

REAL ESTATE DEPARTMENT

Newsletter for Airport Tenants



CITY OF BEND



November 2024



Airport Appraisal

On Monday, October 28, 2024, the City of Bend has issued a Solicitation Request for an independent appraiser to conduct a market rent appraisal for the re-establishment of airport rent rates for all Airport leases, to be effective July 1, 2025. A final appraisal report is due by the end of March, 2025. Thereafter, in keeping with Airport self-sufficiency goals, lease rates will be adjusted per the appraisal report recommendations effective July 1, 2025. For more information, please refer to “4 Things to Know About Re-Establishment of Airport Rental Rates on July 1st of Years’ Ending in 0 or 5” handout, available

at: <https://www.bendoregon.gov/home/showdocument?id=59653&t=638581177107730000>

Hangar Inspections

City-Owned Hangar Inspections are Underway – Final City-Owned Hangar Inspections will occur Tuesday, November 19th, 2024, starting at 12 p.m.

City of Bend Ground Lease Tenants (Private Hangars): Inspections Commencing May 2025 thru June 2025

The hangar inspections for City-owned hangars are underway and will be completed November 19, 2024. Inspection findings will be emailed to all tenants by the end of November 2024. The City thanks all tenants for their continued patience, support, and cooperation during this effort.

Hangar inspections for City of Bend ground lease tenants (private hangars, to include sublessee hangars) will be conducted May thru June of 2025.

The City's team of inspectors includes the Airport Manager, Facilities Department representatives, a Fire Department representative, and Real Estate Department staff. The inspections have been taking approximately 10 minutes per hangar, with larger box hangars taking up to 30 minutes per inspection. 14-Day notices are issued to tenants before inspections of hangars. Tenants do not have to be present at the inspection but are welcome to attend. For additional information on hangar inspections, please see the "4 Things to Know About Inspections" handout, available at: <https://www.bendoregon.gov/home/showdocument?id=59655&t=638581177499870000>

INSPECTION SCHEDULE: (Noon - 4 pm)

COMPLETED October 16th - 63004, 63006, 63008, 63054 - all H, 63058- all G, 63062 - all F, 63066- all E

COMPLETED October 29th - 63070 - all D, 63088 – TB, 63082-TB (Private), 63092-TA (Private)

COMPLETED October 30th - 63120, 63160 - all A, 63170 - all B

COMPLETED October 31st - 63290 - all I, 63316 - JA thru JL

SCHEDULED November 19th, Tuesday - 63330 - A & B, 63170-B6, 63136-00 (FBO, Main Office/2nd Floor/Dogs N Fries Café)

[Tenant Information | City of Bend \(bendoregon.gov\)](https://www.bendoregon.gov/home/showdocument?id=59649/638581176371270000)

Tenant Insurance

Proof of Insurance Notices Are Being Issued at the Beginning of Each Month

The Real Estate Department will issue notification emails to ALL tenants whose insurance is insufficient, expiring, or needs renewal. Tenants are required to provide proof of insurance within 10 days of notice. All proof of insurance is reviewed by the City's Risk Management Department and, once approved, reminders will be issued at the time of expiration of a tenant's policy. Your cooperation is requested and appreciated in this effort.

The City of Bend requires that tenants leasing property at the Bend Municipal Airport purchase and maintain insurance **per the requirements of their lease agreement** with the City of Bend. Subtenants are required to comply with the insurance terms of the underlying ground lease between a subtenant's landlord and the City of Bend. Proof of insurance should be submitted in the form of a Certificate of Insurance ("COI") that can be uploaded in the **Online Forms** section of the Tenant Information portal at: [Tenant Information | City of Bend \(bendoregon.gov\)](https://www.bendoregon.gov/home/showdocument?id=59649/638581176371270000)

For additional information on City of Bend insurance requirements for Airport tenants, please refer to "4 Things to Know – Insurance Requirements for Tenants" at: <https://www.bendoregon.gov/home/showpublisheddocument/59649/638581176371270000>

Reversion Deferral & Transfer Fee Program

The Real Estate Department is developing a web page and application for the Reversion Deferral Program

November 2024: The Real Estate Department will make the Reversion Deferral Program web page and application available on the Airport Website Tenant Portal tab later this month. Ground lease tenants with eligible ground leases will be allowed to apply to the Reversion Deferral Program by use of the online application. Payment of a one-time \$500 application fee is required. Application processing will begin upon receipt.

May 31, 2025: Application closing date for introductory rate period. Reversion Deferral Program rates increase after this date. This date is set to ensure the July 1, 2025 Effective Date for Reversion Deferral Leases is met. Qualified applicants will receive a Reversion Deferral Program Lease Agreement and the terms of their Reversion Deferral Program particulars.

July 1, 2025: Effective Date for Reversion Deferral Lease Agreements, which will replace the tenant's original ground lease.

For additional information on the City of Bend Reversion Deferral Program for qualified ground lease tenants, please refer to "5 Things to Know about the Reversion Deferral & Transfer Fee Program" at: <https://www.bendoregon.gov/home/showpublisheddocument/60749/638657044413570000>

Eastside Development – Request for Proposals (RFP)

The Real Estate Department is preparing an RFP for the initial phase/offering of development opportunities on the Airport Eastside

The Real Estate Department is currently working on an RFP for development opportunities on the east side of the Airport, with an expected release/posting date in mid/late November 2024.

If you have any questions or seek additional information regarding real estate matters at the Municipal Airport, please email: realestate@bendoregon.gov