



City of McMinnville
Public Works Department
231 NE 5th Street
McMinnville, OR 97128
503.434.7312
www.mcminnvilleoregon.gov

**Airport Commission Meeting
Wednesday, May 15, 2023**

City Council Chambers, Civic Hall, 200 NE 2nd Street or Zoom

3:00 pm Regular Meeting:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/89905997796>

Meeting ID: 899 0599 7796

Passcode: None

Or you can call in and listen via zoom: 1- 253 215 8782

MEETING MINUTES

***Note – Minutes are abbreviated. See video link for full meeting.
Video:**

<https://mcminnvilleoregon.zoom.us/rec/share/OGYaDAFFM9sM-zFkAPqEqsFIGPdXCblHiqYxFINbe2DSmwjsXde9aT6An6Yzbacg.CfFhFf0E1DlcghPc>

Passcode: #W934MV*

**Chairman: Grayson Barrows
Vice-Chairman: John Stanislaw**

**City Councilor Adam Garvin
Commissioner Richard Martinez
Commissioner Michael Griffiths**

**Commissioner Daniel Hickox
Commissioner Mark Fowle**

Public Participation:

Public Comments: If you wish to address the Airport Commission on any item not on the agenda, you may respond as the Airport Commission Chair calls for "Invitation to Citizens for Public Comment."

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*Please note that these documents are also on the City's website, www.mcminnvilleoregon.gov. You may also request a copy from the Community Development Department.

AGENDA

1. **CALL TO ORDER** (Chairman Barrows)
2. **CONSIDER MINUTES OF THE March 1, 2023 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the March 1, 2023 meeting.**

Meeting Minutes approved unanimously.

3. **INVITATION FOR PUBLIC COMMENT**
 - *This section of the agenda allows for the public to address the Airport Commission regarding any issue not on the agenda. The Chair will also invite airport users and business owners to report on current activities at the airport. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up at a future meeting.*

There were no public comments.

4. **AIRPORT COMMISSION REPORT AND COMMENTS** (Chairman Barrows & Commissioners)
5. **DISCUSSION ITMES**

Airport Commission Meeting Venue Options Airport Commission considered venue options and determined that the present hybrid option with physical attendance in Civic Hall is best.	Airport Administrator
Airshow & Skydive Events Airport Administrator provided a brief update on the Airshow and Skydive events.	Airport Administrator
Airport Capital Improvement Plan Airport Administrator provided timeline for annual update on the Airport Capital Improvement Plan (ACIP)	Airport Administrator
Hangar Compliance & Fire Inspection Hangar Compliance Inspection date set June 20-22	Airport Administrator
Airport Master Plan & Fence Grant Projects Airport Master Plan project will be presented to City Council on May 23 for approval. Fence project has had revisions but still on schedule.	Airport Administrator

<p>Airport Budget</p> <p>Commissioner Garvin provided a process update on the City budget process. Airport Administrator shared information about the behind the scenes methods used to develop a long term Airport Budget</p>	<p>Airport Administrator</p>
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6. AIRPORT MANAGER COMMENTS

(Potcake Aviation, Dehner)

Not Present

7. AIRPORT ADMINISTRATOR COMMENTS

(Airport Administrator, Williamson)

Williamson provided feedback from attending the Washington Airport Managers Association Conference, which included items relate to the Airport Master Planning and new leadership at the FAA Airports District Office.

8. ADJOURNMENT

(Chairman Barrows)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Wednesday, July 5, 2023 @ 3:00 pm**. Information regarding the meeting will be posted on the City's website.