



McMinnville Airport Commission Meeting Minutes

Via Zoom
Tuesday, May 4, 2021

1. The meeting was called to order at 6:38pm by Vice-Chair Mark Fowle. Commissioners present via Zoom were Grayson Barrows, Andy Benedict, and Stephen Leonard. Staff in attendance included Mike Bisset (Community Development Director).
2. **Invitation to Citizens for Public Comment**: John Stainslaw Jr. introduced himself to the Commission, and noted that he is currently operating Air Safety Northwest LLC out of the B&G Hangar. He noted that they provide safety products and services to the aviation community in the northwest.
3. **Consider Minutes of the March 2, 2021 Commission Meeting**: Vice-Chair Fowle asked for comments on the draft minutes from March 2, 2021 Commission meeting. Hearing no questions regarding the minutes, Vice-Chair Fowle asked for a motion to approve. A motion to approve the minutes, as presented, was made by Commissioner Benedict, and seconded by Commissioner Leonard; and the minutes were approved by the unanimous vote of the Commissioners present.
4. **Hangars F 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.

McMinnville Airport Condominium Hangars Owners Association leases hangar F, 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 Barrows; and the motion was approved by unanimous vote of the Commissioners present.

5. **Hangars H Lease Modification Request**: Mike Bisset indicated that the McMinnville Aircraft Storage Condominium leases Hangar H, 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 Grayson, and seconded by Commissioner Leonard; and the motion was approved by unanimous vote of the Commissioners present.

6. **4040 Cirrus Hangar Lease Modification Request:** Mike Bisset indicated that the Graham Goad leases the B&G Hangar at 4040 Cirrus, and has asked for modifications to the lease to include the new renewal terms.

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

7. **Items from Staff:**

- **Airport Manager's Report:** None, as Rob (Potcake) was unable to attend the meeting. Vice-Chair Fowle requested that Mike Bisset obtain a written update from Potcake, and forward it to the commissioners via email.
- **City Report:** Mike Bisset shared an update regarding the 2021 Oregon International Airshow (OIA), and noted that the airshow is moving forward as a drive-in / tailgate event. Roger Ray (airport tenant) asked about impacts to airport tenants during the event, and Mike noted that OIA has indicated that outreach to tenants and users at MMV will be a priority.

8. **Items from Commissioners:** Vice-Chair Fowle requested contact information for the commissioners. Mike Bisset indicated he will pull that together, and forward to the Commission via email.

9. **Airport Rules Update:** Mike Bisset presented the proposed changes to the Airport Rules related to non-commercial self-fueling. He noted that the self-fueling operations requirements noted in 11.18.010 were prepared in consultation with the Fire Marshal, and are intended to provide the safety requirements for self-fuelers with volumes less than 100-gallons per month. He noted that fuel storage would be allowed in hangars per 11.18.030, and that these self-fueling requirements were purposely simple to allow low volume users to continue to self-fuel their aircraft safely as they have done in the past.

Section 11.18.040 notes that permits will be required for larger volume (more than 100 gallons per month) self-fuelers. The permit would be similar to an Airport Use Agreement, and would include provisions for flowage fees, insurance, training, etc.

The Commissioners present were in support of the proposed changes. Additionally, Roger Ray and John Stainslaw Jr. (airport users/tenants) expressed support of the provisions.

Mike Bisset noted that the remaining section in the rules to be addressed relates to enforcement (section 11.28). He noted that he would work with the City Attorney and City Code Enforcement teams to update that section of the rules. Once the draft is prepared, Mike will share with the Commission and airport users for review.

The meeting was adjourned at 7:20 pm.