

City of Bend
City Manager Administrative Policy



TITLE: Delegation of Authority to Airport Manager to Enter Into, Extend, or Amend Month-to-Month Airport Leases

POLICY NO.: ADM 2020-2



CITY OF BEND

Delegation of Authority to Airport Manager to Enter Into, Extend, or Amend Month-to-Month Airport Leases
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City of Bend Code Chapter 1.30.005 authorizes the City Manager to adopt administrative regulations, policies, and guidelines to implement the City Manager’s authority under Section 24 of the Bend City Charter. All regulations, policies and guidelines adopted by the City Manager must be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

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Eric King
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Eric King
City Manager

Dated: 9/1/2020

Reviewed by Legal Counsel:

DocuSigned by:
Mary Winters
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Mary Winters
City Attorney

Dated: 9/1/2020

Policy No.: ADM 2020-2
Adopted: September 1, 2020
Revised:
Revision No.:

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I. Recitals

A. The Bend Municipal Airport (KBDN) is a General Aviation airport owned by the City of Bend, Oregon (the "City") and located in Deschutes County, outside of the City of Bend city limits (the "Airport").

B. The Airport includes both areas that are accessible for public aviation purposes and areas that are leased or are available for lease to private entities for aviation-related purposes. The areas available for lease include city-owned hangars, tie downs, automobile parking spots, storage units, and office space, in addition to certain real property available for ground lease.

C. The City's Charter requires the City Manager to supervise the operation of all city-owned public property, which includes the Airport. See City of Bend Charter Section 24(3)(j). In addition, the City Code authorizes the City Manager to enter into, extend, or agree to an amendment of any lease of real or personal property at the Airport, provided that the rent charged is consistent with properly established lease rates and the lease does not contain any special arrangements that would otherwise require Council approval. See Bend Municipal Code Sections 1.50.097 and 1.30.020(E).

D. To implement the City Manager's supervisory authority under Section 24 of the Charter, the City Manager previously adopted the Bend Municipal Airport Regulation, Policies and Guidelines ("Airport Policies"), by which the City Manager expressly delegated to the City's Airport Manager the authority to oversee all Airport operations.

E. The Airport Policies do not address whether and to what extent this broad delegation of oversight authority to the Airport Manager includes the authority to enter, extend, or amend Airport leases.

F. Accordingly, to clarify the intended delegation of leasing authority, and to promote the efficient use of public resources, the City Manager now wishes to formally delegate a portion of the City Manager's leasing authority at the Airport to the Airport Manager as follows.

II. Policy

1. The Airport Manager is authorized as the City Manager's designee to enter into, extend, or agree to an amendment of any month-to-month lease at the Airport.

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2. All other leases at the Airport will be entered into, extended, or amended by the City Manager consistent with Bend Municipal Code sections 1.50.097 and 1.30.020.

3. The City Manager ratifies any previous actions taken by the Airport Manager to enter, extend, or amend any lease at the Airport.