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

December 21, 2023
4 P.M.

MINUTES

I. CALL TO ORDER

Chair Trevorr Beaver called meeting to order at 4:03 p.m. on December 21, 2023, at the General Aviation Building 2028 NW Berg Dr

MEMBERS PRESENT

Trevorr Beaver
Darrell Miller
Tom Brown
Chris Tatro
Julian Duran

VISITORS PRESENT

Pat Kruis (call in)
Giovanni Martinelli

STAFF MEMBERS PRESENT

Michele Quinn, Public Works Office Coordinator
Will Ibershof, City Administrator
Lorraine Martinelli, Airport Operations Lead
Jeff Hurd, Public Works Director

II. CONSENT AGENDA

- A. Approval of agenda
- B. Approval of minutes for the October 19, 2023, meeting

Tom: Discussion of Enterprise Zone carried to Additional Discussion.

A motion was made by Tom Brown; seconded by Pedro Miller to approve the Consent agenda, motion carried unanimously.

III. Visitor Comments

None

IV. New Business

A. FBO RFP – Update

Jeff: Deadline for FBO RFP has been extended to end of January. No responses yet. Inquiries have been received from Hood Aero and B.C. Air. Current FBO, Berg Air is scheduled to be on site through June 2024.

B. Airport Manager – Update

Jeff: Newly hired Airport Manager resigned after a week. Jeff and Lorraine are taking the Airport Manager responsibilities in the interim, while taking a pause to work out what is best for the airport. Tom requested duties of FBO and Airport Manager and Jeff provided basic list. FBO duties are listed in depth in RFP. Chris agreed with the approach to slow down, happy to help as needed.

Tom: Discussed urban growth and need to keep areas surrounding the airport as industrial zones.

All: Conversation about the press regarding the change in City leadership.

V. Project Updates

A. Hangar Roof Update

Jeff: L3 fixing siding. Julian is willing to fix flashing but needs boom truck. Jeff will work with Julian on equipment. Discussed need to fix beacon heater system. Electrician has already been contacted.

B. Airport Operations Update

Lorraine: Update on repairs and replacements and city working to remove abandoned property. Townhall meeting scheduled for January 13, 2024, at 3PM. Handed out survey letters. Talking points will be hangar waitlist and needs, airport safety, and upcoming improvements. Working on snow removal procedures for airport staff and Public Works – training next Wednesday. Discussion of snow markers. Chris recommended GPS tracking for plow truck. Discussed new pilot charging bar in airport office. Updating online information for our airport for pilots. Waiting for quote for new surveillance camera system. Surveillance coverage is needed, including a view of the runway. Runway view will be streamed on the city website until the airport has a website. Applied for a FlightRadar24 receiver. Discussed installation needs. Planning for a Madras Airport Day scheduled for June 1st. Working on Emergency Procedure Policies to post in the airport and pilot lounge. Working with FEMA – will be contacting airport businesses regarding on site visit in February. Discussed wash pad repair and plans to asphalt the gravel areas on the apron and north of A2.

Jeff: Connect Oregon funding. Discussed extending runway and need for support letters. Apron project will begin this Spring.

VI. Additional Discussion

A. Airport Industrial Site Committee Duties

Lorraine read Section 4: Committee Duties of Resolution No 01-2020. Reading of the duties will be added to future Agendas after Approval of Consent Agenda.

B. Internet / Website

Chris asked about the status of internet. Michele will pursue LS Networks. Tom mentioned Flex Networks/Chris Monroe. Julian is interested in linking his website to the airport website and offered to help.

C. Improve area south of South Hangar

Julian would like to improve south of the hangar by installing grass with picnic tables. There is a 6” waterline available. Chris mentioned an old Oregon Aviation Association plaque.

D. Runway Extension

All discussed the need for a longer runway. Julian stated that our airport has lost business here due to length of runway (i.e., Stratus, Switchblade, and Duck testing). Lorraine mentioned the needs for Erickson Aero Tanker and military training. Jeff will draft a letter of support.

E. Madras Airport Day

Julian suggested a drone “Will it fly?” activity for kids during this event. Parameters will need to be set.

F. Fire Safety

Chris brought up the need for building numbers. Blake, Fire Marshall would be the contact. Lorraine will reach out and begin the process. Discussed ARFF training.

G. Transient Tie Down Area

Discussed the plan for stationary aircraft in the transient area. Lorraine will begin researching.

H. Enterprise Zone

Tom asked if we have an active Economic Development lead. It is managed by Jon Stark of EDCO and Nick Snead. Discussion on tax benefits of Enterprise Zone and that businesses provide a higher rate of jobs.

I. Committee Members

Bill Randolph will be resigning. Lorraine will draft a letter.

VII. ADJOURN

Meeting Adjourned at 5:04 PM

Respectfully Submitted

Lorraine Martinelli, Airport Operations Lead