



City of McMinnville

AIRPORT COMMISSION MEETING

McMINNVILLE CIVIC HALL
200 NE Second Street

Tuesday, November 1, 2016
6:30 p.m.

Chair Jody Christensen

Commissioner Andy Benedict
Commissioner Doug Hurl
Commissioner Bob Peacock

Commissioner Brad Berry
Vice-Chair John Lautenbach
Councilor Alan Ruden

Welcome! All persons addressing the Airport Commission will please use the table at the front of the Board Room. If you desire to speak on any agenda item, please raise your hand to be recognized after the Chair calls the item. If you wish to address the Commission on any item not on the agenda, you may respond as the Chair calls for the “*Invitation to Citizens for Public Comment*” agenda item.

AGENDA

1. **CALL TO ORDER** (Chair Christensen)
2. **INVITATION TO CITIZENS FOR PUBLIC COMMENT**
 - *This section of the agenda allows for citizens to address the Airport Commission regarding any issue not on the agenda. The Chair will also invite airport users and business owners to report on current activities at the airport. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up at a future meeting.*
3. **CONSIDER MINUTES OF THE SEPTEMBER 6, 2016 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the September 6th meeting.**
4. **ITEMS FROM STAFF**
 - A. Airport Manager’s Report (Konect Aviation)
5. **ITEMS FROM STAFF**
 - A. 2017 Airport Goals Discussion (Chair Christensen)
6. **ADJOURNMENT**

NOTE: The next regularly scheduled Airport Commission meeting will be on **Tuesday, January 3, 2017 @ 6:30pm** in the Civic Hall Building, 200 NE Second St.

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AIRPORT COMMISSION MEETING

**Tuesday, November 1, 2016
6:30pm**

Agenda Item 3. **MINUTES OF THE SEPTEMBER 6, 2016 MEETING**

- Attachment 1: Proposed minutes.

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McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall

Tuesday, September 6, 2016

1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, 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 Holly & Ingo Nehls (Konect Aviation - Airport Managers).
2. **Invitation to Citizens for Public Comment:** None.
3. **Consider Minutes of the June 7, 2016 Commission Meeting:** Chair Christensen asked for comments on the minutes from June 7, 2016 Commission meeting. Hearing none, she asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Berry and seconded by Commissioner Peacock; and the minutes were approved by unanimous vote of the Commissioners present.
4. **Fly Friendly Program Update:** Rich Spofford reviewed the final draft of the Fly Friendly brochure, and noted that, upon the Commission's approval of the final product, staff would have the brochure professional printed. Copies will be placed at the airport for distribution, and the City website will be updated to include the brochure.

Commissioner Peacock suggested that the brochure also be sent to the Oregon Pilots Association.

Input regarding the brochure was received from those in attendance. The Commission also discussed the ongoing noise concerns with helicopter activity with staff and citizens present.

A motion to approve the brochure, as presented, was made by Commissioner Peacock and seconded by Commissioner Berry; and the motion was approved by unanimous vote of the Commissioners present.

5. **Jackson Family Wines Easement Request:** Mike Bisset reviewed the information in the packet regarding a request from Jackson Family Wines to have an access and utilities easement on approximately 0.4 acres of Airport property west of Armory Way. It was noted that the easement area is currently being farmed (revenue is \$20 per acre per year). In the future the area will contain a public roadway extending west from Armory Way. When the public roadway is constructed, the easement will be nullified. The easement agreement with Jackson Family Wines will include compensation to the Airport to offset the loss of farm lease revenue.

A motion recommending that the City Council approve the proposed access and utilities easement was made by Commissioner Hurl and seconded by Commissioner Peacock; and the motion was approved by unanimous vote of the Commissioners present.

6. **Items from Staff:**
 - Airport Managers Holly & Ingo Nehls provided and reviewed a written Airport Manager's report (see attached). Commissioner Hurl noted that regarding weed control perhaps Kauer Farms could be engaged, as they lease farm area on the airport. Rich Spofford noted that the City does use Kauer Farms to do some weed control spraying.

6. **Items from Staff** (continued)

- Rich Spofford noted that we are still waiting for the FAA construction grant for the Runway 4-22 reconstruction project, and that once the grant is received we will award the construction contract to Kerr Contractors. Construction on the project is expected to begin in May of 2017.
- Rich and Holly reviewed the ongoing coordination efforts with Shift S3ctor related to the 2016 Oregon Airstrip Attack, which will be held at the airport on September 10-11.

7. **Items from Commissioners:**

- Chair Christensen opened a discussion regarding the possibility of developing goals for the airport for the 2017 calendar year. She noted that the Commission had the opportunity to advance priority goals to the City Council for consideration as the City Council looks to develop their 2017 goals. The City Council typically meets for goal setting in January or February. It was decided that the Commission would continue the goals discussion at their November meeting; and that Chair Christensen would meet with staff in advance of that meeting to review potential goal priorities.
- Chair Christensen reported on the purchase of the Evergreen water park, space museum, lodge site, vineyards, and chapel by Steve Downs, The Falls Event Center. She noted his plans to construct a hotel and event space on the site.

The meeting was adjourned at 7:44pm.

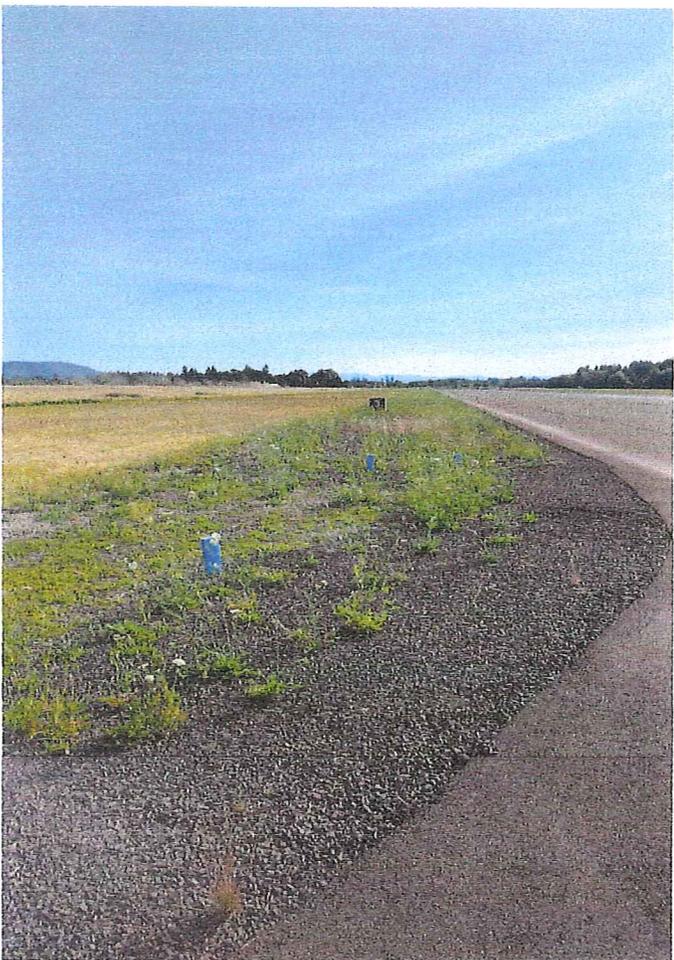
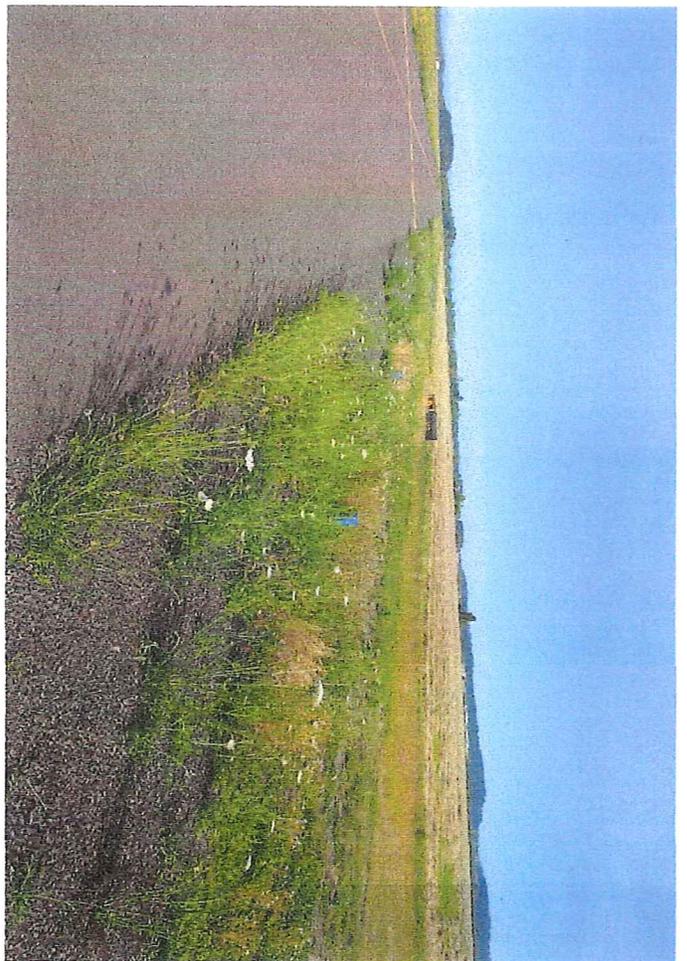
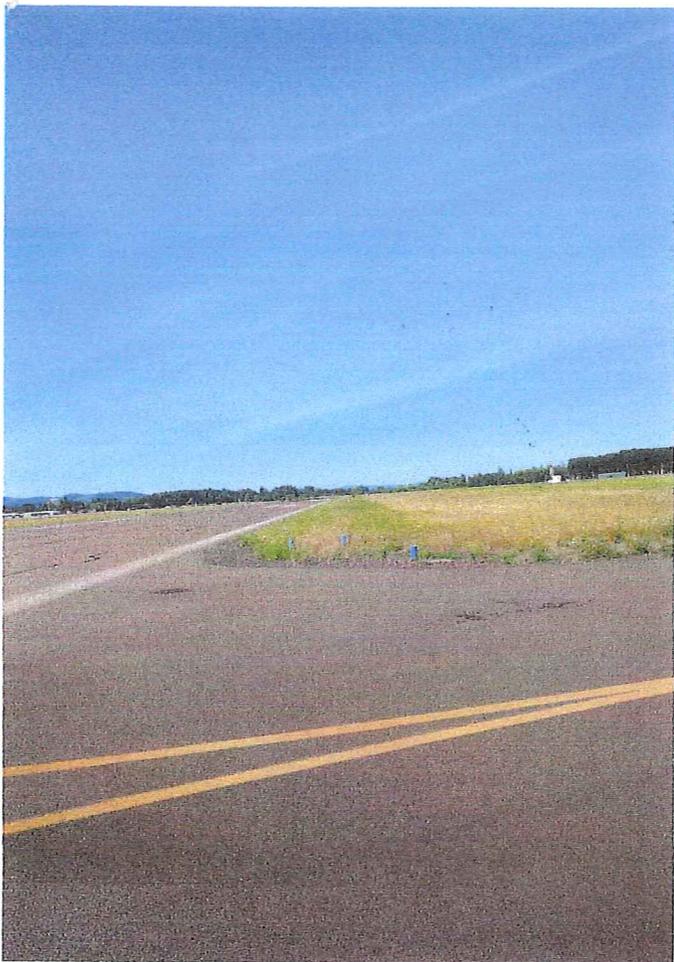
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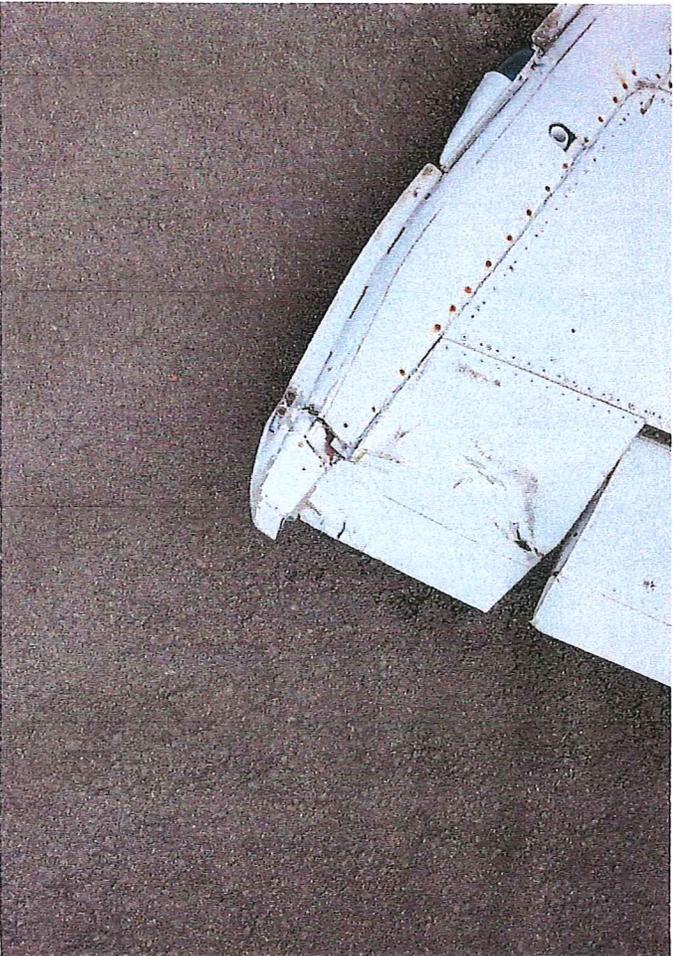
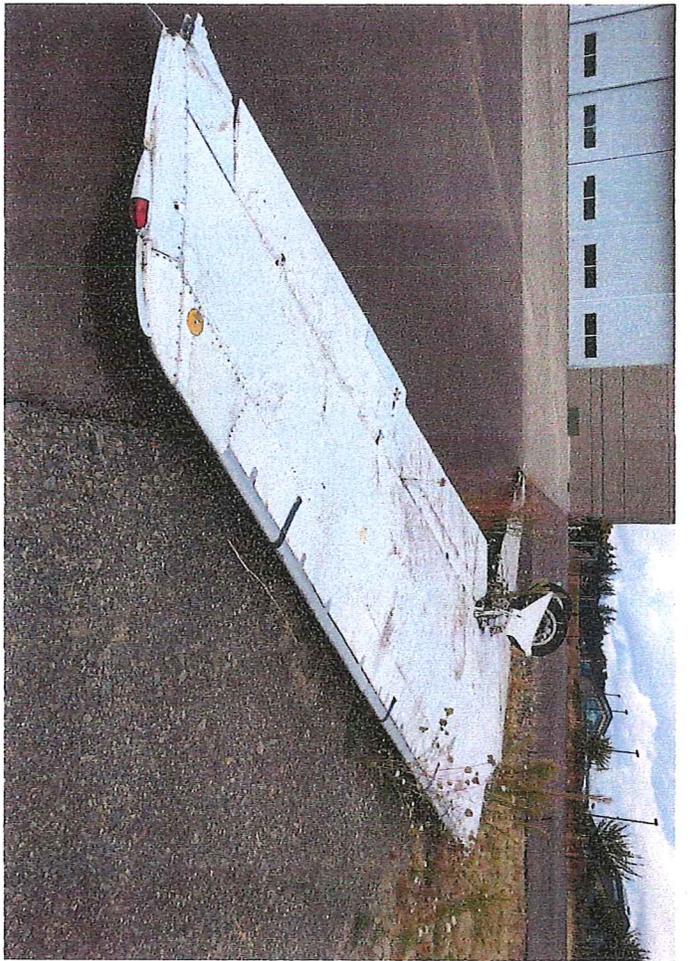
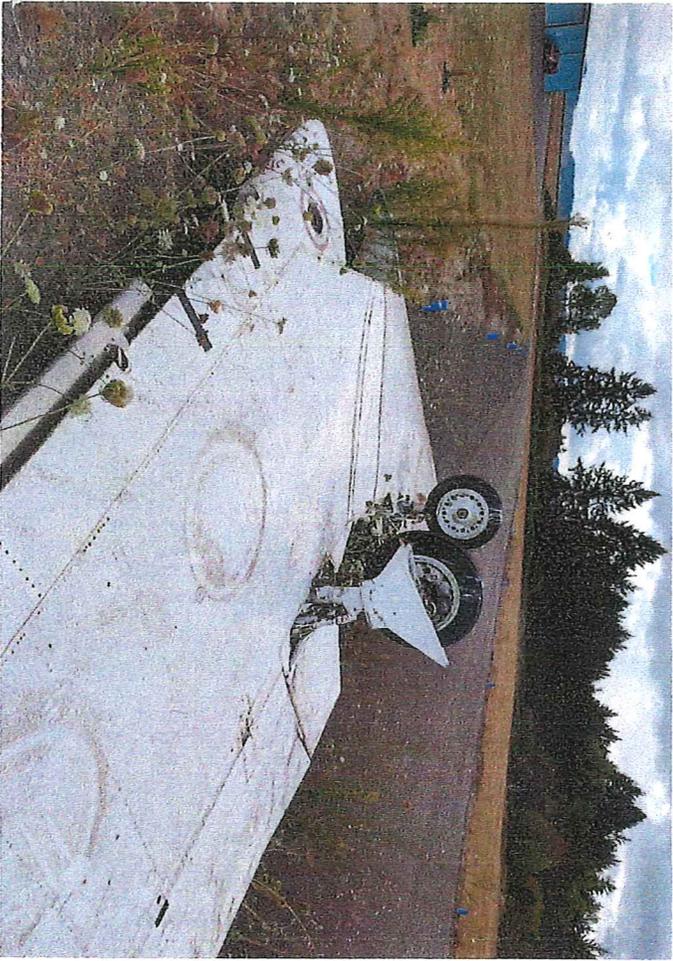


Date: September 6, 2016
To: Airport Commission & Staff
From: Holly & Ingo Nehls, Airport Managers
Regarding: Airport Managers Report

Below is a list of items we are currently addressing or would like to soon address as the new Airport Managers

- **Weed Control:** The current program for spraying is not working and we would like to start re-evaluating our weed control program. Please see attached photos
- **Debris Removal:** There is an abandoned wing on the border of airport/evergreen property that we would like to have removed. See attached photos
- **East & West Hangar Painting:** We have received estimates for painting of the East and West Hangars and would like to started as soon as possible with the project
- **A Hangar Roof Repair:** We have received estimates for the repair and replacement of the A Hangar roof and need to get started as soon as possible since it is leaking quite a bit
- **Long-term Tie Down Fees:** There are about 5 aircraft that have tied down at the airport for extended periods of time without paying any tie down fees. Plan to send a communication to them letting them know that they will be responsible for paying these fees to help cover the cost of maintenance of airport grounds.
- **FBO Design Plan:** We have had a couple brainstorming sessions for the design of the new FBO building and a few themes have emerged. We are ready to start the concept phase of the project.
- **Crack Sealing Project Canceled?** We were waiting for the crack sealing project to clean up some of the ramp area weed which isn't going to happen this year, evidently. The sealing project would have addressed 2 concerns 1) weeds on the ramp and 2) painted ramp markings.
- **West Gate Access:** The keypad for the West Gate was replaced several months ago changing the code entry protocol. Since the change, tenants have been reporting problems with the gate. Staff had not been able to replicate the problem until recently after changing settings for the gate. It has become evident there is still an electrical problem with the gate which needs addressing.
- **West Hangar Repairs:** We have had a handyman working on some minor improvements to the airport property and he has discovered that the supports for the far-west stairwell on the West Hangar is deteriorating. He recommends a full replacement of the steps.
- **Noise Complaints:** With the pickup of the flying season we have been receiving noise complaints about helicopter activity and the glider operations.







September 6, 2016

City of McMinnville
Atten: Martha Meeker
230 NE 2nd Street
McMinnville, OR 97128

RE: East & West Hangar Painting

Dear Martha,

We have completed the process of soliciting estimates for painting of the East and West Hangars. Attached you will find copies of hangar photos and the estimates we have received from contractors. Below is a summary of those estimates and our recommendation.

1. Lonnie Rose Contractor, Inc. CCB#65434
 - East Hangar: \$2,975.00
 - West Hangar: \$3,640.00
 - Storage Shed: \$300.00
 - Total Cost: \$6,915.00
2. Andre Stefansky's Painting, LLC CCB#165125
 - East Hangar: \$6440.00
 - West Hangar: \$9409.00
 - Total Cost: \$18,849.00
3. Smith & Company Painting, Inc. CCB#169003
 - Total Cost Estimate: \$22,735.00
4. Paul Dramis Painting LLC CCB#181039
 - East Hangar: \$8,465.00
 - West Hangar: \$14,987.00
 - Total Cost: \$23,452.00

Option No. 1 looks like the best option and I don't find any negative reviews for this contractor through the better business bureau or Oregon's licensing board.

Please let me know if you have any questions.

Best regards,

Holly D. Nehls
General Manager



September 6, 2016

City of McMinnville
Atten: Martha Meeker
230 NE 2nd Street
McMinnville, OR 97128

RE: A Hangar Roof

Dear Martha,

We have completed the process of soliciting estimates for the repair of the A Hangar roof which has been reported leaking for some time. Attached you will find copies of the Maintenance Requests and the estimates we have received from contractors. Below is a summary of those estimates and our recommendation.

1. Optimus Construction CCB#189938
Repair: \$5,430.00 plus cost of plywood should any need to be replaced
Replacement: \$30,340.00 plus cost of plywood should any need to be replaced
2. Washington Roofing Company CCB#55201
Replacement: \$45,712.00 Membrane Roof
3. Valley Roofing CCB#203780
Replacement:
\$50,290.00 Membrane Roof
\$62,950.00 Metal Roof
4. Contractors Declining to estimate the project
Lawrence Snyder Roofing (booked through the winter)
Joyce Slate Roofing (no availability until November)
Jeremy Dumanovsky Roofing (no availability until November)

Given that a roof replacement is not in the current year budget, I would recommend repairing the roof as estimated by Optimus Construction thus delaying replacement, perhaps, for a couple more years.

Please let me know if you have any questions.

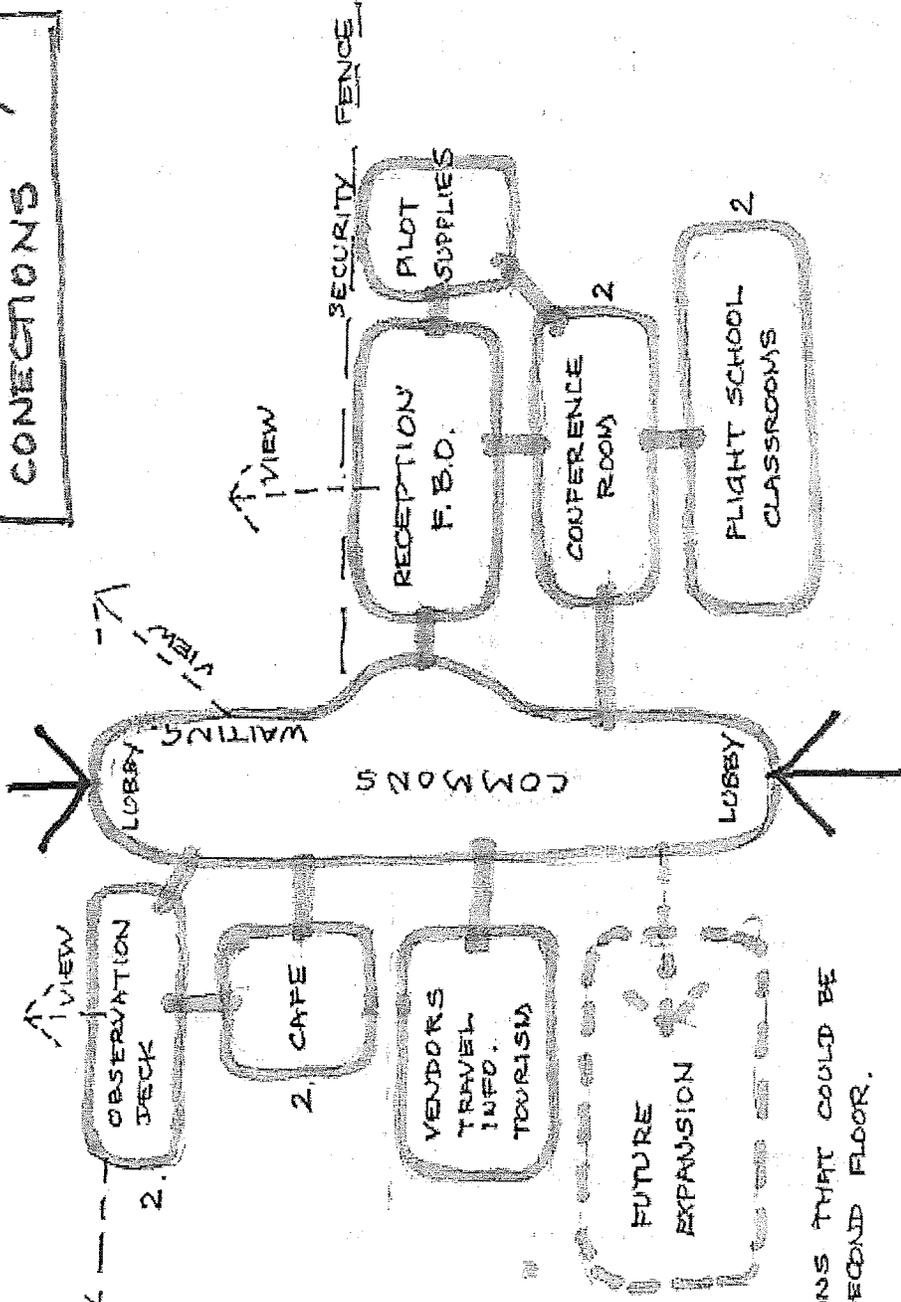
Best regards,

Holly D. Nehls
General Manager

AIRPORT TERMINAL BUILDING

DIAGRAM OF RELATIONSHIPS / CONNECTIONS

RUNWAYS / RAMP



PROP OFF / CAR PARK

2 = FUNCTIONS THAT COULD BE ON A SECOND FLOOR.

KONECT AVIATION FBO

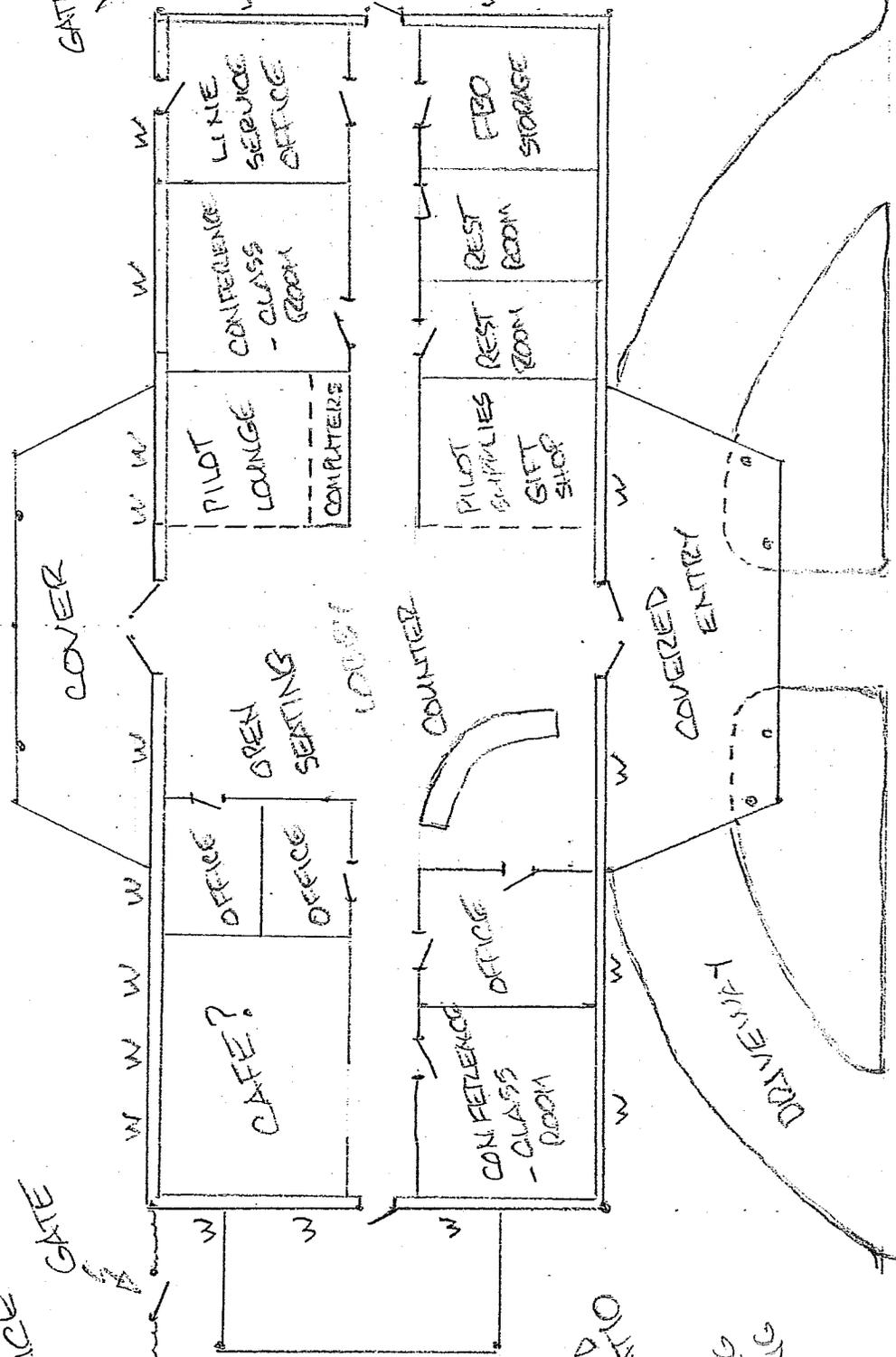
RAMP

W = WINDOWS

SECURITY FENCE

GATE

RENTAL CAR PARKING



PARKING

ROSS PHILLIPPI