



McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall

Tuesday, November 3, 2015

1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Brad Berry, John Lautenbach, Doug Hurl, Andy Benedict, Bob Peacock, and City Councilor Alan Ruden. Staff in attendance included Mike Bisset, Rich Spofford (City of McMinnville) and Graham Goad (Airport Manager).
2. **Invitation to Citizens for Public Comment:** Tony Hann, from Infinite Air Center, addressed the Commission, and thanked them for the opportunity to present a proposal for FBO services. He indicated that he learned a lot from the RFP process, and he congratulated Konect Aviation.
3. **Consider Minutes of the July 21, 2015 Commission Meeting:** Chair Christensen asked for comments on the minutes from July 21, 2015 Commission meeting. Hearing none, she asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Lautenbach and seconded by Commissioner Peacock; and the minutes were approved by unanimous vote of the Commissioners present.
4. **Fixed Base Operator Request for Proposal:** Mike Bisset briefly reviewed the RFP process and stated that two proposals received. He indicated that he was part of the RFP review committee, which also included Rich Spofford, City Manager Martha Meeker and Airport Manager Graham Goad, that reviewed and scored the proposals against the criteria contained in the RFP. Additionally, both proposers were interviewed by the RFP review committee. At the completion of the RFP review and interview process, it was the unanimous conclusion of the committee that Konect Aviation Oregon LLC had provided the proposal that was in the best interest of the Airport and the City.

The Chair asked for comments or questions from the commissioners. Commissioner Peacock stated that he had reviewed both proposals and found them to be good proposals. He indicated that he agreed with the staff recommendation to award the contract to Konect.

Commissioner Berry stated he had reviewed both proposals, and that he also found them to be excellent proposals. He stated that he had some financial questions that had been answered by Mike Bisset. He also agreed with the staff decision to award the contract to Konect.

Commissioner Lautenbach indicated that he had reviewed both proposals. He noted that he felt that the proposal from Infinite Air Center was very good, and that it included a grand vision for the airport. Then he indicated that he found the proposal from Konect to be more aligned with the small town airport that he felt McMinnville's airport still was. He thanked both proposers.

Councilor Ruden asked Mike Bisset when the current lease expired and when the new operator would start. Mike noted that the current lease would end on June 30, 2016 and the new lease would start on July 1, 2016.

Commissioner Benedict noted that Konect was primarily a helicopter operator and posed a number of questions to Konect about how they intended to conduct fixed wing training and what aircraft they intended to use. Holly Nehls answered the questions for Konect.

Commissioner Berry made a motion recommending that the City Council award the new FBO lease to Konect Aviation. The motion was seconded, and carried by a unanimous vote of the Commissioners present.

5. **FAA Lease Request:** Rich Spofford reviewed the FAA lease request for the 1200 square foot area they use in the Oregon State Police Building. Commissioner Berry asked some questions about the rates and term of the lease. Rich explained that the initial rate was based on the current market rate, and that the lease included fixed 3% per year rate increases over the term of the lease. He noted that the fixed annual increase is preferred by the FAA, versus an annual CPI adjustment approach.

Commissioner John Lautenbach asked staff if the lease money all went into the Airport fund and Mike Bisset indicated that it does.

Commissioner Hurl made a motion recommending that the City Council approve the FAA lease. The motion was seconded by Commissioner Peacock, and carried by a unanimous vote of the Commissioners present.

6. **Items from Staff:** Graham Goad gave the Airport Manager's report:
- He reviewed the Shift Sector event held on the weekend of August 21-22. He noted that the event included two days of sport and race cars running ½-mile speed trails on Runway 22. The event was well attended, and all involved thought that it was a great event. He mentioned that he only had a couple hours of minor clean-up work on the Monday morning following the event, which he felt was very good considering the size and scope of the event. He noted that on October 22nd a contractor re-painted the "22" numbers on the runway, which was necessary because the event had left them un-readable due to the race cars doing burn outs in that area. The costs for the painting were paid for by the Shift Sector organizers.
 - He reported on the KR2 convention that took place at the airport September 3-7. He noted that it brought eight planes and about 50 people to the airport. Most of the event was hosted in the B&G Hangar.
 - He noted that in September there was a pavement inspection by ODA, and a FAA inspection of the Runway Safety Areas. Both inspections went well with one minor correction noted during the FAA inspection, which was corrected the following day.

Mike Bisset reported on the "Fly Friendly" program, and noted that the contract had been approved by the City Council. The City Council had requested that the work start once the new FBO operator was selected, and thus the work is expected to commence in 2016.

7. **Items from Commissioners:** Commissioner Hurl asked staff questions about ongoing helicopter operations at the airport. Mike and Graham answered the questions, and noted that there had been a few recent complaints from airport neighbors.

The meeting was adjourned at 7:07 pm