



City of McMinnville

AIRPORT COMMISSION MEETING

McMINNVILLE CIVIC HALL
200 NE Second Street

Tuesday, September 6, 2016
6:30 p.m.

Chair Jody Christensen

Commissioner Andy Benedict
Commissioner Doug Hurl
Commissioner Bob Peacock

Commissioner Brad Berry
Vice-Chair John Lautenbach
Councilor Alan Ruden

Welcome! All persons addressing the Airport Commission will please use the table at the front of the Board Room. If you desire to speak on any agenda item, please raise your hand to be recognized after the Chair calls the item. If you wish to address the Commission on any item not on the agenda, you may respond as the Chair calls for the *“Invitation to Citizens for Public Comment”* agenda item.

AGENDA

1. **CALL TO ORDER** (Chair Christensen)
2. **INVITATION TO CITIZENS FOR PUBLIC COMMENT**
 - *This section of the agenda allows for citizens 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.*
3. **CONSIDER MINUTES OF THE JUNE 7, 2016 COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the June 7th meeting.**
4. **FLY FRIENDLY PROGRAM UPDATE** (Rich Spofford)
 - Review of proposed Fly Friendly brochure.
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the proposed Fly Friendly brochure.**

5. **JACKSON FAMILY WINES EASEMENT REQUEST** (Mike Bisset)
- Consideration of a proposed access and utilities easement to Jackson Family Wines on Airport property adjacent to Airport Park.
 - Commission Action Required: **By MOTION and VOTE, the Commission shall make a recommendation to the City Council regarding the proposed access and utilities easement.**
6. **ITEMS FROM STAFF**
- A. Airport Manager's Report (Konect Aviation)
- B. Runway 4-22 Project Update (Rich Spofford)
- C. Airstrip Attack Event Update (Rich Spofford)
7. **ITEMS FROM COMMISSIONERS** (All)
- A. 2017 Airport Goals Discussion (Chair Christensen)
8. **ADJOURNMENT**

NOTE: The next regularly scheduled Airport Commission meeting will be on **Tuesday, November 1, 2016 @ 6:30pm** in the Civic Hall Building, 200 NE Second St.

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Agenda Item 3. **MINUTES OF THE JUNE 7, 2016 MEETING**

- Attachment 1: Proposed minutes.

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McMinnville Airport Commission Meeting Minutes

McMinnville Airport,
Civic Hall

Tuesday, June 7, 2016

1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Andy Benedict, Brad Berry, Doug Hurl, John Lautenbach, and Bob Peacock. Staff in attendance included Martha Meeker, Mike Bisset, and Rich Spofford (City of McMinnville); as well as Graham Goad (Airport Manager).
2. **Invitation to Citizens for Public Comment:** None.
3. **Consider Minutes of the March 1, 2016 Commission Meeting:** Chair Christensen asked for comments on the minutes from March 1, 2016 Commission meeting. Hearing none, she asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Benedict and seconded by Commissioner Lautenbach; and the minutes were approved by unanimous vote of the Commissioners present.
4. **FBO Lease Request:** Rich Spofford reviewed the proposed lease with Konect Aviation LLC for Fixed Based Operator (FBO) and airport management services at the airport. Various provisions of the lease and management documents were discussed by the Commission and staff, and corrections were made to several FAA circular references within the document. Commissioner Peacock made a motion recommending that the City Council approve the proposed lease, as amended, with Konect Aviation LLC. The motion was seconded by Commissioner Berry, and the motion carried by a unanimous vote of the Commissioners present.
5. **Items from Staff:**
 - Airport Manager Graham Goad reported on recent airport related items, including significant mowing efforts; noise complaint emails; and discussions with a business potentially wanting to locate at the airport.
 - Rich Spofford noted that bids for the Runway 4-22 reconstruction project were opened in May 2016, and the low bidder for the work is Kerr Contractors. Staff is working with the FAA regarding the construction grants, and construction on the project is expected to begin in May of 2017.
 - Rich noted that Shift S3ctor would be holding the 2016 Oregon Airstrip Attack at the airport on September 10-11. Alan Zanuzoski reported that he thought improvements were needed to ensure that airport users had access to the airport and hangars by airport during the event. Staff indicated that passes would be issued to airport users needing access during the event. Commissioner Christensen indicated that Shift S3ctor should work with Visit McMinnville regarding event marketing.
 - Rich provided an updated regarding the development of the Fly Friendly program. He noted that the public meeting was held on March 24th, and that it was well attended. The meeting presentation and a "Response to Questions" document have been prepared and posted on the City website. The fly friendly brochure is being developed, and the draft will be distributed for review and comment when it is completed. A discussion regarding the public meeting and the fly friendly program ensued between the Commissioners, staff, and public present.
6. **Items from Commissioners:** None.

The meeting was adjourned at 7:24pm.

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AIRPORT COMMISSION MEETING

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Agenda Item 4. **FLY FRIENDLY PROGRAM UPDATE**

- Attachment 1: Proposed Fly Friendly Program brochure.
- Attachment 2: Response to comments re: draft brochure

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McMinnville Municipal Airport - MMV

GENERAL AIRPORT INFORMATION

Latitude:.....N45° 11.67'
 Longitude:.....W123° 08.16'
 Elevation:.....163ft/49.7m (surveyed)
 Variation:.....15d29'19"E (2016)
 Location:3 miles SE of McMinnville, OR
 Time Zone:UTC-7 (UTC-8 during DST)

AIRPORT OPERATIONS

Sectional Chart:Seattle
 ARTCC:Seattle Center
 FSS:McMinnville
 NOTAM Facility:MMV (NOTAM-D service available)
 Control Tower:None. CTAF 123.000

AIRPORT COMMUNICATIONS

CTAF/UNICOM:123.000
 WX ASOS:.....135.675
 RCO (MMVFSS):122.450

RUNWAY INFORMATION

Rwy 4/22
 Dimensions:.....5,420 x 150 ft. (1652 x 46 m.)
 Surface.....Asphalt
 Rwy edge lights.....High intensity (pilot-controlled)

Rwy 17/35
 Dimensions:.....4,340 x 75 ft. (1323 x 23 m.)
 Surface.....Asphalt
 Rwy edge lights No lights

Note: Helicopter operations occur on the runways and both parallel taxiways



McMinnville Municipal Airport
 4000 SE Cirrus Ave McMinnville, OR 97128
 Phone: (503) 434-7411
<http://www.mcminnvilleoregon.gov/>



McMinnville Municipal Airport
 Fly Friendly

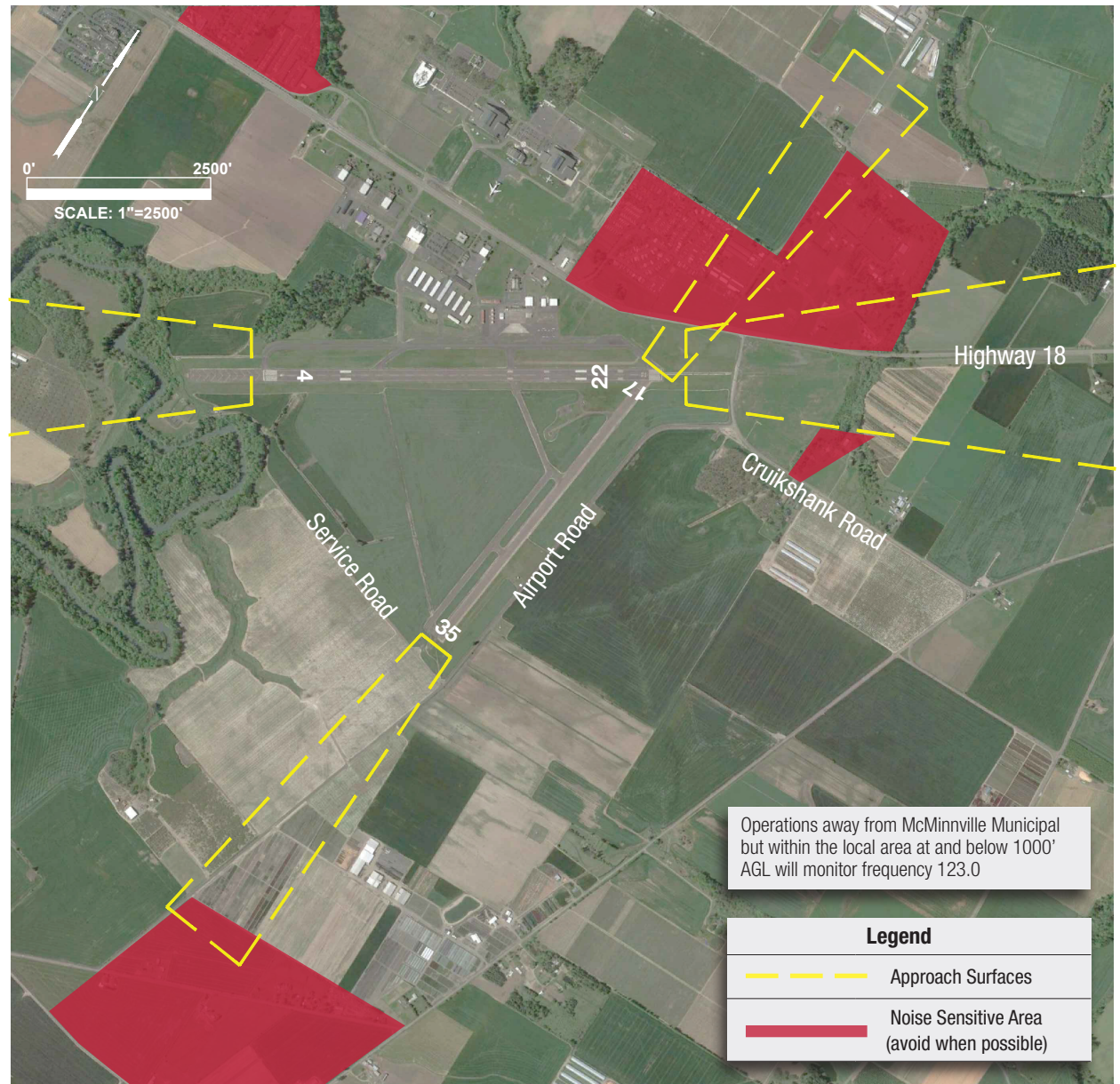


ABOUT THE FLY FRIENDLY PROGRAM AT MCMINNVILLE

This guide identifies approach surfaces and noise-sensitive areas for fixed-wing aircraft and helicopters to minimize impacts to airport neighbors at the McMinnville Municipal Airport. **The recommendations described in this brochure are not intended to preempt the responsibilities of the pilot-in-command.**

HOW TO FLY FRIENDLY AT MCMINNVILLE

- Nighttime flight training operations between 10pm and 6am are discouraged.
- No turns before end of runway.
- When possible, avoid noise sensitive areas depicted on vicinity map.
- Maximum distance and altitude separation from noise sensitive areas are the most effective means of noise abatement.
- Overfly major roadways and non-residential areas whenever possible.
- For populated areas maintain an altitude of 1000' AGL where possible.
- For sparsely populated areas maintain an altitude of 500' AGL where possible.
- For takeoff, accelerate to gain altitude as quickly as possible without compromising safety.
- For descents, use a steep approach to keep noise as close to the airport as possible.
- Repetitive noise is far more irritating than a single occurrence. If you must fly over the same area more than once, vary your flight path so that you do not over-fly the same buildings each time.
- Helicopters avoid blade slap when flying over noise sensitive areas where possible.



MEMO

To: Rich Spofford
City of McMinnville
Rich.Spofford@mcminnvilleoregon.gov

From: Bryan Condon, PE
Century West Engineering
bcondon@centurywest.com

Date: August 18, 2016

Re: McMinnville Municipal Airport (MMV)
McMinnville, Oregon
Response to Draft Fly Friendly Brochure Comments

This memorandum (memo) provides responses to comments received from the neighbors, users, and business owners of the McMinnville Municipal Airport (MMV) regarding the draft version of the Fly Friendly brochure.

Many of the comments received have similar themes suggesting restrictions, minimum altitudes, hours of operations, flight patterns, and other suggestions that may alleviate some of the noise issues being experienced. These are many of the same comments that arose during the Fly Friendly public meeting held on March 24, 2016, and the subsequent *Response to Questions Regarding Noise Restrictions* document. The primary responses to these types of comments include:

1. The Federal Aviation Administration (FAA) has exclusive legal authority to regulate the use of airspace and air commerce within the US, this includes the path of flight. No municipality or airport proprietor can control aircraft (which includes helicopters) in flight.
2. FAA's Federal Aviation Regulations (FAR) Title 14, Code of Federal Regulations, Section 91.119 of the *General Operating and Flight Rules* describes minimum safe altitudes for aircraft (including helicopters).
3. The fly friendly brochure can only offer suggestions, provide information, and encourage pilots to "fly friendly". No municipality or airport proprietor can control aircraft (which includes helicopters) in flight. No matter what the content of the fly

friendly brochure contains, pilots (including helicopters) are free to legally fly in any manner or location that FAR Title 14, Code of Federal Regulations, Section 91.119 allows.

4. The public is encouraged to report illegal operations and unsafe flying to FAA Flight Standard District Offices (FSDO), located in Hillsboro, at (503) 615-3200.

Several other comments regarding the internet links, structure, and content of the brochure will be reviewed and updated accordingly.

The following bullet points generally summarize the comments received:

- **Comment:** I would recommend narrowing the flight paths to remove my neighborhood from the harassment.

Response: Due to federal aviation regulations, the City does not have authority over aircraft in flight. The Federal Aviation Administration (FAA) has exclusive legal authority to regulate the use of airspace and air commerce within the US, this includes the path of flight. No municipality or airport proprietor can control aircraft (which includes helicopters) in flight. Information on this subject can be found in the City published presentation from the Fly Friendly public meeting (March 24, 2016) and in the *Response to Questions Regarding Noise Restrictions* document.

- **Comment:** I recommend raising the altitude for helicopters to at least 1,000 feet when not over airport property.

Response: FAA's Federal Aviation Regulations (FAR) Title 14, Code of Federal Regulations, Section 91.119 of the *General Operating and Flight Rules* describes minimum safe altitudes for aircraft (including helicopters). The FAA dictates these altitudes and only FAA can change them.

- **Comment:** I demand no training flights after 9pm or before 7am. The brochure needs to be worded differently so that any nighttime operations are more than just discouraged

Response: FAA has exclusive legal authority to regulate the use of airspace and air commerce within the US, this includes the hours of aircraft operations at airports. Federal law is so stringent that no airport has successfully imposed restrictions on

the current generation of aircraft since the applicable federal law was enacted 25 years. Federal law and FAA regulations impose an onerous, costly, and time-consuming review process and require FAA approval for any restriction which has the effect of restricting aircraft. It would be unlawful for the City to impose a restriction on use of the Airport without complying with federal law and FAA regulations. Information regarding flight curfews or other restrictions can be found in the City published presentation from the Fly Friendly public meeting (March 24, 2016) and in the *Response to Questions Regarding Noise Restrictions* document.

- **Comment:** I recommend you install a system of consequences to ensure unsafe, abusive flights will be penalized.

Response: Due to federal aviation regulations, the City is unable to require compliance with the suggestions made by the Fly Friendly brochure. Those who observe unsafe flying can call FAA Flight Standard District Offices (FSDO), located in Hillsboro, at (503) 615-3200. FAA FSDO will need an aircraft tail number (N-number) and precise time/location of the unsafe operation in order to research the incident and pursue action. Photographic or video evidence may also be provided to FSDO, if available. Information on this subject can be found in the City published presentation from the Fly Friendly public meeting (March 24, 2016) and in the *Response to Questions Regarding Noise Restrictions* document.

- **Comment:** The draft brochure does not effectively convey noise abatement procedures. The provided hyperlinks do not work.

Response: In place of the hyperlinks provided in the draft brochure, the final version of the brochure will list and more prominently display noise abatement measures for pilots.

- **Comment:** How can the helicopters stay out of the noise sensitive areas which are in the approach path?

Response: The intent of the brochure is to make pilots aware of noise sensitive areas in the vicinity of and provide the pilots with noise abatement procedures to follow in those areas. The message to pilots to 'avoid these areas' is not fully in line with the intent of the brochure, which will be revised to account for this comment.

- **Comment:** I would like to see the Kingwood residential area included in this diagram, as a noise sensitive area.

Response: The final version of this brochure will include Kingwood as a noise sensitive area.

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Agenda Item 5. **JACKSON FAMILY WINES EASEMENT REQUEST**

- Attachment 1: Staff Memo
- Attachment 2: Airport property map
- Attachment 3: Jackson Family Wines site plan
- Attachment 4: Transportation System Plan map
- Attachment 5: Proposed easement legal description and maps

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DATE: August 30, 2016

TO: Airport Commission

FROM: Mike Bisset, Community Development Director

SUBJECT: Jackson Family Wines Easement Request – Airport Property

Jackson Family Wines is currently working on a project to construct a winery on property adjacent to airport property west of Armory Way. They have requested that the City grant them an access and utilities easement to construct a circulation roadway and associated drainage facilities on the City property (see attached airport site map and Jackson Family Wines site plan).

The City's adopted Transportation System Plan identifies that in the future a public street will be constructed on the City property, extending west from Armory Way to a future public roadway extending south from the Highway 18 / Cumulus Avenue intersection (see attached Transportation System Plan Exhibit 2-3).

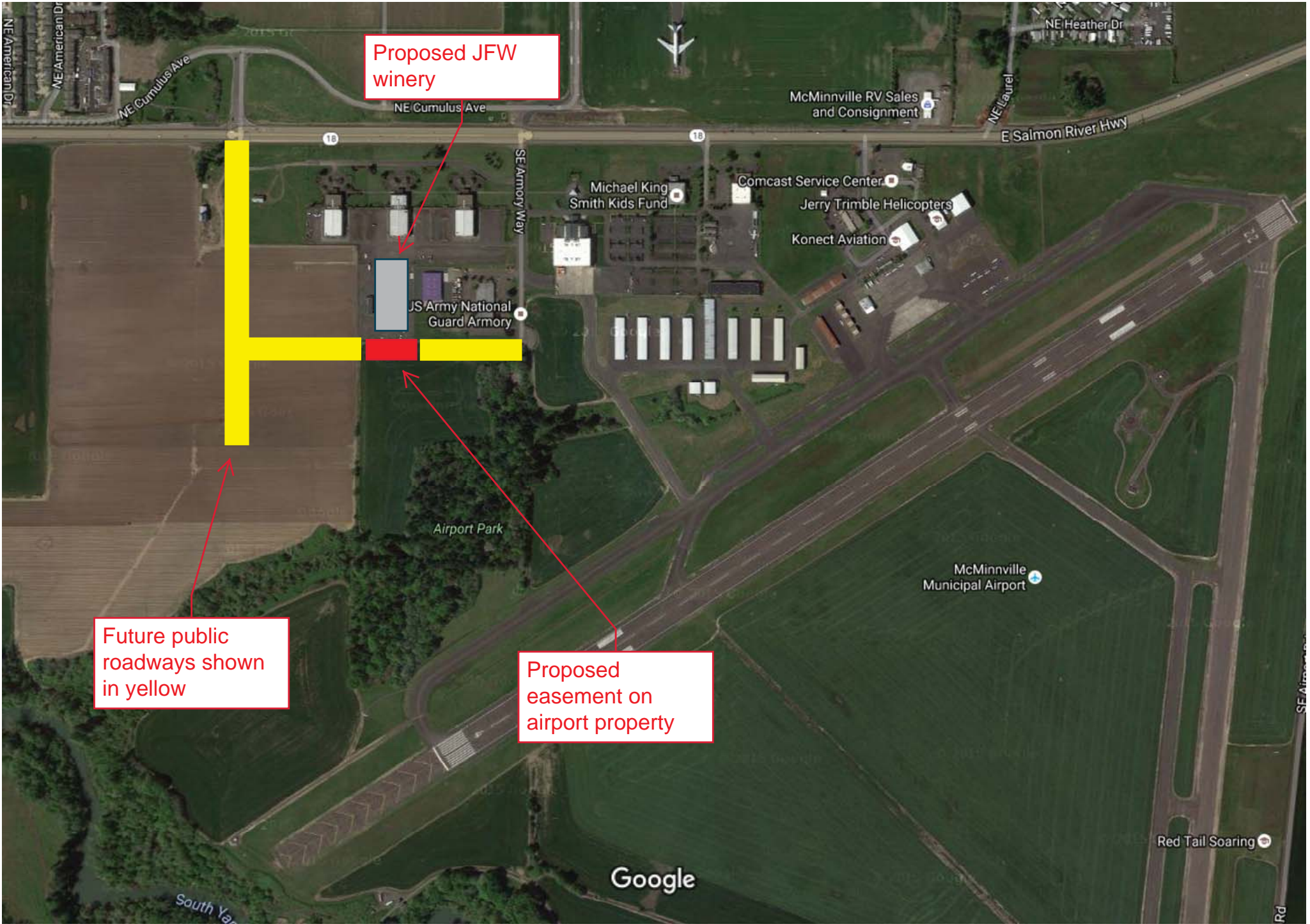
Thus, the easement area requested by Jackson Family Wines will eventually be public right-of-way, and the access roadway to be constructed by Jackson Family Wines will eventually be replaced by a future public street. The easement documents will be prepared such that the easement will be extinguished upon the dedication of the public right-of-way and construction of the public street.

The easement area is currently being farmed by Creekside Valley Farms, LLC under a lease that will expire on September 1, 2016. Creekside Valley Farms, LLC is currently paying \$20 per acre per year to the Airport for the right to farm the area.

The proposed access and utilities easement to Jackson Valley Wines will encumber 16,649 square feet (approximately 0.38 acres) of the farmed area (see attached legal easement legal description and map). When the farm lease is renewed, the proposed access and utilities easement area will be removed.

Jackson Family Wines will compensate the City (Airport Fund) for the granting of the easement area. Staff intends to present the City Council with the easement documents at the September 27th City Council meeting.

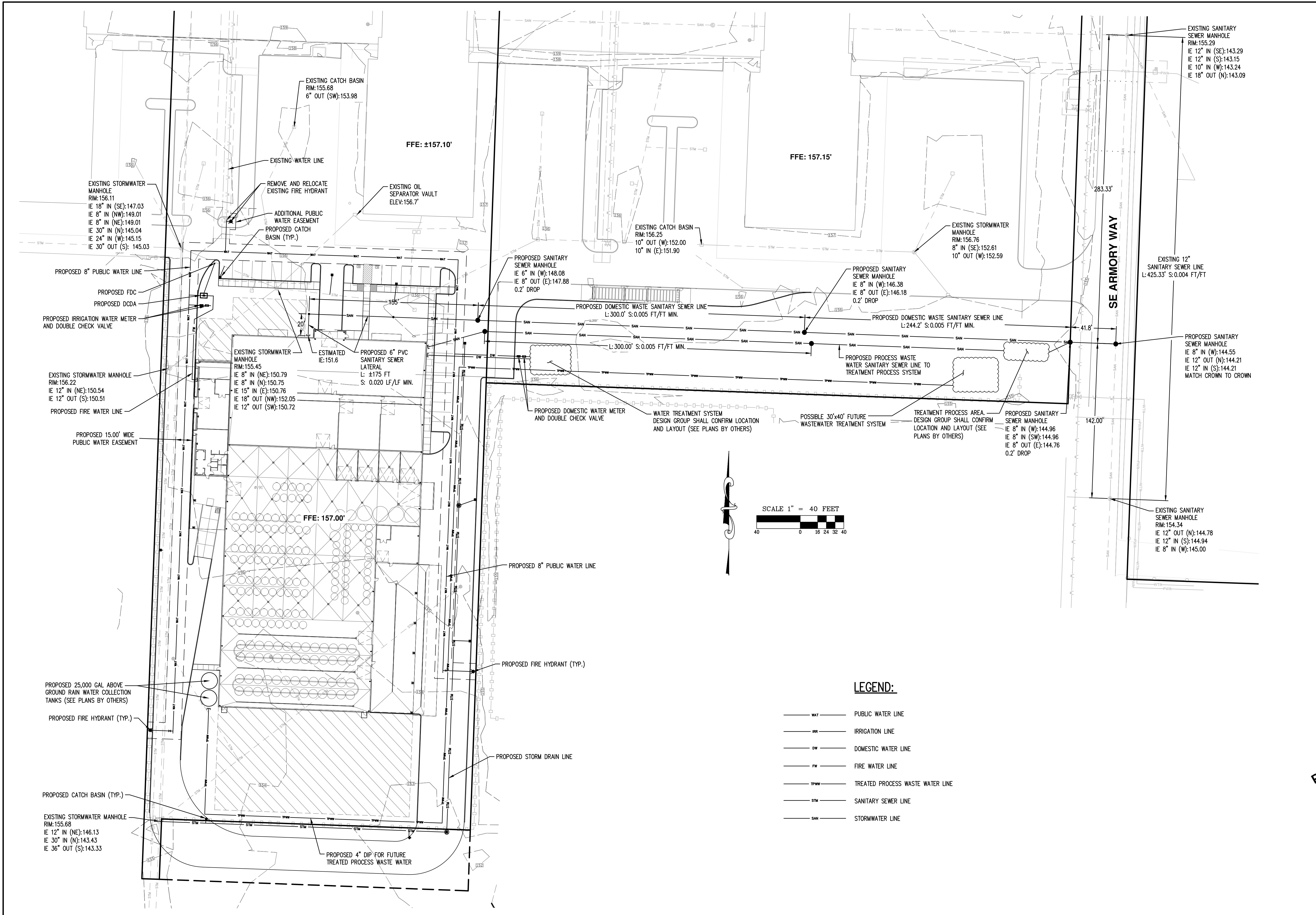
RECOMMENDATION: Staff recommends that the Airport Commission, by motion and vote, make a recommendation that the City Council approve the proposed access and utilities easement on airport property requested by Jackson Family Wines.



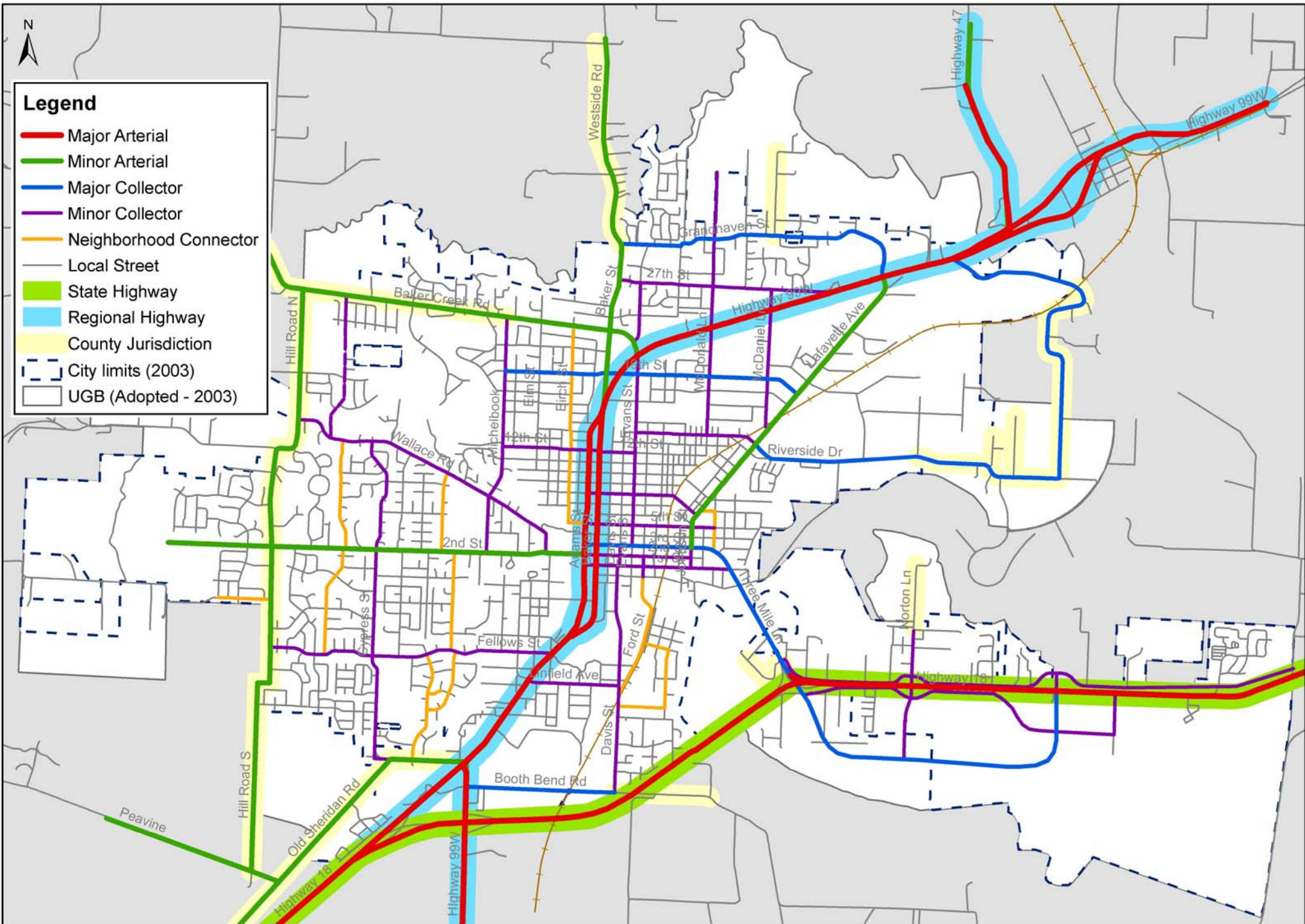
Proposed JFW winery

Future public roadways shown in yellow

Proposed easement on airport property



AKS DRAWING FILE: 5149_C300 UTILITY.DWG | LAYOUT: C300





AKS ENGINEERING & FORESTRY, LLC
12965 SW Herman Road, Suite 100, Tualatin, OR 97062
P: (503) 563-6151 F: (503) 563-6152

AKS Job #5149

OFFICES IN: TUALATIN, OR - VANCOUVER, WA - SALEM-KEIZER, OR

EXHIBIT A

A tract of land located in the Northwest One-Quarter of Section 26, Township 4 South, Range 4 West, Willamette Meridian, City of McMinnville, Yamhill County, Oregon and being more particularly described as follows:

Commencing at the northwest corner of the John White Donation Land Claim No. 82; thence along the west line of said Donation Land Claim South 02°08'02" West 1132.64 feet to the southwest corner of Parcel II of Document Number 1990-6244, also being the Point of Beginning; thence continuing along said west line South 02°08'02" West 55.36 feet; thence leaving said west line South 87°51'58" East 299.64 feet to the easterly line of Document Number 1984-1143; thence along said easterly line North 02°02'18" East 55.78 feet to the southeast corner of Parcel II of Document Number 1990-6244; thence along the south line of said Parcel II North 87°56'50" West 299.55 feet to the Point of Beginning.

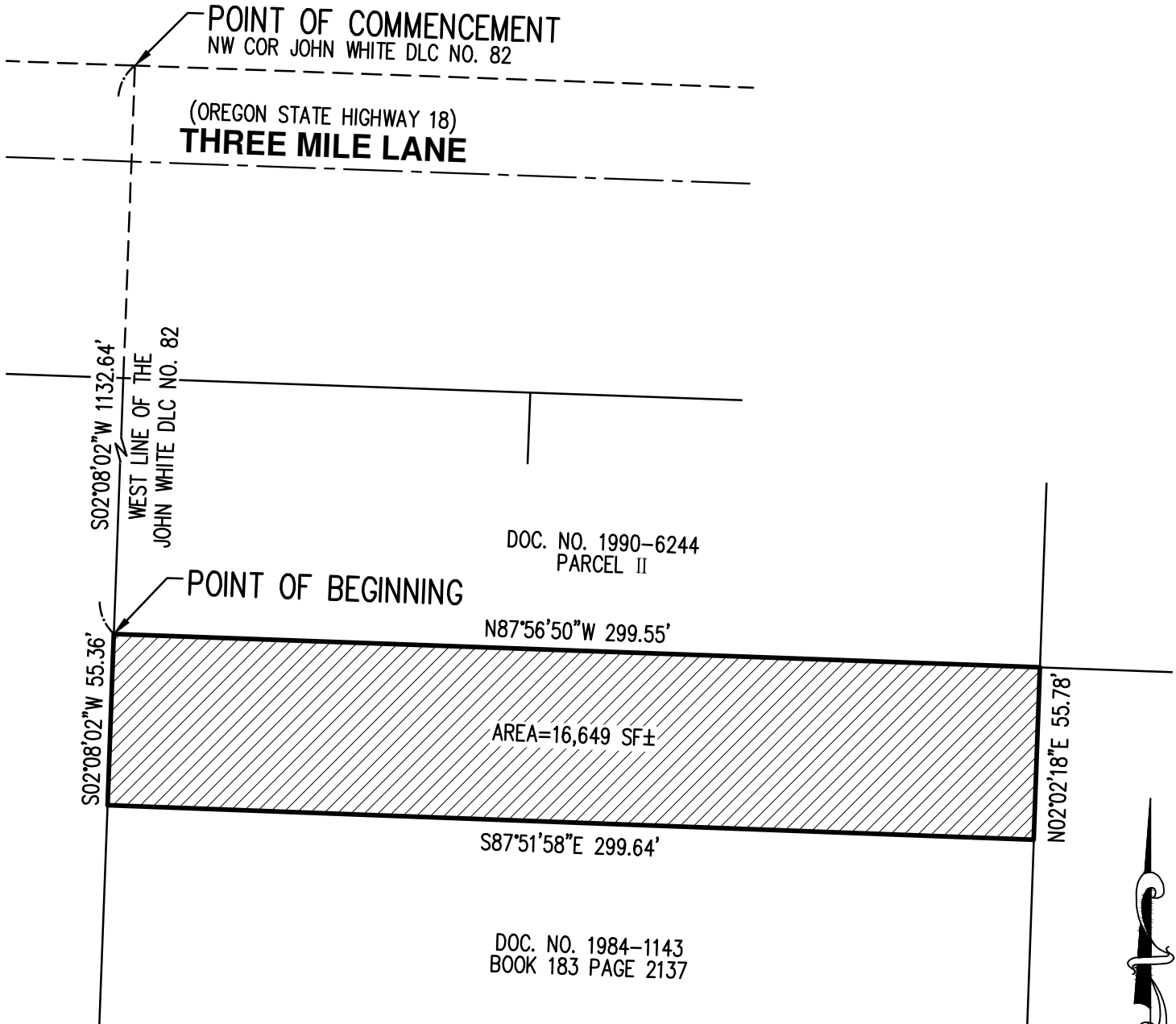
The above described tract of land contains 16,649 square feet, more or less.

7/22/2016



EXHIBIT B

A TRACT OF LAND LOCATED IN THE NORTHWEST 1/4 OF SECTION 26,
TOWNSHIP 4 SOUTH, RANGE 4 WEST, WILLAMETTE MERIDIAN,
CITY OF McMINNVILLE, YAMHILL COUNTY, OREGON



7/22/2016

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Nick White

OREGON
JANUARY 9, 2007
NICK WHITE
70652LS
RENEWS: 6/30/18

PREPARED FOR

JACKSON FAMILY WINES
425 AVIATION BLVD
SANTA ROSA, CA 95403

SCALE 1" = 50 FEET



JACKSON FAMILY WINES - ARMORY WAY		EXHIBIT B
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 P: 503.563.6151 F: 503.563.6152 aks-eng.com		DRWN: WCB CHKD: NSW AKS JOB: 5149

