

Memorandum of Understanding between Oregon Department of Aviation and Friends of Pacific City State Airport

This Memorandum of Understanding (MOU) between the Oregon Department of Aviation (ODA) and the Friends of the Pacific City State Airport (Friends) recognizes the importance of establishing a relationship that fosters mutual understanding, shared responsibilities, and a commitment to work together for the advancement of the Pacific City State Airport.

Background

The Pacific City State Airport (Airport), located in Pacific City, Oregon, is one of 28 airports owned and operated by the ODA. The Airport is physically constrained by residential development on two sides, a river on the south end, and a main arterial road on the north end. The runway length, strength and width constrain the type of aircraft that can use the Airport, and limits further development of the Airport. But even with these deficiencies, the Airport remains a popular fly-in destination for Pacific Northwest pilots, and has strong support within the aviation community, local government leaders, businesses, residents and visitors to keep the Airport open and under state ownership.

In the fall of 2018, after lengthy discussions about the ownership of the airport and improvements the community desired to see at the airport, the Friends of the Pacific City State Airport was formed. Friends is a local 501(c)3 non-profit organization focusing on preserving and improving the Pacific City State Airport. Through a clear mission statement and its actions, Friends of Pacific City State Airport is committed to ensuring the wise management and use of Pacific City's State-owned airport.

Purpose and Term

The intent of this Memorandum of Understanding is to clarify the roles and responsibilities of ODA and the Friends with respect to the Airport. This MOU shall be reviewed annually by both parties to determine its continuation or need for modification. This MOU may be amended from time to time by mutually written agreements of the parties. The parties shall each be solely responsible for any and all costs associated with their responsibilities under this MOU.

Responsibilities

A) Mutual responsibilities

1. To work cooperatively and ensure appropriate, effective communication in support of the objectives of this MOU.
2. To regularly meet and share information about the activities at the Airport, improvements needed, successes and barriers to success.
3. To engage in candid but civil discussions about what is best for the Airport, local community and users of the Airport, keeping in mind our shared goals of preserving and improving the Airport.

B) ODA responsibilities

1. Consistent with legislative direction, seek to minimize encroachment in the aerial approaches to the Airport runway to the best of its ability.
2. Convene meetings within Pacific City or virtually with the Friends. These meetings consist of two parts: one open to all interested parties where these parties voice their airport issues, followed by a second with the Friend's board liaisons to the ODA. The second part will address Airport issues raised by the Friends and the ODA as well as those raised in the first part. These meetings will convene at least once a year. The meetings will include (but not be limited to) ODA's budgetary plans for the Airport.
3. Take steps to solicit community members and user groups to provide appropriate representation of them and encourage their participation in meetings related to the Airport.
4. Identify appropriate development strategies and an implementation strategy for improvements at the Airport. The Request for Information document submitted in October 2018 by Friends to ODA State Board will be used as a basis for a living document summarizing these strategies.
5. Maintain a list of routine maintenance tasks and a list of Friends allowed to perform these tasks. Inform Friends of the pertinent information required for this list. Require updates of this list of Friends as necessary. Accept updated information to this list as it is submitted by Friends.

C) Friends responsibilities

1. Work with ODA to enhance Airport safety through informational materials and devices, educational activities and events.
2. Invite other individuals and organizations to learn about and support the Airport via actions, contributions, and grants.
3. Identify 2 appropriate Friends board members, as primary and backup liaisons, to work with ODA on opportunities to improve the Airport, and notify ODA when such members change.
4. Consult with ODA on a regular basis when issues or opportunities related to the Airport arise.
5. Consult with ODA in identifying potential funding sources for Airport improvements.
6. Work in partnership with ODA on volunteer based activities at the Airport, and obtain ODA approval prior to any planned work activities at the Airport.
7. Hold board meetings at least every two months. Two members of the ODA are invited to attend and more may come upon advanced notice to the Friends. Friends will notify the State Airports Manager of these dates.
8. Supply ODA with a list of volunteers by name and phone number that are allowed to perform routine maintenance tasks listed by the ODA. Friends will supply to the ODA pertinent information about these volunteers.

Effective date and signatures

This MOU shall be effective upon the date of the last party to sign this MOU below. The parties indicate agreement with this MOU by their signatures below:

For Friends of Pacific City State Airport:

Printed Name: Sally Rissel, President

Date:

Sally Rissel
9-22-2021

For Oregon Department of Aviation:

Printed Name: Anthony Beach, State Airports Manager

Date:

A. Beach
9/22/2021