



## McMinnville Airport Commission Meeting Minutes

Kent L. Taylor Civic Hall  
Tuesday, July 2, 2019

1. The meeting was called to order at 6:30pm by Chair Peacock. Commissioners present were Andy Benedict, Jody Christensen, Vice-Chair John Lautenbach, and City Councilor Adam Garvin. Staff in attendance included Mike Bisset and Rich Spofford (City of McMinnville); as well as Meyer Puzon and Roy Armstrong (Potcake Aviation - Airport Manager).
2. **Invitation to Citizens for Public Comment:** None
3. **Consider Minutes of the March 5, 2019 Commission Meeting:** Chair Peacock asked for comments on the draft minutes from March 5, 2019 Commission meeting. Hearing no questions regarding the minutes, Chair Peacock asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Benedict, and seconded by Vice-Chair Lautenbach; and the minutes were approved by unanimous vote of the Commissioners present.
4. **Consider Minutes of the May 7, 2019 Commission Meeting:** Chair Peacock asked for comments on the draft minutes from May 7, 2019 Commission meeting. Hearing no questions regarding the minutes, Chair Peacock asked for a motion to approve. A motion to approve the minutes, as presented, was made by Vice-Chair Lautenbach, and seconded by Commissioner Christensen; and the minutes were approved by unanimous vote of the Commissioners present.
5. **Comcast of Oregon II, Inc. Lease Extension Request:** Rich Spofford presented the Comcast lease extension request. He noted that the existing lease allowed for a five-year extension upon the request from the lessee. As part of the lease extension, Comcast requested changing the annual lease increase from being consumer price index (CPI) based, to a fixed lease increase of 2.5%. In exchange for that change, the City requested that some of the unused parking in Comcast's leased parking lot be released for use by the airport. He noted that the airport parking areas were shown on the map in the packet.

Vice-Chair Lautenbach asked what the Airport Layout Plan (ALP) anticipated for that lease area. Mike Bisset noted that currently it is noted as non-aviation related lease space, but that he anticipated that might change to airport related lease space when the ALP was updated.

Councilor Garvin asked about the change to a fixed lease increase versus the lease increase based on CPI. Mike Bisset noted that staff felt that the fixed lease amount was a reasonable concession given that Comcast had agreed to releasing 20 parking spaces for airport use.

Commissioner Christensen made a motion recommending that the City Council approve the lease extension with the proposed modifications; Commissioner Benedict seconded the motion; and the motion was approved by unanimous vote of the Commissioners present.

### 6. **Items from Staff:**

- **Airport Manager's Report:** Airport Manager representative, Meyer Puzon, provided the Commission with an update re: 100LL fuel tank replacement. He noted that tank delivery was scheduled for this week, with assembly planned for the week of July 8<sup>th</sup>. Testing and commissioning is expected the week of July 15, and completion is expected by July 19<sup>th</sup>.
- **Airport Construction Project Update:** Rich Spofford noted that the consultant continues work on the wetland mitigation plans related to the apron project. Construction is planned for 2020.

- **Oregon Department of Aviation Inspection**: Rich Spofford noted that FY20 airport fund budget includes funds to continue addressing the tree concerns noted in the most recent inspection summary from the Oregon Department of Aviation.
- **Staffing announcement**: Mike Bisset noted that Rich Spofford was leaving the City on July 8<sup>th</sup> to work for Benton County. He thanked Rich for his many years of service to the City, and for his efforts related to airport projects and operations. Many members of the Commission thanked Rich for his work, and wished him well in his new position.

**7. Items from Commissioners:**

- Commissioner Christensen asked for an update regarding the Oregon International Airshow (OIA). Mike Bisset noted that the City had issued a joint press-release with OIA announcing that the event will be taking place September 20-22. Staff continue to be involved with OIA regarding planning for the event. He noted that OIA will be using a nationally recognized traffic consultant to help plan the transportation logistics for the event, and he noted that OIA had secured permission to use many of the farm fields adjacent to the airport to stage event parking.

The meeting was adjourned at 7:00 pm.