



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

Airport Commission Meeting
Tuesday, January 21, 2025

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/86807710809>

Meeting ID: 868 0771 0809
Passcode: None

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

Chairman:
Vice-Chairman:
City Council Liaison:

Commissioner Mark Fowle
Commissioner Patty Herzog
Commissioner Volz

Commissioner Grayson Barrows
Commissioner Young
Commissioner Warren

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 -----

AGENDA

1. **CALL TO ORDER** Airport Administrator

2. **CONSIDER MINUTES OF THE – November 19, 2024 - COMMISSION MEETING**
 - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 19, 2024 meeting.**

3. **NEW MEMBER INTRODUCTIONS**
 - An opportunity for new and existing members to be introduced.

4. **ELECTION OF NEW AIRPORT COMMISSION CHAIRMAN**
 - Election process will use the standardized script.

5. **ELECTION OF NEW AIRPORT COMMISSION VICE CHAIRMAN**
 - Election process will use the standardized script.

6. **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.*

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

8. **DISCUSSION ITMES**
 - Airport Commission Roles & Responsibilities Airport Administrator
 - Airport Budget Airport Administrator
 - Airport Projects - Master Plan, Fence, Lights Airport Administrator
 - Airport Commission Goals Airport Administrator
 - An update of the Minimum Standards
 - An update to the Municipal Code Ch 2.28 (Airport Commission)
 - An update to the Municipal Code Ch 11 (Airport and Aircraft)
 - Land Leases and Amendments Review

- 9. **AIRPORT MANAGER COMMENTS** (Potcake Aviation, Dehner)

- 10. **AIRPORT ADMINISTRATOR COMMENTS** (Airport Administrator, Williamson)

- 11. **ADJOURNMENT** (Chairman)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Tuesday, March 4 2025 @ 6:00 pm**. Information regarding the meeting will be posted on the City's website.

CHAIRMAN and VICE CHAIRMAN ELECTIONS (AIRPORT COMMISSION MEETING 01/02/2024)

MEETING WILL BE RECORDED

Airport Administrator will preside over the election of the new Chairperson being the Chair and Vice Chair positions are not filled.

1. ROLL CALL:

Airport Administrator: Call the Airport Commission Meeting to Order and conduct a roll call.

Commissioner Fowle	Commissioner Herzog	Commissioner Young
Commissioner Barrows	Commissioner Volz	Commissioner Warren

2. ELECTION OF NEW CHAIR AND VICE CHAIR:

Airport Administrator: Call on Commission to nominate a Chair and Vice-Chair then vote to elect both positions. The new Chair will preside over the remainder of the meeting.

To elect new CHAIR:

Airport Administrator to conduct the Chair nominations:

- a. I call for nominations for Chair of the City of McMinnville Airport Commission
- b. [write down nominees]
- c. Any further nominations?
- d. [write down any additional nominees]
- e. Nominations are closed.
- f. The nominees for Chair are _____.
- g. **Airport Administrator** will now conduct a roll call vote of the City of McMinnville Airport Commission for election of the Chair.
- h. **Airport Administrator** state member's name, and ask for vote. Mark who they voted for.
- i. [Continue Step h for all members.]
- j. **Airport Administrator** states The vote is _____.
- k. [If one person receives majority]: _____ has been elected Chair of the City of McMinnville Airport Commission.
- l. [If no majority]: No person received a majority of the vote. Does any nominee wish to withdraw from consideration?
- m. [State current nominees.]
- n. [Do Steps g through j until there is one person who receives a majority vote.]

To elect new VICE-CHAIR:

New CHAIR to conduct the Vice-Chair nominations:

- a. I call for nominations for Vice-Chair of the City of McMinnville Airport Commission
- b. [write down nominees]
- c. Any further nominations?
- d. [write down any additional nominees]
- e. Nominations are closed.
- f. The nominees for Vice-Chair are _____.
- g. **CHAIR** will now conduct a roll call vote of the City of McMinnville Airport Commission for election of the Vice-Chair.
- h. [**CHAIR** state member's name, and ask for vote. Mark who they voted for.]
- i. [Continue Step h for all members.]
- j. **CHAIR** states The vote is _____.
- k. [If one person receives majority]: _____ has been elected Vice-Chair of the City of McMinnville Airport Commission.
- l. [If no majority]: No person received a majority of the vote. Does any nominee wish to withdraw from consideration?
- m. [State current nominees.]
- n. [Do Steps g through j until there is one person who receives a majority vote.]

New CHAIR to continue with standard (posted) Agenda