



McMinnville Airport Commission Meeting Minutes

@ Civic Hall & Via Zoom
Thursday, November 5, 2020

1. The meeting was called to order at 6:30pm by Vice-Chair Mark Fowle. Commissioners present via Zoom, or in Civic Hall, were Andy Benedict, Doug Hurl, John Lautenbach, and Stephen Leonard. Staff in attendance included Mike Bisset (City of McMinnville) and Roy Armstrong/Rob Dehner (Potcake Aviation - Airport Manager).
2. **Invitation to Citizens for Public Comment:** None.
3. **Consider Minutes of the September 1, 2020 Commission Meeting:** Vice-Chair Fowle asked for comments on the draft minutes from September 1, 2020 Commission meeting. Hearing no questions regarding the minutes, Vice-Chair Fowle asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Lautenbach, and seconded by Commissioner Leonard; 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) noted a recent prop strike at the airport, and noted that the local based pilot and airport infrastructure were both fine.

Airport Manager Roy Armstrong noted his ongoing concerns with self-fueling at the airport, including the need for appropriate insurance, training, and compliance with NFPA codes and standards.
 - **City Report:** Mike Bisset noted that the work to update the lease with the Oregon State Police continues, and the final lease will likely be in front of the Commission in December or January. This will be a five year lease, with two five-year extensions built in.
5. **Items from Commissioners:** None.
6. **MMV Minimum Commercial Standards Update:** The Airport Commission and interested parties continued the work to review and update the Minimum Standards for Commercial Aeronautical Activities document. At the conclusion of the discussion, it was decided that the update work would continue at another work-session on Tuesday, November 17th @ 6:00pm. Mike Bisset noted that he would set-up the work-session so that interested parties could participate via Zoom or in person at Civic Hall.

The meeting was adjourned at approximately 8:10 pm.