



# THE CITY OF **MADRAS**

City of Madras  
Airport-Industrial Site Committee  
General Aviation Building  
2028 NW Berg Drive

February 18, 2016  
4 P.M.

## AGENDA

- I. **Call to Order**
- II. **Consent Agenda**
  - A. Approval of Agenda
  - B. Approval of November 19, 2015 Meeting Minutes
- III. **Visitor Comments**
- IV. **New Business**

Doug Shepard sale of hangar to Richard Macy
- V. **Project Updates**
  - A. Madras Municipal Airport West Access Road Project
  - B. Grass Runway
- VI. **Additional Discussion**
- VII. **Adjourn**

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the Airport-Industrial Site Commission to consider additional subjects. Meetings are subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Commission. The meeting may be audio taped. Minutes of this and all public meetings are available for review at the Madras City Hall. The meeting place is handicapped accessible. Those needing assistance are asked to contact the City Recorder two (2) days in advance of the meeting.

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COUNCIL

MEETS SECOND & FOURTH TUESDAY EACH MONTH

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125 S.W. "E" Street, Madras, OR 97741 Telephone (541)475-2622 - Fax (541)475-1038

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City of Madras  
Airport-Industrial Site Committee  
General Aviation Building  
2028 NW Airport Way

November 19, 2015  
4 P.M.

## MINUTES

### **I. CALL TO ORDER**

Meeting was called to order at 4:00 by Chair Royce Embanks at the General Aviation Building 2028 NW Airport Way

### **MEMBERS PRESENT**

Tom Hansen  
Ed Fuller  
Chris Tatro  
Bill Randolph  
Royce Embanks  
Rob Berg  
Gordon Nicholson  
Janet Brown

### **STAFF MEMBERS PRESENT**

Jeff Hurd, Public Works Director  
Michele Quinn, Public Works Administrative Assistant

### **II. CONSENT AGENDA**

- A. Approval of agenda
- B. Approval of minutes for the October 15, 2015 meeting

***A motion was made by Tom Hansen; seconded Ed Fuller to approve the October 15, 2015 Consent agenda motion carried unanimously.***

### **III. Visitor Comments**

None

#### **IV. New Business**

##### ***A. Madras Municipal Airport West Access Road Project***

Jeff Hurd told the Committee we are in the process of trying to get underway with design. We have been awarded both grants from IFA for \$150,000.00 and IOF for \$880,000.00 both grants have been executed. We have received the notice to proceed from Infrastructure Finance Authority to move forward. We are waiting for notice to proceed from Immediate Opportunity Fund. As soon as IOF gives us notice to proceed then we can have the designer take off and once the design is about 30% we will bring in the rock crusher and start crushing material while they finish design. We need to get the leg from the runway out to their main gated entrance built. Daimler wants to break ground in January and in order for them to do that we need to get subgrade built so they can access their site. The other thing that is holding things up is they haven't executed the lease with the City yet. They think they should have the lease executed in the next two to three weeks.

#### **V. Project Updates**

##### ***A. Connect Oregon V "Runway Rehabilitation Project"***

Rob Berg updated the Committee the pavers should have completed by the 15<sup>th</sup> we have extended each day from the 15<sup>th</sup>. With the rain and weather they have not been able to pave. We have some patch work to do out in front of the fuel tanks, we have some patch work to do out in front of Erickson's Air Museum, and the grout sealing of the drain basins then the project will be completed.

The runway striping is still in a discussion phase with the engineers and the general contractor. They are talking about doing some more testing for the reflectivity. At this point I would rather they wait until warmer weather in spring to paint it and do it right.

Jeff Hurd told the committee we have only released partial retainage and we will hold back the total bid amount of the paint plus 10-15% if we have to go hire somebody to stripe for us.

##### ***A. Project MPG-Reported on under new business***

##### ***C. Grass Runway***

Rob Berg told the Committee that there was a meeting today with Mike Oliver and a surveyor and Lee Baggett the contractor. We discussed some better options to get them water out on the runway. We have devised a couple different plans to make this cheaper and easier for them. Jeff, Mike, and Lee are going to go to North Unit Irrigation and try to make a case for doing this out of the ditch with a pressure system and meter instead of forming another pond at the airport. All the agreements are just about in place with the lawyers.

The Committee discussed the direction that the Grass runway will be getting their direct water.

Royce Embanks told the Committee that it has been brought up why we have meetings when there is nothing to vote on. So for December because it is the holiday season it has been suggested that we don't have a meeting.

Rob Berg said we have done this in the past we typically skip the December meeting.

Royce Embanks said I believe when we set up our by-laws but I am not positive I think we did discuss not having meetings but we can't miss more than two consecutive meetings.

Michele Quinn read section 10 of Resolution No. 01-2013 titled Committee Meetings. The Committee will hold at least one regularly scheduled meeting per month, unless cancelled at the direction of the Chair due to lack of Committee business or other reason. In addition to the regular meetings, the Committee will meet as such other times, dates, and places as may be deemed necessary or appropriate to carry out Committee business. All meetings of the committee will be held in accordance with applicable Oregon Law.

Jeff Hurd said it doesn't say we have to have a meeting so the chair can make the decision.

Royce Embanks said I will check with Michele prior to the January meeting and see what is on the agenda. If there is nothing we need to vote on in January we will cancel the meeting.

Jeff Hurd the only thing is the Committee during the first meeting in January of each calendar year elects a Chair and Vice Chair Person.

**A motion was made by Gordon Nicholson; seconded Rob Berg to Elect Royce Embanks as Chair for 2016 and Janet Brown as Vice Chair for 2016 motion carried unanimously.**

## **VI. ADDITIONAL DISCUSSION.**

- Chris Tatro told the Committee that Cat-Ag has been in deliberations for a lease on a portion of Paul Jensen's old place at the south end of the airport. Rob and I are also in the same discussion with the City for the lease on the Mike McGowan hangar. It is on a month to month basis as far as the leases are concerned. The City and Rob and I would like to have something more permanent year to year and eventually a five year. It has become a problem we have not been able to agree upon the terms of the lease. There are terms in the lease like ADA compliance that we will not be able to conform with. The insurance requirement that has been put forth on the property we cannot obtain that insurance.

Jeff Hurd suggested that Chris and Rob make an appointment to talk with Gus and the attorney so you can get all the issues resolved.

The Committee continued to discuss the insurance requirements that the attorneys are asking for in the lease.

- Rob Berg told the Committee that there is a meeting with OMSI tomorrow to talk about the eclipse. It will be interesting to hear what OMSI is going to do and what their participation will be.

There was a continued discussion about the eclipse and OMSI and how many people we are anticipating to be here for the eclipse.

**VII. ADJOURN**

Meeting Adjourned at 4:32

Respectfully Submitted



Michele Quinn

Public Works Administrative Assistant

December 28, 2015

Madras Airport Commission  
City of Madras  
125 SW E. St.  
Madras, Oregon

Re: Hanger No. 3 at the Madras Airport

Please be advised that the undersigned, Doug Shepard is selling Bay No. 4 in Hanger no. 3 to Richard Macy of Culver. This notice is sent in accordance with the directive contained in the Hanger Lease dated March 1976.

Doug Shepard  
PO Box 240  
Madras  
541 475 6302