



City of McMinnville  
Public Works Department  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128  
503.434.7312  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Airport Commission Meeting  
Tuesday, January 21, 2025**

*City Council Chambers, Civic Hall, 200 NE 2<sup>nd</sup> Street or Zoom*

**6:00 pm Regular Meeting:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/86807710809>

Meeting ID: 868 0771 0809  
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:**

[Airport Commission Meeting 01-21-2025](#)

**Chairman:  
Vice-Chairman:  
City Council Liaison:**

**Commissioner Mark Fowle  
Commissioner Patty Herzog  
Commissioner Volz**

**Commissioner Grayson Barrows  
Commissioner Young  
Commissioner Warren**

*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."*

**----- MEETING AGENDA ON THE NEXT PAGE -----**

## AGENDA

### 1. CALL TO ORDER

Airport Administrator

### 2. CONSIDER MINUTES OF THE – November 19, 2024 - COMMISSION MEETING

- Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 19, 2024 meeting.**

There was no quorum of the Airport Commission available to approve the minutes. Minutes will be made available for review in an unapproved format.

### 3. NEW MEMBER INTRODUCTIONS

- An opportunity for new and existing members to be introduced.

New and old members and staff introduced themselves.

### 4. ELECTION OF NEW AIRPORT COMMISSION CHAIRMAN

- Election process will use the standardized script.

Mr. Fowle was unanimously elected as Chairman by role call vote.

### 5. ELECTION OF NEW AIRPORT COMMISSION VICE CHAIRMAN

- Election process will use the standardized script.

Mr. Barrows was unanimously elected as Vice-Chairman by role call vote.

### 6. 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.

### 7. AIRPORT COMMISSION REPORT AND COMMENTS

(Chairman & Commissioners)

Mr. Fowle and Ms. Herzog provided comments related to the Airport Master Plan Public Advisory Committee.

### 8. DISCUSSION ITEMS

- Airport Commission Roles & Responsibilities Airport Administrator
- Airport Budget Airport Administrator

- Airport Projects - Master Plan, Fence, Lights Airport Administrator
- Airport Commission Goals Airport Administrator
  - An update of the Minimum Standards
  - An update to the Municipal Code Ch 2.28 (Airport Commission)
  - An update to the Municipal Code Ch 11 (Airport and Aircraft)
  - Land Leases and Amendments Review

**9. AIRPORT MANAGER COMMENTS** (Potcake Aviation, Dehner)

*Airport Manager provided a brief update the airport.*

**10. AIRPORT ADMINISTRATOR COMMENTS** (Airport Administrator, Williamson)

*Airport Administrator provided some additional updates.*

**11. ADJOURNMENT** (Chairman )

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

### MEETING WILL BE RECORDED

**Airport Administrator will preside over the election of the new Chairperson being the Chair and Vice Chair positions are not filled.**

#### **1. ROLL CALL:**

**Airport Administrator:** Call the Airport Commission Meeting to Order and conduct a roll call.

Commissioner Fowle	Commissioner Herzog	Commissioner Young
Commissioner Barrows	Commissioner Volz	Commissioner Warren

#### **2. ELECTION OF NEW CHAIR AND VICE CHAIR:**

**Airport Administrator:** 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:

**Airport Administrator to conduct the Chair nominations:**

- a. I call for nominations for 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 Chair are \_\_\_\_\_.
- g. **Airport Administrator** will now conduct a roll call vote of the City of McMinnville Airport Commission for election of the Chair.
- h. **Airport Administrator** state member's name, and ask for vote. Mark who they voted for.
- i. [Continue Step h for all members.]
- j. **Airport Administrator** states The vote is \_\_\_\_\_.
- k. [If one person receives majority]: \_\_\_\_\_ has been elected 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.]

To elect new VICE-CHAIR:

**New 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**