



## City of McMinnville

### AIRPORT COMMISSION MEETING

McMINNVILLE CIVIC HALL

200 NE Second Street

Tuesday, January 3, 2017

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. **ELECTION OF OFFICERS** (All)
  - Per Section 2.28.020(D) of the Airport Commission rules, at its first meeting each year, the Commission shall elect a chairperson and a vice chairperson.
  - Commission Action Required: **By MOTION and VOTE, the Commission shall elect a Chair and Vice-Chair for calendar year 2017.**
4. **CONSIDER MINUTES OF THE NOVEMBER 1, 2016 COMMISSION MEETING**
  - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 1<sup>st</sup> meeting.**
5. **ITEMS FROM STAFF**
  - A. Airport Manager's Report (Konect Aviation)

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6. **ITEMS FROM COMMISSIONERS**

(All)

7. **ADJOURNMENT**

NOTE: The next Airport Commission meeting will be on **Tuesday, March 7, 2017 @ 6:30pm** in the Civic Hall Building, 200 NE Second Street.

# **AIRPORT COMMISSION MEETING**

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## **Agenda Item 4. MINUTES OF THE NOVEMBER 1, 2016 MEETING**

- Attachment 1: Proposed minutes.

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## McMinnville Airport Commission Meeting Minutes

McMinnville Airport,  
Civic Hall  
Tuesday, November 1, 2016

1. The meeting was called to order at 6:30pm by Chair Christensen. Commissioners present were Jody Christensen, Andy Benedict, Doug Hurl, John Lautenbach, and Bob Peacock. Staff in attendance included Mike Bisset (City of McMinnville); as well as Holly & Ingo Nehls (Konect Aviation - Airport Managers).
2. **Invitation to Citizens for Public Comment:** None.
3. **Consider Minutes of the September 6, 2016 Commission Meeting:** Chair Christensen asked for comments on the minutes from September 6, 2016 Commission meeting. Hearing none, she asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Hurl and seconded by Commissioner Peacock; and the minutes were approved by unanimous vote of the Commissioners present.
5. **2017 Airport Goals Discussion:** Chair Christensen initiated the goals discussion by reporting on the results of a September 20<sup>th</sup> meeting she had w/ Commissioner Lautenbach and Mike Bisset. She noted that several ideas for potential goals were discussed at the meeting, including:
  - Completing an assessment of existing airport facilities and buildings to better understand their condition;
  - Holding an annual joint meeting with the City Council;
  - Completing a review of the Minimum Standards for Commercial Aeronautical Activities; and
  - Continuing support of the FBO and their plans for a new facility.

Commissioner Lautenbach asked if there was a plan where hangars could be built on the airport? Mike Bisset indicated that the Airport Layout Plan (ALP) includes that information.

Commissioner Peacock indicated his support for pushing for a new FBO building with the City Council. He noted that the FBO is a priority in the ALP. Holly Nehls indicated that the old FBO building has been vacated, and that they are working on potential designs for a new building. They will also be seeking investors for the project; and will do outreach to companies using the airport.

Commissioner Benedict noted that the Atlantic facility at PDX is a nice FBO.

Chair Christensen asked Konect Aviation how the Commissioner could support their efforts. Holly indicated that they need to finish their visioning work, and then they will be ready to talk about financing.

There was a brief discussion re: abandoned parts on airport property. Holly Nehls noted that the wing has been moved into a rented hangar space. Chair Christensen noted that Chapter 11 of the Municipal Code does include the process for dealing with abandoned property at the airport.

At the conclusion of the discussion, it was the consensus of the Commission that their goal for 2017 should be the continued support of the FBO and their plans for a new facility.

4. **Airport Manager's Report:** Airport Managers Holly & Ingo Nehls provided and reviewed a written Airport Manager's report (see attached). There was a brief discussion of the fly friendly program. Roger Ray (380 NE Kingwood St) noted that he's noticed a reduction in number of repetitive flights over the Kingwood area since the program was implemented
5. **Items from Commissioners:**
  - Chair Christensen thanked Konect Aviation for their help with the McMinnville | MADE event that was held at the airport on October 7<sup>th</sup>.

The meeting was adjourned at 7:24pm.

# MEMO



**Date:** November 1, 2016  
**To:** Airport Commission & Staff  
**From:** Holly & Ingo Nehls, Airport Managers  
**Regarding:** Airport Managers Report

Below is a list of items we are currently addressing or would like to soon address as the new Airport Managers

- ✓ Weed Control: Kauer Farms sprayed according to the usual, bi-annual schedule. We met prior to the spraying to go over problem areas and devise a strategy for ensuring effectiveness of the spraying program. We agreed to followup after about one month to make sure the spray application eradicated the weeds. Also, we met with a local landscape company to talk over problem areas around hangars and taxiways. They mentioned application of a pre-emergent would compliment the spray application to prevent the weeds from returning. They provided an estimate for service, we recently received a second, and will seek another for cost comparisons.
- ✓ Debris Removal: The abandoned wing on the border of airport/evergreen property was moved for temporary storage in hangar G-4. They are paying rent for the hangar until they find a more permanent solution.
- ✓ East & West Hangar Painting: Work was completed on the East and West Hangar by Lonnie Rose Contractor. They completed the project within about a week of bid acceptance for the estimated cost.
- ✓ A Hangar Roof Repair: We have contracted with Optimus Construction for the repair of A Hangar roof. There has been a bit of a delay starting the project since they waited until receiving the deposit for ordering the supplies which had a 2 week timeline for delivery. The work is scheduled to start Monday next week.
- ✓ Tie Down & Ramp Fees: We are still in the process of establishing tie down and ramp fees for the airport. The fee schedule will be as follows: \$25/month tie down for small GA aircraft, \$50/night overnight jet parking fee, \$100 ramp fee waived with 100 gallon fuel purchase. We wanted to be sure the community has ample notification before we started charging the fees. We expect to roll out the new fee structure January 1, 2017
- ✓ FBO Design Plan: We are still working to solidify the concept before we move on to the next phase of the project.
- ✓ West Gate Access: The keypad for the West Gate is finally working without problems. The contractor ended up replacing the circuit board and keypad with another model and it has been working ever since.
- ✓ West Hangar Repairs: We are evaluating the need for reconstruction of the west stairwell to address the deteriorating support beams. — (RCA, CTY)
- ✓ Noise Complaints: Noise complaints have declined in the last month or so. — Two complaints
- ✓ Airport User Meeting: We'd like to establish a semi-annual, informal airport user meeting to talk about issues facing the airport.







