

ORDINANCE NO. 5164

AN ORDINANCE AMENDING CHAPTER 2.28 OF THE MCMINNVILLE MUNICIPAL CODE TO CLARIFY THE AIRPORT COMMISSION POWERS AND DUTIES, AND ASSOCIATION WITH AIRPORT TENANTS.

RECITALS:

WHEREAS, the City of McMinnville adopted through Ord 4933, the Municipal Code, Title 2, Chapter 2.28 (Airport Commission); and

WHEREAS, the City of McMinnville has hired a professional Airport Manager who will assume the majority of administrative, management, oversight and planning at the Airport; and

WHEREAS, the Airport Commission Powers and Duties have not changed significantly, but require adjustment and clarification; and

WHEREAS, these changes to the McMinnville Municipal Code, Chapter 2.28 (Airport Commission) will clarify roles and responsibilities between the Airport Commission and Airport Manager, resulting in improved decision making and greater efficiency.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. The 2025 update to City Code Title 2, Chapter 2.28 is attached as **Exhibit A**. The changes included in this update are detailed below.
2. The following sections of McMinnville Municipal Code section 2.28.010 (Creation – Membership – Terms of office) are amended as follows [*underlined language is new, strikethrough language is to be repealed, and ellipses (. . .) indicate existing code which remains unchanged but is omitted from this ordinance for the sake of brevity*]:

....

D. The Airport Commission or any member thereof shall not act as a lobbyist for any tenant or entity that may be located on or off the airport.

~~DE. The airport manager shall be the clerk of the commission. The staff of the Community Development Public Works department shall assist and coordinate services for the commission, including all budget and document preparation.~~

~~EE. Any commissioner may be removed for cause by the mayor. The mayor shall present written findings showing cause to the commissioner to be removed. The commissioner being removed may appeal his or her removal to the city council.~~

3. The following sections of McMinnville Municipal Code section 2.28.030 (Powers and Duties Generally) are amended as follows [*underlined language is new, strikethrough language is to be repealed, and ellipses (. . .) indicate existing code which remains unchanged but is omitted from this ordinance for the sake of brevity*]:

2.28.030 Powers and Duties Generally

A. The City Council has delegated to the Airport Commission the power and authority to make recommendations to the City Council on:

~~1. All necessary rules and regulations for the conduct, management and operation of the Airport~~

~~21. All~~ Verifying that all proposed charges, fees, and tolls for the use of the airport are fair and impartial and ensure the Airport will remain financially sustainable with a positive cashflow.

~~32. The review of long-term airport lease contracts or any part thereof to ensure they are fair and impartial and will ensure the airport will remain financially sustainable with a positive cashflow. Leasing the airport or any part thereof and on entering into contracts for the operation and management thereof upon such terms and conditions and for such a length of time as the airport commission shall deem best for the benefit of the inhabitants of the city and the public generally.~~

~~43. The annual budget of the airport~~ Review of the annual airport budget submission. Consideration and a recommendation on the budget shall take place in a manner that results in the City Council having the recommendation in time to incorporate the Airport budget into the City budget.

~~B. The City Council has delegated to the Airport Commission the power and authority to promulgate and enforce police regulations at the Airport and provide civil penalties for the violation of these regulations.~~

5. This Ordinance will take effect 30 days after passage by the City Council.

Passed by the McMinnville City Council this 26th day of August, 2025 by the following votes:

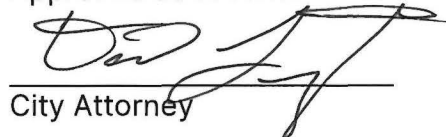
Ayes: Payne, Cunningham, Tucholsky, Chenoweth, Geary, Peralta

Nays: _____



MAYOR

Approved as to form:


City Attorney

Attest:

Claudia Cisneros
City Recorder

EXHIBITS:

A. Updated McMinnville Municipal Code Chapter 2.28

Exhibit A

Chapter 2.28

AIRPORT COMMISSION

Sections:

- 2.28.010 Creation, Membership, Terms of Office
- 2.28.020 Organization and Meetings
- 2.28.030 Powers and Duties Generally

2.28.010 Creation, Membership, Terms of Office

A. The Airport Commission was created by Ordinance 2145 in 1945, under the authority of ORS 492.330 (renumbered 836.210 in 1989) and has continued in existence since that time.

B. The Commission consists of seven Commissioners: six public members and one liaison member. A minimum of four public member Commissioners shall be citizens, residents, and taxpayers of the City. A maximum of two public member Commissioners may be non-residents of the City but must be residents of Yamhill County. The Mayor of the City, or, at the Mayor's direction, a City Councilor, shall be the liaison member Commissioner, and shall have full voting rights.

C. The public member Commissioners shall be appointed by the Mayor with confirmation by the City Council. The public member Commissioners' terms shall be four years and shall be staggered so that two Commissioners' terms end on December 31 each even numbered year and one Commissioner's term ends on December 31 each odd numbered year. The liaison member Commissioner's term shall be determined by the Mayor. Upon the expiration of the term of any Commissioner, the Mayor shall either re-appoint that Commissioner or shall appoint a successor. No Commissioner may serve more than three full terms. Each Commissioner shall hold office until his or her successor is appointed and qualified. Vacancies on the Commission shall be filled by appointment to be made by the Mayor for the unexpired term, which appointment shall also be confirmed by the City Council. The Commissioners shall serve without compensation.

D. The Airport Commission or any member thereof shall not act as a lobbyist for any tenant or entity that may be located on or off the airport.

E. The Airport Manager shall be the clerk of the Commission. The staff of the Public Works Department shall assist and coordinate services for the Commission.

F. Any Commissioner may be removed for cause by the Mayor. The Mayor shall present written findings showing cause to the Commissioner to be removed. The Commissioner being removed may appeal his or her removal to the City Council.

2.28.020 Organization and Meetings

- A. Airport Commission meetings are public meetings and shall conform to the requirements of the Oregon Public Meetings Law. The Commission shall meet every two months and may hold special meetings as deemed necessary, advisable, or convenient at the discretion of the Commission and Airport Administrator. Special meetings may be called at the request of the Airport Administrator, Commission chairperson or any member of the Commission.
- B. Four Commissioners shall constitute a quorum for the transaction of business.
- C. Each Commissioner, including the chairperson, shall have one vote on matters before the Airport Commission.
- D. At its first meeting each year, the Commission shall elect from among its members a chairperson and a vice chairperson. The chairperson shall preside over all meetings and shall approve the minutes. The chairperson may not delegate the duties of the position but may assign administrative tasks to others. The vice chairperson shall have all the authority of the chairperson in the absence of the chairperson.

2.28.030 Powers and Duties Generally

- A. The City Council has delegated to the Airport Commission the power and authority to make recommendations to the City Council on:
 - 1. Verifying that all proposed charges, fees, and tolls for the use of the Airport are fair and impartial and ensure the Airport will remain financially sustainable with a positive cashflow.
 - 2. The review of long-term Airport Lease contracts or any part thereof to ensure they are fair and impartial and will ensure the Airport will remain financially sustainable with a positive cashflow.
 - 3. Review of the annual Airport budget submission. Consideration and a recommendation on the budget shall take place in a manner that results in the City Council having the recommendation in time to incorporate the Airport budget into the City budget.