



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

Airport Commission Meeting
Tuesday, January 23, 2024

Zoom Only Meeting

3:00 pm Regular Meeting:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/83440696066>

Meeting ID: 834 4069 6066

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/3vMSDhe-dzr9INHWn8JrBEdRXaOF_zep9UyAqSbMa8yhpwQjwpRQSu7zKv1i_AX-.s2j0T2-TSaMsWtwO

Chairman: Grayson Barrows
Vice-Chairman: John Stanislaw

City Councilor Adam Garvin
Commissioner Richard Martinez
Commissioner Michael Griffiths

Commissioner Mark Fowle
Commissioner

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."

*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.

----- MEETING AGENDA ON NEXT PAGE -----

AGENDA

1. CALL TO ORDER (Chairman Barrows)

2. CONSIDER MINUTES OF THE November 7, 2023 COMMISSION MEETING

- Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 7, 2023 meeting.**

Meeting Minutes approved unanimously.

3. ELECTION OF NEW AIRPORT COMMISSION CHAIRMAN

- Election process will use the standardized script.

John Stanislaw was elected as Airport Commission Chairman

4. ELECTION OF NEW AIRPORT COMMISSION VICE CHAIRMAN

- Election process will use the standardized script.

Michael Griffiths was elected as Airport Commission Vice Chairman

5. 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

6. AIRPORT COMMISSION REPORT AND COMMENTS (Chairman & Commissioners)

Comments should be review on the Video (link above)

7. DISCUSSION ITMES

Airport Commission Vacancy Four applicants will be interviewed	Airport Administrator
Airport Commission Roles & Responsibilities	Airport Administrator

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The Airport Administrator provided a brief on Airport Commission Roles & Responsibilities	
Airport Master Plan Public Advisory Committee Commissioner Fowle provided a brief on the PAC meeting and Master Plan processes	Airport Commissioner Fowle
Airport Budget The Airport Administrator provided a brief on the Airport Budget process and will be forwarding a DRAFT worksheet to the AC members for discussion at the March AC meeting.	Airport Administrator
Air Show The Airport Administrator provided feedback related to previous discussions about the Air Show contract and management.	Airport Administrator

8. AIRPORT MANAGER COMMENTS (Potcake Aviation, Dehner)

Airport Manager was not able to attend due to ZOOM link changes

9. AIRPORT ADMINISTRATOR COMMENTS (Airport Administrator, Williamson)

Comments should be reviewed on the Video (link above)

10. ADJOURNMENT (Chairman)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Tuesday, March 5, 2024 @ 3:00 pm**. Information regarding the meeting will be posted on the City's website.

CHAIRMAN and VICE CHAIRMAN ELECTIONS (AIRPORT COMMISSION MEETING 01/02/2024)

MEETING WILL BE RECORDED

1. ROLL CALL:

VICE-CHAIR STANISLAW: Call the Airport Commission Meeting to Order and conduct a roll call.

- Commissioner Fowle
- Commissioner Griffiths
- Commissioner Martinez
- Commissioner

2. ELECTION OF NEW CHAIR AND VICE CHAIR:

VICE-CHAIR STANISLAW: Call on Commission to nominate a Chair and Vice-Chair then vote to elect both positions. The new Chair will preside over the remainder of the meeting.

To elect new CHAIR:

VICE-CHAIR STANISLAW to conduct the Chair nominations:

- I call for nominations for Chair of the City of McMinnville Airport Commission
- [write down nominees]
- Any further nominations?
- [write down any additional nominees]
- Nominations are closed.
- The nominees for Chair are _____.
- VICE-CHAIR STANISLAW** will now conduct a roll call vote of the City of McMinnville Airport Commission for election of the Chair.
- [**VICE-CHAIR STANISLAW** state member's name, and ask for vote. Mark who they voted for.]
- [Continue Step h for all members.]
- VICE-CHAIR STANISLAW** states The vote is _____.
- [If one person receives majority]: _____ has been elected Chair of the City of McMinnville Airport Commission.
- [If no majority]: No person received a majority of the vote. Does any nominee wish to withdraw from consideration?
- [State current nominees.]
- [Do Steps g through j until there is one person who receives a majority vote.]

To elect new VICE-CHAIR:

*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.

CHAIR to conduct the Vice-Chair nominations:

- a. I call for nominations for Vice-Chair of the City of McMinnville Airport Commission
- b. [write down nominees]
- c. Any further nominations?
- d. [write down any additional nominees]
- e. Nominations are closed.
- f. The nominees for Vice-Chair are _____.
- g. **CHAIR** will now conduct a roll call vote of the City of McMinnville Airport Commission for election of the Vice-Chair.
- h. [**CHAIR** state member's name, and ask for vote. Mark who they voted for.]
- i. [Continue Step h for all members.]
- j. **CHAIR** states The vote is _____.
- k. [If one person receives majority]: _____ has been elected Vice-Chair of the City of McMinnville Airport Commission.
- l. [If no majority]: No person received a majority of the vote. Does any nominee wish to withdraw from consideration?
- m. [State current nominees.]
- n. [Do Steps g through j until there is one person who receives a majority vote.]

New CHAIR to continue with standard (posted) Agenda