



March 15, 2025

State Aviation Board  
Oregon Department of Aviation

**Subject: Request approval to revise COAR-2025-BNO-00049**

Dear Board Members,

The City of Burns respectfully requests approval to revise the COAR-2025-BNO-00049 grant application from **Snow Removal Equipment (SRE) Building** to **Snow Removal Equipment Acquisition**.

During the application process, there was a transition in our FAA Project Manager (PM) and our engineering team. Despite this, we remained fully committed to the SRE Building Project. However, once the new FAA PM and engineering team were in place—after the application was submitted—and during airport committee discussions, it was discovered that the most practical and preferred location for the building differed from what was indicated on the Airport Layout Plan (ALP). As a result, the FAA determined that additional environmental work would be required for the building.

Given the FAA's schedule, it became clear that completing the necessary environmental work in time to secure a grant this fiscal year would not be feasible. Consequently, we worked closely with our FAA PM, Jacob Hamilton, and received approval to pursue an **SRE acquisition prior to constructing the building**. This approach was deemed acceptable because the environmental work for the SRE Building project is already in progress, allowing us to proceed with a grant application for that project in the next fiscal year.

However, this revision presents a financial challenge for the City, as our current grant match funds were allocated for the **Building project** rather than the **Equipment acquisition**. Had we been aware of the additional environmental requirements for the preferred building site **and** had prior FAA approval to acquire the equipment before constructing the building, we would have submitted our original application for the **equipment acquisition** instead.

Given these circumstances, we respectfully request approval to revise our grant application to reflect this necessary adjustment. We appreciate your consideration and look forward to your response. Please let us know if any additional information is required.

Here is a breakdown of funding between the two SRE Projects:

	SRE Building	SRE Acquisition
FAA funds	\$695,000	\$204,250
ODAV COAR funds	\$114,499	\$8,600
Sponsor funds	\$12,723	\$2,150
Total Project Cost	\$822,222	\$215,000

Sincerely,

A handwritten signature in blue ink, appearing to read "Haley Walker".

Haley Walker  
Burns Municipal Airport Project Administration  
City of Burns, Oregon