



McMinnville Airport Commission Meeting Minutes

Kent L. Taylor Civic Hall
Tuesday, November 5, 2019

1. The meeting was called to order at 6:30pm by Chair Peacock. Commissioners present were Andy Benedict, Jody Christensen, Mark Fowle, and Vice-Chair John Lautenbach. Staff in attendance included Mike Bisset (City of McMinnville) and Rob Dehner (Potcake Aviation - Airport Manager).
2. **Invitation to Citizens for Public Comment:** Jason James of J-Wines introduced himself to the Commission, and noted that he has purchased the Evergreen 747 parked at the air museum. He noted that he needs to move the 747, and that he was interested in possibly placing it at the airport. He shared his plans to turn the 747 into a destination wine tasting room, as well as using it for educational purposes for area school children.

He noted that the purchase has taken approximately 18 months, and that his original plans were to leave it where it is currently. That isn't possible, as the new owners of the museum property have indicated that they wanted it moved. The Commission expressed general support for the concept, but directed Mr. James to work with City staff re: whether or not it can be placed on airport property. Commissioner Christensen also recommended that he reach out to the McMinnville Economic Development Partnership.

3. **Consider Minutes of the July 2, 2019 Commission Meeting:** Chair Peacock asked for comments on the draft minutes from July 2, 2019 Commission meeting. Hearing no questions regarding the minutes, Chair Peacock asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Christensen, and seconded by Vice-Chair Lautenbach; and the minutes were approved by unanimous vote of the Commissioners present.

4. **Items from Staff:**

- **Airport Manager's Report:** Airport Manager representative, Rob Dehner (Potcake Aviation) introduced himself to the Commission. He relayed that the Oregon International Airshow was successful, and went very well given the very short planning timeframe. He reported on recent mowing efforts, and noted that the airfield is looking good. A portion of the runway edge lights were reported out by a local pilot, and Potcake worked with a local electrician to make the repairs. He also noted that the FAA has adjusted the runway approach due to the presence of tree obstructions that the City is working on having removed.

Commissioner Fowle asked for an update regarding the apron pavement and the jet incident. Rob indicated that that area has been coned off, and that they have adjusted movements on the apron area based on pavement strength data the City provided. The routing adjustments are working, and they had eight jets on the ramp recently.

Commissioner Fowle asked for an update re: the fuel farm. Rob indicated that the 100LL tank is completely operational, and the City is working on a project to refurbish the Jet-A tank.

- **City Report:** Mike Bisset reported that the Engineering staff is working on the bid package for refurbishing the Jet-A tank. He noted that the inside of the tank has not been inspected, and that staff is wanting to ensure that tank can be refurbished so that we can avoid the situation that occurred with the 100LL tank (a crack was found inside the tank, and the entire tank had to be replaced).

He noted that the joint planning conference call with the FAA and the Oregon Department of Aviation was held recently. The City has received FAA and ODA grants to cover the apron/taxiway

project design and environmental work. Unfortunately, there are no FAA funds in 2020 to cover the \$2.1-million construction costs. Thus, the project has been pushed to 2021, with the hopes that FAA grant funding will be available then. The City receives an annual entitlement amount \$150,000 from the FAA, and after the apron project funds will need to accrue to cover the expected costs to update the Airport Layout Plan (ALP). It is expected that the ALP update will start in 2024.

He reported that the Oregon International Airshow group will be providing an event debrief to the City Council at the Council's November 12th meeting. He will forward the City Council information to the Commission once it has been prepared.

He indicated that Potcake will be updating the list of aircraft based on the airport for the FAA. That update is done yearly, and is due mid-December. The list of based aircraft is used in part to help prioritize FAA funding grants.

He noted that recently the City has discussed the construction of hangars with several parties, and expects that next year the Commission will have several leases for new hangars to consider.

He reported that the Engineering staff is working with a contractor to designate spaces in the Comcast parking lot as "airport parking", and staff is working with the Oregon State Police regarding the details of a new five-year lease, with two 5-year extensions.

Lastly, Mike noted that the FAA held a land use compliance inspection of MMV in September. The inspection included a review of several lease documents, and an airport field inspection. The results of the inspection included two action items:

1. The City must seek interim use approval for the Comcast and Oregon State Police leases, as they are non-aviation related leases and the current ALP does not have areas designated for those uses. The interim use approval will allow the airport to revisit those uses with the ALP is updated; and
2. The City must update the "Exhibit A property map" for the airport, which will accurately depict all of the airport owned property parcels, the projects that have received FAA funding, etc. The map can be created as part of the ALP update, or as part of a future FAA project.

Related to the interim use approval requirement, Mike noted that in his discussions with the FAA, the placement of the 747 on airport property will be very difficult, as there is no area designated in the current ALP for such a use. He noted that he will be gathering City Planning and adjacent property owner information for Mr. James so that he can explore placing the 747 on property near the airport.

Other suggested items in the land use inspection report include updating lease language, and updating the airport's minimum commercial standards. Mike indicated that those items could be on the Commission's work plan for 2020. He noted that he would email the FAA inspection report to the Commission for their information.

5. Items from Commissioners:

- Commissioner Christensen announced that this was her last Commission meeting, as her term ends in December. Many of the Commissioners and City staff thanked Jody for her service, and noted the many accomplishments that have occurred during her tenure on the Commission.
- Commissioner Fowle asked what the economic benefit of the airshow was to the airport. Mike Bisset noted that the agreement with the airshow included payment to the airport fund for the days of the airshow and the set-up and take-down days. He noted he would email those amounts to the Commission.

- The Commission asked if the City had plans to hire someone to do the work that Rich Spofford previously completed. Mike Bisset noted that had not been decided yet. He noted he is handling those airport duties for now, and that Potcake Aviation is handling the airport manager duties. He noted that at some point it probably makes sense to have a City employee with aviation experience that acted in those roles, but the timing for that has not been determined.

The meeting was adjourned at 7:16 pm.