



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, January 3, 2023**

*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/83891318549>

Meeting ID: 838 9131 8549

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/2y3xUHh4KxQRL0hA92fQrq\\_GTP7ze2bb5MXr5mIIJfntXk22LC24Qa8qAmxx7.a1hV3ASy\\_v0i44ju?startTime=1672785598000](https://mcminnvilleoregon.zoom.us/rec/share/2y3xUHh4KxQRL0hA92fQrq_GTP7ze2bb5MXr5mIIJfntXk22LC24Qa8qAmxx7.a1hV3ASy_v0i44ju?startTime=1672785598000)

Passcode: Vtpt!h%6

**Chair**

**Vice-Chair Grayson Barrows**

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

**Commissioner Richard Martinez  
Commissioner Michael Griffiths  
Commissioner Mark Fowle**

*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.

## AGENDA

1. **CALL TO ORDER** (Vice Chair Barrows)
  
2. **CONSIDER MINUTES OF THE November 1, 2022 COMMISSION MEETING**
  - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 1, 2022 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.*

There were several public comments. The comments are contained in the Meeting Video.

4. **ITEMS FROM STAFF**

Airport Commission Election for Chair and Vice-Chair <i>Airport Commissions were carried out appropriately, with unanimous votes. Please see the Meeting Video.</i>	Vice-Chair Barrows to lead
New Airport Commissioners - Welcome Aboard <i>The City and Airport Commission welcomes two new members and reappointment of one existing member.</i>	Chair & Commissioners, Willy Williamson, City of McMinnville
Public Records and Meetings Law <i>Information related to the Public Records and Meetings Law will forwarded to the AC membership to review.</i>	Willy Williamson, City of McMinnville
Airport Master Plan <i>Airport Master Plan prerequisite paperwork and selections are going forward.</i>	Willy Williamson, City of McMinnville
Hangar Compliance and Fire Inspection <i>Airport Administrator will be scheduling Compliance Inspections for early 2023.</i>	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)

There were a variety of Commissioner's comments. It is recommended that interested parties review the Airport Commission Meeting Video.

6. **ADJOURNMENT**

NOTE: The next regularly scheduled Airport Commission meeting will be on **Tuesday, March 7, 2023 @ 3:00 pm**. Information regarding the meeting will be posted on the City's website.