



City of McMinnville

AIRPORT COMMISSION MEETING

KENT L. TAYLOR CIVIC HALL
200 NE Second Street

Tuesday, May 2, 2017
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 MARCH 7, 2017 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the March 7th meeting.**
4. **McMINNVILLE AIRSHOW PROPOSAL DISCUSSION**
 - Presentation by Bill Braack, President – Oregon International Air Show
 - Commission Action Required: **By MOTION and VOTE, the Commission shall make a recommendation to the City Council regarding the McMinnville Airshow Proposal.**

The Kent L. Taylor Civic Hall building is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Recorder (503) 434-5702. For TTY services, please dial 711.

*Please note that these documents are also on the City’s website, www.mcminnvilleoregon.gov. You may also request a copy from the Community Development Department.

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5. **FIXED BASE OPERATOR FACILITY UPDATE** (Holly Nehls)
 - Update from Holly Nehls, Konect Aviation.

 6. **ITEMS FROM STAFF**
 - A. Airport Manager's Report (Holly Nehls)
 - B. Runway 4-22 Construction Update (Rich Spofford)

 7. **ITEMS FROM COMMISSIONERS** (All)

 8. **ADJOURNMENT**

NOTE: The next regularly scheduled Airport Commission meeting would be on Tuesday, July 4, 2017. **Given the 4th of July holiday, that meeting will be cancelled.**

There is the need to hold a special Airport Commission meeting, to consider proposed leases of Airport property, prior to the cancelled July meeting date.

Available meeting dates include:

- **Tuesday, June 6th; or**
- **Tuesday, June 20th.**

The special Airport Commission meeting will be held at 6:30pm, in the Kent L. Taylor Civic Hall Building, 200 NE Second Street.

Commissioners should bring their calendars to the May 2nd Commission meeting so that the special Airport Commission meeting date can be chosen, and properly noticed to the public.

AIRPORT COMMISSION MEETING

**Tuesday, May 2, 2017
6:30pm**

Agenda Item 3. **MINUTES OF THE MARCH 7, 2017 MEETING**

- Attachment 1: Proposed minutes.

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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.

AIRPORT COMMISSION MEETING

**Monday, May 2, 2017
6:30pm**

Agenda Item 4. **McMINNVILLE AIRSHOW PROPOSAL DISCUSSION**

- Attachment 1: Oregon International Air Show Proposal Document

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OREGON INTERNATIONAL AIR SHOW

PROPOSAL

MCMINNVILLE AIRSHOW



EXECUTIVE SUMMARY

The Oregon International Air Show has been Oregon's largest aviation event since 1988. From 1988 to 2002 the event was known as the Rose Festival Air Show. In 2002, the Hillsboro Chamber and the Rose Festival Organization decided to focus on their core business lines. This left the airshow without an organizing body. In late 2002, the Oregon International Air Show was founded and incorporated as a 501(c)3 with the purpose of continuing the airshow event and its charitable mission to support charities throughout the region. Since 2003, the Oregon International Air Show has donated more than \$2.1 million to these charities. In order to ensure a permanent scholarship and charitable fund, in 2016, the Oregon Airshow Charitable Foundation was established.

Our desire is to establish an airshow at the McMinnville Airport in the City of McMinnville in Yamhill County, Oregon. The purpose of this airshow is to promote the McMinnville community, the Evergreen Flight Museum and the wine industry of Yamhill County and to continue our charitable mission by attracting up to 30,000 guests to the McMinnville airport for an inaugural show in the summer of 2018.

Our intention is to feature one of the North American Jet Teams (USAF Thunderbirds, USN Blue Angels or RCAF Snowbirds) in the skies above McMinnville in 2019 and beyond.

PROPOSAL

The Oregon International Air Show (OIAS) seeks to enter into a 5-year agreement with the City of McMinnville to organize and operate an aviation event (airshow) at the McMinnville Airport beginning in the summer of 2018.

The OIAS Staff would work with City Officials to set the date(s) of the event.

The Oregon International Airshow would provide the following:

- ◆ Liability insurance for the airshow consistent with industry standards
- ◆ Process all local, state and federal permits, waivers and approvals
- ◆ Operational costs for airshow
- ◆ Marketing and Promotion coordination & costs
- ◆ Volunteer Coordination
- ◆ OIAS to provide singular POC to the City staff for airshow coordination
- ◆ OIAS will work with emergency services personnel to draft ingress/egress documents

The Oregon International Air Show would ask the City of McMinnville to provide the following items (at no charge):

- ◆ Right of Entry to the McMinnville Airport for the purpose of the airshow
- ◆ Fire/EMS services for the airshow
- ◆ Law Enforcement for the airshow
- ◆ A City Staff member to serve as POC for airshow coordination
- ◆ Office space at airport for airshow operational headquarters for 3 weeks (2 - weeks prior to airshow and 1 week after airshow)

This simple proposal is designed to convey our desire and request for approval to organize and run an airshow at the McMinnville Airport. We understand that a more formal agreement must be completed. The Oregon International Air Show staff is available to answer any and all questions from the City, the Airport Commission and/or the City Council.

The Oregon International Air Show is known for executing well-run, safe, family-friendly events and we look forward to working with the City of McMinnville throughout the approval process. Furthermore, we look forward to working with the Chamber of Commerce and the Yamhill County Business Development professionals to promote the region in a collaborative manner.

Respectfully submitted,



Bill Braack, President
Oregon International Air Show