



## McMinnville Airport Commission Meeting Minutes

McMinnville Airport,  
Civic Hall

Tuesday, June 7, 2016

1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Andy Benedict, Brad Berry, Doug Hurl, John Lautenbach, and Bob Peacock. Staff in attendance included Martha Meeker, Mike Bisset, and Rich Spofford (City of McMinnville); as well as Graham Goad (Airport Manager).
2. **Invitation to Citizens for Public Comment:** None.
3. **Consider Minutes of the March 1, 2016 Commission Meeting:** Chair Christensen asked for comments on the minutes from March 1, 2016 Commission meeting. Hearing none, she asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Benedict and seconded by Commissioner Lautenbach; and the minutes were approved by unanimous vote of the Commissioners present.
4. **FBO Lease Request:** Rich Spofford reviewed the proposed lease with Konect Aviation LLC for Fixed Based Operator (FBO) and airport management services at the airport. Various provisions of the lease and management documents were discussed by the Commission and staff, and corrections were made to several FAA circular references within the document. Commissioner Peacock made a motion recommending that the City Council approve the proposed lease, as amended, with Konect Aviation LLC. The motion was seconded by Commissioner Berry, and the motion carried by a unanimous vote of the Commissioners present.
5. **Items from Staff:**
  - Airport Manager Graham Goad reported on recent airport related items, including significant mowing efforts; noise complaint emails; and discussions with a business potentially wanting to locate at the airport.
  - Rich Spofford noted that bids for the Runway 4-22 reconstruction project were opened in May 2016, and the low bidder for the work is Kerr Contractors. Staff is working with the FAA regarding the construction grants, and construction on the project is expected to begin in May of 2017.
  - Rich noted that Shift S3ctor would be holding the 2016 Oregon Airstrip Attack at the airport on September 10-11. Alan Zanuzoski reported that he thought improvements were needed to ensure that airport users had access to the airport and hangars by airport during the event. Staff indicated that passes would be issued to airport users needing access during the event. Commissioner Christensen indicated that Shift S3ctor should work with Visit McMinnville regarding event marketing.
  - Rich provided an updated regarding the development of the Fly Friendly program. He noted that the public meeting was held on March 24<sup>th</sup>, and that it was well attended. The meeting presentation and a "Response to Questions" document have been prepared and posted on the City website. The fly friendly brochure is being developed, and the draft will be distributed for review and comment when it is completed. A discussion regarding the public meeting and the fly friendly program ensued between the Commissioners, staff, and public present.
6. **Items from Commissioners:** None.

The meeting was adjourned at 7:24pm.