



Port of Hood River, Airport Advisory Committee Monthly Meeting  
18 June 2020  
4:00 PM- 5:30 PM  
Virtual Meeting  
**MINUTES**

**PRESENT:** See Zoom meeting roster for full list of attendees.

**REGRETS:** James Stuart was unable to attend.

**ABSENT:** None

**CALL TO ORDER/OPENING REMARKS**

- The meeting was called to order at 4:03 PM. This meeting was recorded.

**APPROVAL OF THE MINUTES FROM LAST MONTH**

- Last month's meeting minutes were approved with no edits or additions.

**ADDITIONS TO THE AGENDA**

- No additional items were added to the agenda.

**APPROVAL OF THE AGENDA**

- Agenda was approved with no additions.

**ITEMS DISCUSSED**

*Construction Report (Anne)*

- Construction schedule has been fluid the past month due to weather. North apron was able to be closed on 17 June 2020 (2-day delay from original) thus closing access to the South A hangars. The area is scheduled to be paved on 29 June 2020.
- South A hangar is expected to open 02 July 2020.
- Contractor will be working on Saturday, 20 June 2020, to maintain schedule. No large noise impacts anticipated.
- T hangar, WAAAM, and North box hangars will have access closed 03 July 2020 – 15 July 2020.
- Correspondence regarding construction has been improving. Anne sends communications to AAC members while Daryl sends communications to hangar tenants.

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- Crack sealing on Air Museum Drive will begin in July. This can be completed in conjunction with current airport construction.

## *TacAero (Jeff)*

- Parking aircraft that are displaced due to airport construction has become a concern due to available spots. Overflow parking at TacAero is at capacity. Discussion was given to come up with alternatives.
  - The area where Rotak is operating out of is not suitable for aircraft parking due to surface conditions and obstructions.
  - Potential parking at KDLS and KTTD was discussed. KDLS will be starting construction on 05 July 2020 which will displace many of their aircraft. No AAC members know the status of available spots at KTTD.
  - Grass locations are available throughout 4S2 that could be used to park aircraft. Concern was brought up regrinding liability to the FBO for parking aircraft on these spots as the surface condition is not known and the spots are far away from other airport buildings. (Fewer eyes on aircraft)
  - Agreement was made that the FBO could inform aircraft owners where they are allowed to park their aircraft but would not actually tie the aircraft down. FBO will be able to provide transportation to and from the aircraft via golf cart.
  - Jeff and Anne tasked with creating a Google map overlay showing proposed parking areas.
- Flight instruction operations have decreased during COVID restrictions.
- Request was made to put fly-friendly information back on to AWOS.
- New windsock should be installed by this weekend (20 June 2020). Old windsock condition was unusable due to recent wind.

## *Fly Friendly*

- AAC wants to move forward with having the noise subcommittee meet in July. The importance of having these discussions take place in person and not in an online format was discussed. The decision was made to send out invitations to all subcommittee members to attend an in-person discussion at an outside venue. This invitation will be specific in stating that if any subcommittee member is not comfortable meeting in person, that the discussion will not take place. We want to make sure that everyone is OK to meet in person.
- Brief discussion was given regarding the purpose of subcommittees and how they fit within the Port structure.
  - Subcommittees will gather information and present to the AAC. The AAC will use this information to come up with formal recommendations to be presented to the Port Board.

## *WAAAM (Judy)*

- Visitors have been coming to WAAAM but at a reduced rate. Most traffic has been locals. The approval to move into Phase II reopening means that out of town visitors are welcome.
- All WAAAM events (Traffic Jam, Second Saturdays) have been cancelled with the exception of the HR Fly-in which is on hold.

## *Glider Club*

- Tow plane is not out of maintenance yet which is preventing local soaring operations.

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## *Hangar Lease Discussion*

- The AAC has begun reviewing the current hangar lease agreement with the hope of providing change recommendations to the Port Board. The following lease sections were discussed:
  - Paragraph 1- "Primary Pilot". Ken brought up the concern that if a partnership exists on an aircraft with only one member of the partnership listed as the primary pilot and that member leaves the partnership, the lease will be dissolved which leaves the remaining partnership member without a hangar. Ken would like to see each partnership member listed as primary pilot, or the named primary pilot be transferred to the existing partner. John brought up that this paragraph is written the way it is to prevent a hangar being leased in perpetuity by a partnership that keeps changing members. Anne brought up concern that this would not be fair for people currently on the waiting list for a hangar.
  - Maintenance- Current lease is restrictive in ability to perform pilot maintenance on aircraft in a leased hangar. The intent of this is to keep tenants from having project aircraft in their hangars for prolonged periods of time. FAA has a list of aircraft work that pilots are allowed to perform on their aircraft, mostly preventative maintenance. This could be included in the lease as allowable. Brief discussion was given to the possibility of the lease setting specific timelines for allowing non-flyable aircraft to reside in a leased hangar. The idea of creating a project specific hangar was brought up.
  - Charges- There is a large discrepancy of the fees between different hangars. This was due to the fact that some of the hangars are newer than others. This section should perhaps be reviewed as hangars are now all older and in similar states of disrepair.
  - Parking of vehicles within a hangar- Discussion was given to revise this paragraph in the lease. The intent was to not allow tenants to store non-primary vehicles for prolonged periods of time in their hangar. The AAC would like to recommend this section allow for the parking of the tenant's vehicle in the hangar while the aircraft is out of the hangar and being used. If the aircraft is out, the car is in, if the car is out, the aircraft is in.
  - Bird Control- Small birds have been a problem in and around the hangars. The Port can help with mitigation exterior to the hangar. Tenants can help with mitigation internal to the hangar by installing auditory devices intended to displace birds. AAC has requested that the Port install stationary Owls on the exterior.
  - Storing of Recreational Equipment- AAC thinks that this section should be reworded and allow the storage of certain recreational equipment.

## **ACTION ITEMS**

- Hangar lease review needs to continue. There was good discussion today on various sections of the lease but this type of document review is very difficult to complete in an online meeting format. Brook recommends one of two options for conducting the review. An in-person review is the most desirable but also the most time consuming. This would consist of AAC members meeting in a conference room and going through the lease line by line while one member takes notes on all comments and recommendations. The other option is to make the Lease into a Google Document where AAC members can go through on their own and make comments. Then have one AAC member compile all the comments and discuss online. Either way, this discussion should continue and formal revisions should be presented to the Port Board.
- Continue to brainstorm hangar tenant survey questions and send to Ken.

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## **ADJOURNMENT**

- Meeting was adjourned at 5:21

## **NEXT MEETING DATE**

- The next meeting is scheduled for 16 July 2020 at 4:00 PM. Location will be virtual via Zoom. The agenda and meeting link will be provided one week prior to the meeting.

## Business Plan

- a. Context
  - i. Purpose
  - ii. Community
  - iii. History
  - iv. Facilities
  - v. Airport Layout Plan
  - vi. Usage
  - vii. Tenants
  - viii. Vendors
  - ix. Customers
  - x. Growth expectations,
- b. Operation Maintenance Standards
  - i. Irrigated Grass
  - ii. Non-Irrigated Grass
  - iii. Asphalt
    1. Crack Seal / Slurry Seal
    2. Overlay
  - iv. Lights
  - v. AWOS
  - vi. FBO Building
  - vii. Maintenance Hangar
  - viii. T- Hangars
- c. Operation Maintenance Costs
- d. Jet Fuel Cost / Benefit
- e. Capital Improvement Funds
  - i. Replacement (Depreciation)
  - ii. Future – (FAA Matching Percent Questionable)
    1. Extend Taxiway B
    2. Apron Expansion
    3. Construct / Rehab / Relocate FBO & Maintenance Hangar
    4. Airport Perimeter Fence
    5. Additional Hangar Development – South Side
    6. Additional Hangar Development – North Side
- f. Rental / vendor rates to cover operation, maintenance and capital costs.
- g. Rental / vendor rate comparison to regional supply & demand
- h. Marketing needs and strategies

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