

# McMinnville Airport Commission Meeting Minutes

Kent L. Taylor Civic Hall  
Tuesday, March 7, 2017



1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Andy Benedict, Doug Hurl, and John Lautenbach. Staff in attendance included Mike Bisset & Rich Spofford (City of McMinnville). Holly Nehls (Konect Aviation - Airport Managers) joined the meeting late.
2. **Invitation to Citizens for Public Comment:** Alan Zanuzoski addressed the Commission with concerns regarding the upcoming runway rehabilitation project. He was concerned that the runway width was being reduced, and that the strength rating was being reduced.

Holly Nehls added to Alan's comments by noting that she had uncovered the runway strength issue while reviewing design documents she received from Century West Engineering. She provided the Commission with copies of several letters from airport users that are concerned about the runway project. She also voiced a concern that she felt that Konect Aviation was not being involved in project meetings, or the design discussion.

Rich Spofford noted that the project design occurred over a several year period, and noted that the runway design strength is per the adopted Airport Layout Plan and was based on a fleet mix study performed during the project design. He noted that the final runway design, incorporating cement treated base, is equivalent to the existing runway section and the runway strength rating will be the same as the current strength rating.

The Commission, staff, and audience spent several minutes discussing the history and development of the project, the project grant requirements, and the timing of the proposed improvements. Mike Bisset noted that staff had just received the letters of concerns. Staff will review the concerns, and will follow up with a response to the Airport Commission, airport users, and those that wrote the letters.

3. **Consider Minutes of the January 3, 2017 Commission Meeting:** Chair Christensen asked for comments on the draft minutes from January 3, 2017 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 Benedict; and the minutes were approved by unanimous vote of the Commissioners present.
4. **Airport Fund Budget Review:** Mike Bisset reviewed the proposed FY17/18 Airport Fund budget with the Commissioners. After a brief question/answer period, Chair Christensen asked for a motion regarding the proposed budget. A motion to recommend approval of the proposed FY17/18 Airport Fund Budget by the City Council / Budget Committee made by Commissioner Hurl and seconded by Commissioner Benedict. The motion was approved by unanimous vote of the Commissioners present.
5. **Presentation – Airport Overlay Zone:** Planning Director Heather Richards reviewed the elements in the existing McMinnville Comprehensive Plan related to the airport, and discussed the existing industrial zoning on airport properties. She introduced the concept of creating an Airport Overlay Zone for airport properties. Creating the zone will help clarify the types of uses preferred for the properties. After a brief question/answer period, the Commission, by consensus, noted that they are interested in having the Planning Department continue the work to create an Airport Overlay Zone.

6. **Airport Manager's Report:** Airport Manager Holly Nehls provided and reviewed a written Airport Manager's report (see attached).
7. **Items from Commissioners:**
  - Commissioner Benedict noted that he was concerned that the City snow plow had not been used at the runway during this winter's snow events. Mike Bisset noted the FAA guidance regarding snow removal, and provided information regarding restrictions of using Street Department equipment outside of the road right-of-way. It was noted that staff would be evaluating the current snow response plans at the airport, and would look to see if changes/improvements were needed.
  - Commissioner Benedict made a motion to raise the pattern at the airport by 200' to 1200' (1000' AGL), and noted that he felt the change would reduce airport noise and increase safety. After a brief discussion, it was decided to table the motion until the May 2, 2017 meeting to ensure that proper notice regarding the proposed change could be given.

The meeting was adjourned at 9:04pm.