



McMinnville Airport Commission Meeting Minutes

Kent L. Taylor Civic Hall
Tuesday, January 7, 2020

1. The meeting was called to order at 6:30pm by Chair Peacock. Commissioners present were Andy Benedict, Mark Fowle, Doug Hurl, Stephen Leonard, Vice-Chair John Lautenbach, and Councilor Adam Garvin. Staff in attendance included Mike Bisset (City of McMinnville) and Rob Dehner (Potcake Aviation - Airport Manager).
2. **Introduction of New Airport Commissioner:** Chair Peacock introduced Stephen Leonard as the new Airport Commissioner. Each Commissioner provided a brief biographical introduction.
3. **Invitation to Citizens for Public Comment:** Kim Muinch of the Oregon Pilots Association provided a letter to the Commission that was included in the meeting packet.

Neal White of the Oregon Pilots Association was present, and asked that the Commission and staff report on several topics:

- 2019 Oregon International Airshow (OIA) impact: Mike Bisset noted that there were airport use fees paid by OIA, and Chair Peacock noted that OIA is working on a report noting the community benefits of the event;
- Refurbishment of the Jet A tank: Mike Bisset noted that, with Potcake's assistance, we are working on a plan to replace the Jet A tank. Refurbishment, including inspection costs, was estimated at approximately \$150,000, and a new tank is estimated to be approximately \$205,000. Mike noted that the City will be working on a plan to pay for a new tank, and that Potcake is working on plans to provide Jet A fuel via trucks if there is a need;
- Status of FAA approval of Comcast and Oregon State Police leases: Mike Bisset indicated that, per the FAA's direction, he has submitted a request for interim use approval of the leases. He noted that he had not heard back from the FAA re: the request;
- Status of the request to site the 747 tasting room on airport property: Mike Bisset noted that he had reviewed the request with the FAA, and it was determined that there were no areas in the current Airport Layout Plan that would support that use. He noted he had provided Jason James with contact information for the Planning Department so that they could help him the required land use approvals, and with adjacent property owner contact information; and
- Status of the idea that the City would hire a credentialed airport manager: Mike Bisset noted that the current status of the Airport Fund would not likely support funding a City employee airport manager. He also noted that the lease with Potcake Aviation for the Fixed Based Operator function also includes provisions that they provide the Airport Manager function.

Paul Peterson addressed the Commission, and noted that he is the VP of Business Development for the Oregon International Airshow. He thanked the Commission for their support of the 2019 airshow, and he looked forward to working with them on the 2020 and 2021 shows. He left his contact information with Mike Bisset.

4. **Election of Officers:** Chair Peacock asked for nominations for the 2020 Chair and Vice-Chair positions. A motion to appoint Bob Peacock as 2019 Chair was made and seconded; and the motion was approved by unanimous vote of the Commissioners present.

A motion to reappoint Vice-Chair John Lautenbach for 2020 was made. John noted that he had an interest in having another commissioner serve as Vice-Chair.

A motion to appoint Mark Fowle as Vice-Chair for 2020 was made and seconded; and the motion was approved by unanimous vote of the Commissioners present.

5. **Consider Minutes of the November 5, 2019 Commission Meeting:** Chair Peacock asked for comments on the draft minutes from November 5, 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 Councilor Garvin, and seconded by Commissioner Lautenbach; and the minutes were approved by unanimous vote of the Commissioners present.

6. **Items from Staff:**

- **Airport Manager's Report:** Airport Manager representative, Rob Dehner (Potcake Aviation) noted that business has slowed at the airport recently due to the weather conditions. He noted that he was excited that the airshow would be returning, and that he looked forward to working with Oregon International Airshow regarding the event logistics.

He noted that Potcake Aviation had recently transitioned the hangar rental function to their main office at the airport. He noted that the change will improve customer service, and will mean that they are more accessible to the hangar customers.

- **FY20 Airport Fund Budget Update:** Mike Bisset provided a mid-year budget report to the Commission. He noted that the beginning fund balance at July 1, 2019 was higher than expected due to the fact that some of the costs for the 100LL fuel tank replacement carried over to this fiscal year.

He explained and reviewed the airport fund revenue and expense lines, and noted that overall the Airport Fund budget is where he expected it to be mid-year. He noted, as indicated earlier in the meeting, he will be working on a solution to fund replacement of the Jet A fuel tank.

He noted that he will be bringing the proposed FY21 Airport Fund budget to the Commission at their meeting in February, and he asked that Commissioners send him any ideas they had for incorporation into next year's budget.

Commissioner Benedict suggested that the City investigate converting the runway lights to LED as a way to save costs. Commissioner Peacock expressed support for that idea.

Councilor Garvin asked about the occupancy of City hangars. Rob Dehner noted that there were currently two or three vacant hangars. Councilor Garvin noted that keeping the hangar lease rates current, and ensuring that the hangars were full, with tenants that were flying, would be a way to maximize lease revenues and fuel flowage fees.

7. **Items from Commissioners:**

- None.

The meeting was adjourned at 7:11 pm.