



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, September 03, 2024**

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

**6:00 pm Regular Meeting:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/83769904276>

Meeting ID: 837 6990 4276

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:**

**[Airport Commission Meeting 9-3-24 - Zoom](#)**

**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 – September 3, 2024 - COMMISSION MEETING**
  - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the September 3, 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 provided comments related to the Airport Master Plan Public Advisory Committee meetings.*

*Chairman Stanislaw provided comments related to the 2024 Air Show.*
  
5. **DISCUSSION ITEMS**
  - 4025 Nimbus Loop Lease Airport Administrator

*Airport Administrator Williamson provided information related to the lease progress and a water leak that is being repaired.*
  
  - Jerry Trimble Helicopters (JTH) Airport Administrator & JTH Modular Building Extension

*Motion to recommend approval of the Modular Building Extension passed unanimously. See Exhibit 1 (JTH Request).*
  
  - Modular Building Use at MMV Airport Administrator

*A Motion to allow temporary use of modular buildings was considered, but not seconded. The Airport Commission decided to table this discussion and wait for the Master Plan Advisory Committee to determine use methodology.*
  
6. **AIRPORT MANAGER COMMENTS** (Potcake Aviation, Dehner)

*No Comments*

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

*No Comments*

8. **ADJOURNMENT** (Chairman Stanislaw)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Tuesday, November 19, 2024 @ 6:00 pm**. Information regarding the meeting will be posted on the City's website.

# Exhibit 1

## JERRY TRIMBLE • HELICOPTERS •

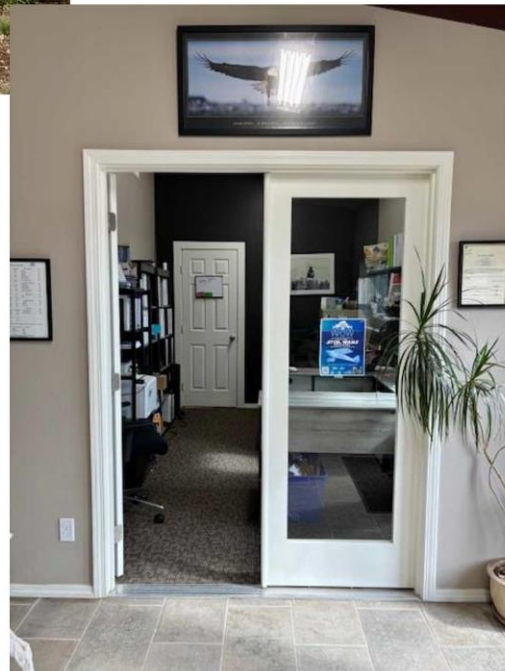
September 1, 2024

Airport Advisory Committee and McMinnville City Council

Jerry Trimble Helicopters would like to make a formal request to exercise our two-year extension for the simulator building per the current lease with the City.

The simulator building was inspected on August 19, 2024 and no significant issues were found. The full inspection report has been submitted to Willy Williamson.

In the past 2 years, JTH has moved its primary offices to the NW Air Repair hangar. JTH is currently leasing 5 offices and a lobby area from Graham Goad. JTH remodeled the office space prior to relocating. JTH also installed a new sign outside the offices which advertises all the businesses in the building.



# JERRY TRIMBLE • HELICOPTERS •

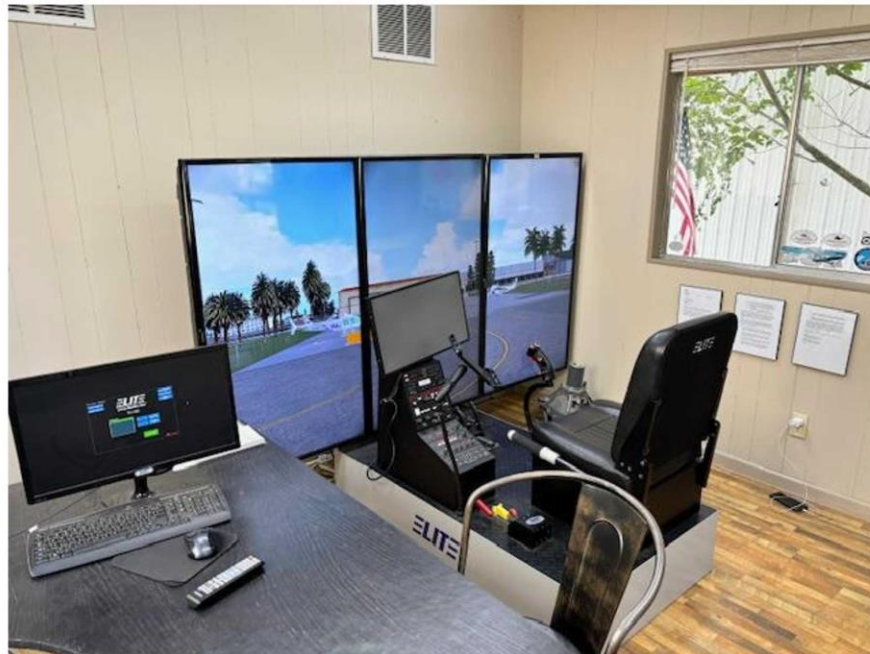


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# JERRY TRIMBLE • HELICOPTERS •

The existing simulator building is still being used to house the helicopter and airplane simulator as well as provide needed classroom space.



# JERRY TRIMBLE • HELICOPTERS •

JTH is working with Willy Williamson to locate an appropriate location for future office space while waiting for the Master Plan to be completed. JTH currently has a 30 day lease agreement with NW Air Repair and has signed a Letter of Intent to convert the monthly lease to a yearly lease.

## JTHI Request

JTHI is continuing to pursue the most practical solution to a permanent office space. JTHI has suggested several options but, due to the Master Plan being unfinished, it is still undetermined as to the best location.

We would like to propose to put a temporary modular terminal/FBO building in the circular area between the existing FBO trailer and the State Police building. This placement would allow for the Master Plan to be completed in phases. When the next phase of the Master Plan is completed the modular could be removed.



# JERRY TRIMBLE • HELICOPTERS •

After recording, return to:  
City of McMinnville  
Attn: Legal Department  
230 NE Second Street  
McMinnville, OR 97128

## AMENDMENT TO LEASE

This Amendment to Lease is entered into on this <sup>23</sup>~~28~~ day of <sup>Gov</sup> April, 2022 by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (hereinafter referred to as "Lessor"), and **Gary Wells and Alison Row** (collectively, "Lessee").

### RECITALS:

In 1998, Lessor entered into a Lease with Caddis Manufacturing, Inc. to lease from Lessor certain premises located at the McMinnville Municipal Airport ("Lease"). That Lease is recorded with the Yamhill County Recorder's Office as document no. 199823897. The Lease has been assigned several times since 1998, and the current Lessees are identified in the Assignment of Lease recorded with the Yamhill County Recorder's Office as document no. 201719130.

In 2012, pursuant to Resolution No. 2012-10, Lessor agreed to allow the then-lessee to place an office modular building on the Lease premises. That Resolution required the removal of the office modular building by no later than May 1, 2022.

Lessee has requested a term extension of the placement of the office modular building on the Lease premises.

The parties desire to amend the Lease to include the provisions provided herein.

NOW, THEREFORE, Lessor and Lessee agree as follows:

1. **Extension of Term.** The Lease is hereby amended to extend the term date when the office modular building must be removed from the Lease premises from May 1, 2022 to May 1, 2025 ("New Modular Term").

2. **Option to Further Extend.** No less than ninety (90) days prior to the end of the New Modular Term, Lessee may request, in writing, to the City for a two (2) year extension from the New Modular Term, which, if approved, will further extend the New Modular Term to May 1, 2027. The written request from Lessee must include the following information in order for Lessee to receive approval from the City for the additional two (2) year extension:

2.1. Inspections performed by the City building department and the City fire department of the office modular confirming that the office modular is compliant with applicable state and





# JERRY TRIMBLE • HELICOPTERS •

## JERRY TRIMBLE • HELICOPTERS •

8/29/2024

### Letter of Agreement between NW Air Repair and Jerry Trimble Helicopters Inc. (JTHI)

- JTHI is currently leasing office and hangar space from NW Air Repair on a 30 day basis per a verbal agreement.
- JTHI desires to enter into a 12 month (or longer) lease with NW Air Repair effective immediately.
- A permanent lease to be signed within 90 days.



Alison Row  
President  
Jerry Trimble Helicopters Inc

8-30-24  
Date



Graham Goad  
Owner  
NW Air Repair

8-30-2024  
Date