



**City of McMinnville**  
**Public Works Department**  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128  
503.434.7312  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Airport Commission Meeting**  
**Tuesday, November 1, 2022**

*City Council Chambers, Civic Hall, 200 NE 2<sup>nd</sup> Street or Zoom*

**3:00 pm Regular Meeting:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/89282316111>

Meeting ID: 892 8231 6111

Passcode: None

*Or you can call in and listen via zoom: 1- 253 215 8782*

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**MEETING MINUTES**

**\*Note – Minutes are abbreviated. See video link for full meeting.**

**Video:**

[https://mcminnvilleoregon.zoom.us/rec/share/Hg9ScNN9lt0zTST2Hb9G3CU5GMKP3RyVP7mF-9Ew\\_OfD4DlyqH\\_rlBOra86Avxg.zsO6UZAjhCsRzPJR?startTime=1667338077000](https://mcminnvilleoregon.zoom.us/rec/share/Hg9ScNN9lt0zTST2Hb9G3CU5GMKP3RyVP7mF-9Ew_OfD4DlyqH_rlBOra86Avxg.zsO6UZAjhCsRzPJR?startTime=1667338077000)

Passcode: jHQ=9vW9

**Chair Mark Fowle**  
**Vice-Chair Grayson Barrows**

**City Councilor Adam Garvin**  
**Commissioner John Stanislaw**

**Commissioner Andy Benedict**  
**Commissioner Richard Martinez**

*Public Participation:*

*Public Comments: If you wish to address the Airport Commission on any item not on the agenda, you may respond as the Airport Commission Chair calls for "Invitation to Citizens for Public Comment."*

**----- MEETING AGENDA ON NEXT PAGE -----**

\*Please note that these documents are also on the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). You may also request a copy from the Community Development Department.

## MEETING MINUTES

1. **CALL TO ORDER** (Vice-Chair Barrows)

2. **CONSIDER MINUTES OF THE September 5, 2022 COMMISSION MEETING**

- Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the July 5th meeting.**

Meeting Minutes approved unanimously.

3. **INVITATION FOR PUBLIC COMMENT**

- *This section of the agenda allows for the public 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.*

4. **ITEMS FROM STAFF**

Re-striping Project Additional striping was added and the final cost exceeded original bid by estimated 10%. Positive feedback from airport users.	Willy Williamson, City of McMinnville & Bryan Condon (Century West)
Airport Master Plan Consultant selection is in process.	Willy Williamson, City of McMinnville & Bryan Condon (Century West)
FAA & State COAR Grant Applications Airport Master Plan - COAR grant application was submitted, FAA grant application is due end of March 2023	Willy Williamson, City of McMinnville & Bryan Condon (Century West)
Airport Commission Selection There were 19 applicants, 16 were interviewed with 2 declining and 1 not available. 3 applicants were selected with an additional alternate	Willy Williamson, City of McMinnville
Airport Manager's Report	Rob Dehner, Potcake Aviation
Airport Administrator's Report	Willy Williamson, City of McMinnville

5. **ITEMS FROM COMMISSIONERS** (Commissioners)

John – Trees penetrating the 40-1 approach slope has been reviewed with methods to trim has been identified.

John – Identified a desire to have a volunteer program for the airport. Commission discussion. Staff will review the feasibility.

Adam – Recognition for Airport Councilor Andy Benedict recognized for 3 full term service. John recommended official recognition from AC. Andy – expressed appreciation.

## 6. ADJOURNMENT

NOTE: The next regularly scheduled Airport Commission meeting will be on **Tuesday, January 3, 2023 @ 3:00 pm**. Information regarding the meeting will be posted on the City's website.