



City of McMinnville

AIRPORT COMMISSION MEETING

McMINNVILLE CIVIC HALL

200 NE Second Street

Tuesday, January 6, 2015

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. **CITY MANAGER INTRODUCTIONS** (All)
 - Commission introductions and welcome to new City Manager Martha Meeker
3. **ELECTION OF OFFICERS** (All)
 - Per Section 2.28.020(D) of the Airport Commission rules, at its first meeting each year, the Commission shall elect a chairperson and a vice chairperson.
 - Commission Action Required: **By MOTION and VOTE, the Commission shall elect a Chair and Vice-Chair for calendar year 2015.**
4. **CONSIDER MINUTES OF THE NOVEMBER 4, 2014 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 4th meeting.**
5. **ITEMS FROM STAFF**
 - A. Airport Manager's Report (Graham Goad)
 - B. City Staff Report (Mike Bisset, Rich Spofford)
 - Runway 4-22 Rehab Project Update
 - Fly Friendly Program Update

6. **ITEMS FROM COMMISSIONERS**

(All)

7. **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.*

8. **ADJOURNMENT**

NOTE: The next Airport Commission meeting will be on **Tuesday, March 3, 2015 @ 6:30pm** in the Civic Hall Building, 200 NE Second Street.

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Agenda Item 4. **MINUTES OF THE NOVEMBER 4, 2014 MEETING**

- Attachment 1: Proposed minutes.



McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall

Tuesday, November 4, 2014

1. CALL TO ORDER

The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Doug Hurl, Andy Benedict, Brad Berry and Alan Ruden. Staff in attendance were Mike Bisset, Rich Spofford (City of McMinnville), and Graham Goad (Airport Manager).

2. MINUTES

The minutes from September 2, 2014 meeting were reviewed by the Commission, and were approved by motion and vote (with all commissioners voting in favor with no corrections).

3. AIRPORT FUND BUDGET UPDATE

Mike Bisset answered the Commission's questions regarding FY14/15 budget revenues and expenses to date. Commissioner Berry reminded the Commission that he would like to have a discussion, as part of the FY15/16 budget preparation and review, regarding setting aside funds for future facilities projects.

4. ITEMS FROM STAFF

Graham Goad gave his airport managers report, highlighting the work accomplished by the survey crew supporting the runway reconstruction project. Graham answered questions from Commissioner Benedict about the PAPI lights and the Unicom frequency change request.

Mike Bisset stated he did not receive any proposed changes or suggestions for changes to the Municipal code Chapter 11 and therefore it was to be presented to the City Council, as written, on November 8, 2014.

Rich Spofford stated that the survey work and engineering for the runway rehab project had started, and he answered questions from the Commissioners regarding the project.

Mike Bisset stated he was still working with Century West on the scope of developing a "Fly Friendly" program, and was waiting to discuss this project with the new City Manager in December.

5. Public Comments

Robbie Sturm from Cirrus Aviation presented James and Lauren Hensley to the Commission. Robbie stated she was in negotiations with the Hensley's to sell the FBO to them. Robbie stated that the sale of the FBO would be dependent on the new owners acquiring a long term lease from the City, and she requested the approval of the lease extension by the Commission. Commission Chair Jody Christensen told Robbie Sturm that lease extension should be discussed with staff, and she noted that it was not the duty of the Commissioners to negotiate lease terms / extensions. Robbie stated that the timing was critical to the sale, and she requested a meeting with staff ASAP. Mike Bisset noted that he could meet that week.

Ingo Nehls of Konect Aviation addressed the Commission and thanked Mike Bisset for his work on the permit to allow Konect to operate a helicopter within the city limits for a special event.

6. Items from Commissioners

There were no further comments from the Commission.

The meeting was adjourned at 7:05pm.