



McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall
Tuesday, July 21, 2015

1. The meeting was called to order at 6:34pm by Jody Christensen. Commissioners present were Jody Christensen, Doug Hurl, Bob Peacock and John Lautenbach. Others present were Mike Bisset and Rich Spofford (City of McMinnville); Martha Meeker (City Manager); and Graham Goad (Airport Manager)
2. **Invitation to Citizens for Public Comment:** There were no comments from the public
3. **Consider Minutes of the March 3, 2015 Commission Meeting:** The minutes from March 3, 2015 meeting were reviewed by the commissioners. Commissioner Lautenbach made a motion to approve the minutes as presented; the motion was seconded by Commissioner Hurl; and the minutes were approved by unanimous vote of the Commissioners present.
4. **Fixed Base Operator Request for Proposal:** City Manager Meeker reviewed the Fixed Base Operator (FBO) Request for Proposal (RFP) and highlighted some of the main points. Chair Christensen spoke of the economic and business development opportunities at the airport, and of the McMinnville Economic Development Partnership working with the selected FBO provider. She also thanked Robbie Sturm of Cirrus Aviation for her years of service to the airport.

Tony Hann introduced himself as the FBO operator at the Albany and Mulino airports. He stated that he would possibly submit a proposal for operating the FBO in McMinnville. Commissioner Lautenbach asked Mr. Hann if he is a pilot, and Mr. Hann indicated that he is.
5. **Fly Friendly Program Contract:** Mike Bisset reviewed the proposed contract with Century West to develop a “Fly Friendly” program for the McMinnville Airport. The proposed cost of the project is \$28,842.70. Commissioner Hurl asked if this would address the helicopter traffic issues, Mike Bisset said that it would.

Jody Lucich (airport neighbor) asked the commission to “please vote for it”

Mike Bisset mentioned the Donna Cunningham (airport neighbor) had contacted him and asked for the commission to vote in favor of the program.

Commissioner Peacock made a motion recommending that the City Council approve the contract with Century West; Commissioner Hurl seconded the motion; and all commissioners presented voted in favor.
6. **Airstrip Attack Event Update:** Rich Spofford spoke of the event and noted that everything was on schedule and that the organizers were excited. Chair Christensen indicated that she had a meeting with Ryan Fisher (event organizer) and that he had commented how easy the City had been to work with on this event. Chair Christensen noted that an event press kit had been published.

7. **Items from Staff:** Graham Goad gave the Airport Manager's report:

- He noted that the "Airport Clean Up Day" on April 25, 2015 was successful;
- He discussed a meeting with other staff and staff from the Oregon Department of Aviation that occurred at the airport on May 4, 2015;
- He indicated that he had a visit from Regional Director of Life Flight on June 14, 2015, and that they were looking to base a second helicopter in the valley. During the discussion it was determined that the McMinnville Airport did not have the type of facilities they were looking for.
- He noted that he was working with Dan Prichard from the KR club that wanted to have their annual gathering at the McMinnville Airport on the Labor Day weekend.
- He mentioned that Roger Kelsey (Premier Jet in Hillsboro) had visited the airport, and he was looking for an area on the airport to get an aircraft he had bought from the museum airworthy. Graham showed him some areas and a suitable location was selected. Graham has sent Roger an email approving the request, and noting the requirements that must be met.

City Manager Meeker spoke of the painting project with the Boy Scouts where the "McMINNVILLE" sign on the ramp was repainted successfully.

8. **Items from Commissioners:** There were no comments from the Commissioners.

Mike Bisset noted that the next Airport Commission meeting was scheduled for Tuesday, September 1, 2015 @ 6:30pm but that the meeting may be rescheduled to Tuesday, October 6, 2015 @ 6:30pm to allow the Commission to review the fixed base operator RFP results.

9. The meeting was adjourned at 7:02 pm