



## McMinnville Airport Commission Meeting Minutes

Via Zoom  
Tuesday, March 2, 2021

1. The meeting was called to order at 6:31pm by Chair Bob Peacock. Commissioners present via Zoom were Vice-Chair Mark Fowle, Grayson Barrows, Andy Benedict, Stephen Leonard, Richard Martinez, and City Councilor Adam Garvin. Staff in attendance included Mike Bisset (Community Development Director), Amanda Guile-Hinman (City Attorney) and Rob Dehner (Potcake Aviation - Airport Manager).
2. **Invitation to Citizens for Public Comment:** Roger Ray noted that he was in attendance as a citizen.
3. **Election of Officers:** Mike Bisset outlined the Chair/Vice-Chair election process, as provided by City Attorney Amanda Guile-Hinman, to ensure that the Commission is not only complying with appropriate parliamentary procedure, but also Oregon Public Meetings Law.

Chair Peacock began the process by asking for nominations for the position of Chair. Commissioner Leonard nominated Bob Peacock, and Bob accepted the nomination. Councilor Garvin nominated Mark Fowle, but Mark declined the nomination. No other nominations were presented.

Mike Bisset polled the Commission, and each Commissioner voted for Bob Peacock. Thus, Bob Peacock was unanimously elected 2021 Chair.

Chair Peacock asked for nominations for the position of Vice-Chair. Commissioner Leonard nominated Mark Fowle, and Mark accepted the nomination. No other nominations were presented.

Mike Bisset polled the Commission, and each Commissioner voted for Mark Fowle. Thus, Mark Fowle was unanimously elected 2021 Vice-Chair.

4. **Consider Minutes of the January 5, 2021 Commission Meeting:** Chair Peacock asked for comments on the draft minutes from January 5, 2021 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 Councilor Garvin, and seconded by Commissioner Benedict; and the minutes were approved by the unanimous vote of the Commissioners present.
5. **Airport Fund Budget Review:** Mike Bisset presented the proposed airport fund budget, including a review of the budget form layout, and the estimated / proposed airport fund revenues and expenses. He noted the addition of a \$23,000 grant from the FAA under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). Those funds can be used to offset airport operations expenses (utilities, janitorial, etc). Commissioner Leonard asked how these funds would be received, and Mike noted that this was a reimbursement grant. After the expenses have accrued, the Airport will submit a reimbursement request to the FAA.

A motion to recommend that the Budget Committee and City Council approve the Airport Fund budget, Commissioner Leonard, and seconded by Commissioner Martinez; and the budget proposal was approved by unanimous vote of the Commissioners present.

6. **OSP Lease Request:** Mike Bisset presented the proposed lease with the Oregon State Police (OSP) for space at the City owned building at 3975 Cirrus Avenue. He noted that this a five-year lease, with two five-year lease extensions allowed. He reviewed the initial lease rate, the terms for determining the rent at the time of extension, and the landlord work to be performed during the term of the lease. He commented that the OSP have been great tenants in the space, and that he felt that the lease was good for both the Airport and OSP. A motion to recommend that the City Council approve the proposed lease was made by Vice-Chair Fowle, and seconded by Commissioner Martinez; and the motion was approved by unanimous vote of the Commissioners present.
7. **Hangars D & E Lease Modification Request:** Mike Bisset noted that when the City approved the lease for the Potcake hangar in 2017, the terms of the lease were different than other leases at the airport. At the time, all other airport hangar leases had provisions that at the end of the lease period the City had the option of taking ownership of the hangars, or requiring that the lessee remove the hangars and return the lease area to the airport.

He noted the Potcake lease had different lease renewal terms. Specifically, the new lease terms allow for additional renewal terms of five (5) years each throughout the useful lifetime of the hangar. The lease will end at the end of the useful lifetime of the hangar. At that time, the hangar is to be removed by the lessee, and the lease area is returned to the airport.

He also indicated that both the Airport Commission, and the City Council indicated a willingness to modify existing leases to allow for the same renewal terms as the Potcake lease.

Airflight Storage Systems Condominium Owners Association leases hangars D and E, and has asked for modifications to their lease to include the new renewal terms. Graham Goad, President of the owners association, noted that he was in support of the proposed amendments, and that the amendments would help ensure that hangar owners will maintain their hangars throughout the useful life of the building.

A motion to recommend that the City Council approve the proposed lease amendments was made by Councilor Garvin, and seconded by Commissioner Leonard; and the motion was approved by unanimous vote of the Commissioners present.

8. **Hangars L Lease Modification Request:** Mike Bisset indicated that the Tiner Investment Company leases Hangar L, and has asked for modifications to their lease to include the new renewal terms.

A motion to recommend that the City Council approve the proposed lease amendments was made by Commissioner Leonard, and seconded by Commissioner Martinez; and the motion was approved by unanimous vote of the Commissioners present.

9. **Hangars M Lease Modification Request:** Mike Bisset indicated that the Doug Tiner leases Hangar M, and has asked for modifications to their lease to include the new renewal terms.

A motion to recommend that the City Council approve the proposed lease amendments was made by Vice-Chair Fowle, and seconded by Commissioner Leonard; and the motion was approved by unanimous vote of the Commissioners present.

**10. Items from Staff:**

- **Airport Manager's Report:** Airport Manager representative, Rob Dehner (Potcake Aviation) noted that on the FAA had installed barricades to protect their facilities located adjacent to Cruikshank Road.

Commissioner Leonard asked about the level of activity at the airport. Rob indicated that there has been a slight uptick in activity recently, and noted that military activity is still curtailed due to the pandemic.

- **City Report:** No report.

**11. Items from Commissioners:** Chair Peacock noted that he was pleased with recent progress on several issues --- leases, standards, and rules.**12. Minimum Standards & Airport Rules Update:** Mike Bisset presented the proposed changes to the Minimum Standards for Commercial Aeronautical Activities. He reviewed the proposed new section 7.2 "Mobile Service Aircraft Maintenance." Commissioner Martinez asked if insurance would be required for the mobile mechanics, and indicated that he is used to having to provide insurance for those activities at other airports. Mike noted that the proposed permit would include insurance provisions as determined by the City Attorney.

The Commissioners discussed the application of a fee for the mobile mechanic services, and some concern about the amount of the potential fee were expressed. Mike Bisset noted that a next logical step would be development of the permit, including fee provisions. He noted that fees are typically set by the City Council via Resolution, and that the fees are changeable over time. He noted that if a fee were applied it should not be at a level that makes it so that airport users cannot access the mobile mechanic services, and that he felt a fee is appropriate to provide some equity with on-airfield providers that pay leases, construct and maintain facilities, etc.

Councilor Garvin noted that he felt there should be a fee, but that it could be set later. He noted that the Airport is self-supporting, and that over time initiatives at the airport have been stifled by lack of resources.

Graham Goad note that he felt that there should be a fee to provide some equity with providers on the airport that have to pay leases.

It was the consensus of the Commission that Minimum Standards for Commercial Aeronautical Activities were in final draft form as presented. Mike Bisset indicated that he would send the draft to the FAA in Seattle for review and comment. He noted that the FAA doesn't formally approve the document, but would like to review it for consistency with their recommended standards. Once the FAA review is complete, the standards will be formally considered by the Commission for a recommendation to the City Council.

At the conclusion of the standards discussion, it was decided that the update work to Municipal Code Chapter 11 regarding the airport would continue at another work-session on Wednesday, March 10<sup>th</sup> @ 5:30pm. Mike Bisset noted that he would set-up the work-session so that interested parties could participate via Zoom.

The meeting was adjourned at 7:47 pm.