



City of McMinnville
Public Works Department
231 NE 5th Street
McMinnville, OR 97128
503.434.7312
www.mcminnvilleoregon.gov

**Airport Commission Meeting
Tuesday, November 19, 2024**

City Council Chambers, Civic Hall, 200 NE 2nd Street or Zoom

6:00 pm Regular Meeting:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/86816148119>

Meeting ID: 868 1614 8119
Passcode: None

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

MEETING MINUTES

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

Video:

[Airport Commission Meeting 11-19-2024 - 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. 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)

Chairman provided comments and verbally resigned from the Airport Commission.

5. **DISCUSSION ITEMS**
 - 4025 Nimbus Loop Lease Airport Administrator

Airport Administrator provided status and timeline for repair and leasing. Requested Airport Commission recommendation for a 3+5+5 lease term. Mr Fowle Motioned & Mr Barrows 2nd for City Council to amend and approve the 4025 Nimbus Loop Lease as discussed.

 - JTH Modular Building Status Airport Administrator

Airport Administrator provided information regarding the City Council approval for extending the JTH Modular Building lease amendment for an additional 2 years.

 - Airport Master Plan - PAC meeting Cmsr Fowle & Aprt Administrator

Mr. Fowle provided feedback on the PAC meeting and invited Ms. Herzog and Mr. Williamson who added to the comments.

6. AIRPORT MANAGER COMMENTS

(Potcake Aviation, Dehner)

Mr. Dehner provided a brief report on the 2024 Oregon International Air Show and how the event is continuing to improve.

Mr. Dehner provided additional comments related to the general operations of the airport and parting comments for Mr. Stanislaw.

7. AIRPORT ADMINISTRATOR COMMENTS

(Airport Administrator, Williamson)

Mr. Williamson provided some brief feedback related to the Air Show.

A general discussion related to Mr. Stanislaw's efforts to coordinate an airport tenant group that may result in a non-profit organization.

8. ADJOURNMENT

(Chairman Stanislaw)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Tuesday, January 7 2025 @ 6:00 pm**. Information regarding the meeting will be posted on the City's website.