

# McMinnville Airport Commission Meeting Minutes

Via Zoom  
Tuesday, January 5, 2021



1. The meeting was called to order at 6:35pm by Vice-Chair Mark Fowle. Commissioners present via Zoom were Andy Benedict, Stephen Leonard, and City Councilor Adam Garvin. 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 November 5, 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 Leonard, and seconded by City Councilor Adam Garvin; 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 that on Thanksgiving a driver had crashed into the FAA ILS infrastructure adjacent to Cruikshank Road. The ILS was down for 5-days, and the FAA issued the appropriate NOTAM. The ILS has since been returned to service.

He noted that an unknown pilot ran their aircraft into FAA lighting, which has been repaired. He indicated that the radio activated lighting had also been recently repaired, and that traffic at the airport has been low due to the pandemic.
  - **City Report:** Mike Bisset noted that the Oregon International Airshow is scheduled for July 30 – August 1, 2021; and that organizers will be meeting with the advance team from the Air Force Thunderbirds during late January.

He that the City Council will consider the appointment of Grayson Barrows and Richard Martinez to the Airport Commission at an upcoming City Council meeting.
5. **Items from Commissioners:** None.
6. **Minimum Standards & Airport Rules Update:** The Airport Commission and interested parties continued the work to review and update to Municipal Code Chapter 11 regarding the airport. At the conclusion of the discussion, it was decided that the update work would continue at another work-session on Wednesday, January 20 @ 5:30pm. Mike Bisset noted that he would set-up the work-session so that interested parties could participate via Zoom.

The meeting was adjourned at 7:57 pm.