: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.
- 19. Ban on Texting While Driving.**
- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
    1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
    2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
      - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

**20. Trafficking in Persons.**

A. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity). Prohibitions include:

1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
3. Using forced labor in the performance of the agreement, including subcontracts or subagreements under the agreement.

B. In addition to all other remedies for noncompliance that are available to the FAA, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the FAA to unilaterally terminate this agreement, without penalty, if a private entity –

1. Is determined to have violated the Prohibitions; or
2. Has an employee who the FAA determines has violated the Prohibitions through conduct that is either:
  - a. Associated with performance under this agreement; or
  - b. Imputed to the Sponsor or subrecipient using 2 CFR part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 2 CFR part 1200.

**21. Exhibit “A” Property Map.** The Exhibit “A” Property Map dated June 22, 2016, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.

**22. Airports GIS Survey.** If the Airports GIS survey is not reflected on an updated ALP that meets FAA requirements within four (4) years from the date of the Phase 1 grant (regardless of whether it is generated using the AGIS/eALP system or through some other computer-aided design platform), then the sponsor may be required to repay that portion of the grant that relates to the survey work.

**23. Preliminary Engineering.** This Phase 1 grant is being issued in order to issue an environmental determination. The Sponsor understands and agrees that within two (2) years from the execution of this grant agreement that the Sponsor will accept, subject to the availability of federal funding as identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the final design phase for list project type in detail, i.e. the pavement rehabilitation or for the construction of the project in order to provide a useful and useable facility. The Sponsor also understands that if the FAA has provided federal funding to complete the final design for the project, and the Sponsor has not completed the final design within four (4) years from the execution of this grant agreement, the FAA may suspend or terminate grants related to the design.

**24. Plans and Specifications Prior to Bidding.** The Sponsor agrees that it will submit plans and specifications for FAA review and approval prior to advertising for bids.

**25. Design Grant.** This grant agreement is being issued in order to complete the design of the project. The Sponsor understands and agrees that within 2 years after the design is completed that the Sponsor will

accept, subject to the availability of the amount of federal funding identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the construction of the project in order to provide a useful and useable unit of work. The Sponsor also understands that if the FAA has provided federal funding to complete the design for the project, and the Sponsor has not completed the design within four (4) years from the execution of this grant agreement, the FAA may suspend or terminate grants related to the design.

**26. Grant Approval Based Upon Certification.** The FAA and the Sponsor agree that the FAA approval of this grant is based on the Sponsor’s certification to carry out the project in accordance with policies, standards, and specifications approved by the FAA. The Sponsor Certifications received from the Sponsor for the work included in this grant are hereby incorporated into this grant agreement. The Sponsor understands that:

- A. The Sponsor’s certification does not relieve the Sponsor of the requirement to obtain prior FAA approval for modifications to any AIP standards or to notify the FAA of any limitations to competition within the project;
- B. The FAA’s acceptance of a Sponsor’s certification does not limit the FAA from reviewing appropriate project documentation for the purpose of validating the certification statements;
- C. If the FAA determines that the Sponsor has not complied with their certification statements, the FAA will review the associated project costs to determine whether such costs are allowable under AIP

The Sponsor’s acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor’s acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**



\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Joelle Briggs

\_\_\_\_\_  
Manager, Seattle Airports District Office

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Executed this 26<sup>th</sup> day of AUGUST, 2016.

CITY OF ALBANY, OREGON  
(Name of Sponsor)  
By: Christine G. Bailey  
(Signature of Sponsor's Authorized Official)  
CHRISTINE G. BAILEY  
(Typed Name of Sponsor's Authorized Official)  
PUBLIC WORKS OPERATIONS DIRECTOR  
(Title of Sponsor's Authorized Official)

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, M. Sean Kidd, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Oregon. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at Albany, Or (location) this 29<sup>th</sup> day of August, 2016.

By: M. Sean Kidd  
(Signature of Sponsor's Attorney)

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

## ASSURANCES

### AIRPORT SPONSORS

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#### A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

#### B. Duration and Applicability.

##### 1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

##### 2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

##### 3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

#### C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

##### 1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

## FEDERAL LEGISLATION

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- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.<sup>1,2</sup>
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.<sup>1</sup>
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.<sup>1</sup>
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.<sup>1</sup>
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.<sup>1</sup>
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.<sup>1</sup>
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.<sup>1</sup>
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.<sup>2</sup>
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

## EXECUTIVE ORDERS

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- a. Executive Order 11246 - Equal Employment Opportunity<sup>1</sup>
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management

- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- f. Executive Order 12898 - Environmental Justice

#### **FEDERAL REGULATIONS**

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- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].<sup>4,5,6</sup>
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.<sup>1</sup>
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).<sup>1</sup>
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.<sup>3</sup>
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.<sup>12</sup>
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.<sup>1</sup>

- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

### **SPECIFIC ASSURANCES**

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Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

### **FOOTNOTES TO ASSURANCE C.1.**

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- <sup>1</sup> These laws do not apply to airport planning sponsors.
- <sup>2</sup> These laws do not apply to private sponsors.
- <sup>3</sup> 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- <sup>4</sup> On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- <sup>5</sup> Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- <sup>6</sup> Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

#### **2. Responsibility and Authority of the Sponsor.**

##### **a. Public Agency Sponsor:**

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

##### **b. Private Sponsor:**

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

**3. Sponsor Fund Availability.**

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

**4. Good Title.**

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

**5. Preserving Rights and Powers.**

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

**6. Consistency with Local Plans.**

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**7. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

**8. Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**9. Public Hearings.**

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**10. Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy

of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

**11. Pavement Preventive Maintenance.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**12. Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

**13. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

**14. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

**15. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title

49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

**16. Conformity to Plans and Specifications.**

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

**17. Construction Inspection and Approval.**

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

**18. Planning Projects.**

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

**19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be

required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
  - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

#### **20. Hazard Removal and Mitigation.**

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

#### **21. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

#### **22. Economic Nondiscrimination.**

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
  - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service,

provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- a.) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- b.) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- c.) Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- d.) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- e.) In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- f.) The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- g.) The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

### 23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft

rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

#### **24. Fee and Rental Structure.**

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

#### **25. Airport Revenues.**

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
  - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
  - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
  - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
    - a.) As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a

manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- b.) Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

**26. Reports and Inspections.**

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

**27. Use by Government Aircraft.**

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

**28. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor

as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

#### 29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing:
- 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
  - 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
  - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- a.) If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

#### 30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
  - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance)

for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.

- 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a.) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
- b.) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

### 31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport

operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

**32. Engineering and Design Services.**

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

**33. Foreign Market Restrictions.**

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

**34. Policies, Standards, and Specifications.**

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated December 31, 2015 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

**35. Relocation and Real Property Acquisition.**

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

**36. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

**37. Disadvantaged Business Enterprises.**

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the

administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

**38. Hangar Construction.**

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

**39. Competitive Access.**

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
  - 1) Describes the requests;
  - 2) Provides an explanation as to why the requests could not be accommodated; and
  - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



**FAA  
Airports**

## Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 12/31/2015

View the most current versions of these ACs and any associated changes at:  
<http://www.faa.gov/airports/resources/advisorycirculars>

NUMBER	TITLE
70/7460-1L	Obstruction Marking and Lighting
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1- 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28E	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30C Change 1	Airport Winter Safety And Operations
150/5200-31C Changes 1-2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel

NUMBER	TITLE
150/5210-19A	Driver's Enhanced Vision System (DEVS) Ground Vehicle Operations on Airports
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16D	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26 Change 1	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements of Changes
150/5300-13A Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18C	Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design
150/5320-6E	Airport Pavement Design and Evaluation

NUMBER	TITLE
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5235-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30H	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43G	Specification for Obstruction Lighting Equipment
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures

NUMBER	TITLE
150/5345-46D	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49C	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13 Change 1	Planning and Design Guidelines for Airport Terminal Facilities
150/5360-14	Access to Airports By Individuals With Disabilities
150/5370-2F	Operational Safety on Airports During Construction
150/5370-10G	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness
150/5390-2C	Heliport Design

NUMBER	TITLE
150/5395-1A	Seaplane Bases

**THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY**

Updated: 12/31/2015

<b>NUMBER</b>	<b>TITLE</b>
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1 - 6	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering Design of Airports Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating (PASER) Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness



## Single Audit Certification Form

The Single Audit Act of 1984 established audit requirements for non-Federal entities that receive Federal aid. On December 26, 2014, the implementing document, OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations) was superseded by 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). If your current fiscal year began before December 26, 2014, then OMB Circular A-133 is still applicable. If your fiscal year begins on or after January 1, 2015, then 2 CFR Part 200 applies.

Under OMB A-133, State or local governments (City, County, Airport Authority, Airport Board) that expend \$500,000 or more a year (calendar or fiscal) in **total** Federal financial assistance must conduct an audit and submit it to the Federal Audit Clearinghouse. If the single audit is required under 2 CFR Part 200, then the total Federal financial assistance expenditure limit is \$750,000 or more. For more information on the Single Audit Act requirements please reference the following web site: <http://harvester.census.gov/sac/>

This notice is our request for a copy of your most recent audit, whether or not there are any significant findings. In accordance with your Airport Improvement Program (AIP) grant agreement, you must also provide that information to your local Airports District Office (ADO). Please fill out the information below by checking the appropriate line(s), sign, date, and return this form to the FAA local ADO identified at the bottom of the form.

### Airport Sponsor Information:

CITY OF ALBANY, OREGON  
Sponsor Name

2016  
Fiscal/Calendar Year Ending

ALBANY S12  
Airport Name

CHRISTINE G. BAILEY  
Sponsor's Representative Name

PUBLIC WORKS OPERATIONS DIR.  
Representative's Title

541-917-7629  
Telephone

chris.bailey@cityofalbany.net  
Email

Please check the appropriate line(s):

- We are subject to the Single Audit requirements and are taking the following action:
  - The Single Audit for this fiscal/calendar year has been submitted to the FAA.
  - The Single Audit for this fiscal/calendar year is attached.
  - The Single Audit report will be submitted to the FAA as soon as this audit is available.

We are exempt from the Single Audit requirements for the fiscal/calendar noted above.

Sponsor Certification:

Signature

8/29/10  
Date

Return to: FAA, Seattle Airports District Office  
1601 Lind Ave. SW, Ste. 250  
Renton, WA 98057-3356