



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, May 21, 2024**

*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/81308235400>

Meeting ID: 813 0823 5400  
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/XAhwYU9gezU5jV13DTUa8XGcltsTvlwTiGqZ7gJyV4ef\\_plwxbP6LGlfmVdXYmm.iUyD\\_qe4abZ2KBw4?startTime=1716328948000](https://mcminnvilleoregon.zoom.us/rec/share/XAhwYU9gezU5jV13DTUa8XGcltsTvlwTiGqZ7gJyV4ef_plwxbP6LGlfmVdXYmm.iUyD_qe4abZ2KBw4?startTime=1716328948000)

**Chairman: John Stanislaw  
Vice-Chairman: Michael Griffiths  
City Councilor: Adam Garvin**

**Commissioner Richard Martinez  
Commissioner Grayson Barrows**

**Commissioner Mark Fowle  
Commissioner Patty Herzog**

*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** (Chairman Stanislaw)

2. **CONSIDER MINUTES OF THE - March 5, 2024 - COMMISSION MEETING**

- Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the March 5, 2024 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.*

*No public comments*

4. **AIRPORT COMMISSION REPORT AND COMMENTS** (Chairman Stanislaw & Commissioners)

*Commissioner Fowle opened a discussion on changing the meeting schedule from afternoon to evenings on the same first Tuesday of the odd month. Airport administrator will investigate facility and staff availability.*

5. **DISCUSSION ITMES**

Airport Minimum Standards, Rules, Municipal Code Update <i>Airport Administrator advised that updates to the airport governing documents are forthcoming.</i>	Airport Administrator
Airport Master Plan & Public Advisory Committee Meeting <i>Commissioner Fowle provided an update on the AMP.</i>	Airport Administrator & Commissioner Fowle

6. **AIRPORT MANAGER COMMENTS** (Potcake Aviation, Dehner)

*Airport Manager provided a general update on operations & Condition.*

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7. **AIRPORT ADMINISTRATOR COMMENTS** (Airport Administrator, Williamson)

*Airport Administrator provided some conceptual items for the airport futures, possible fire station and other community tie-in with the airport. Also reported on WAMA conference, including multi state cooperation, alternative fuels, etc.*

8. **Ad Hoc Additional Discussion on Control Tower & Future Growth, etc.** (Airport Commission, Airport Administrator and Airport Manager)

*Commissioner Barrows brought up an interest in having a control tower at the airport. This dovetailed into a general discussion related to control towers, airport futures, community compatibility and tie-in.*

9. **ADJOURNMENT** (Chairman Stanislaw)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Tuesday, July 2, 2024 @ 3:00 pm**. Information regarding the meeting will be posted on the City's website.