Creswell Airport Commission
Work Session Minutes
City of Creswell
October 4, 2007

Commission Members Present

Larry Lowenkron	Chairperson (Airport User)
Bill McCoy	City Council Representative
Keith Morgan	City Planning Commission Representative

Commission Members Absent

Mark Stroble	(Citizen at Large)
Richard Jeffryes	Airport User

Ex-Officio Members Present

Shelley Humble	City of Creswell Airport Manager
Jamon Kent	Interim City Administrator

Others Present

Press – 1
Audience – 6

I. Minutes

Keith Morgan made a motion to accept the minutes of September 6, 2007 as typed. This motion was seconded by Bill McCoy and unanimously carried.

II. Comments from Airport Commission, Airport Manager, and City Administrator

A. Jamon Kent, Interim City Administrator was introduced by the Airport Manager.
B. Shelley Humble, Airport Manager, announced that while attending the Tri State Airport Management Meeting in Pullman Washington, she was appointed as the General Aviation Director for OAMA (Oregon Airport Management Association). Her term will end in 2009.

III. Public Forum

Mr. Brian McBeth, 33938 Martin Rd, Creswell, Oregon questioned as to why there was not an Airport Commission meeting last week to discuss his through the fence access. As stated by Airport Commission chair, Larry Lowenkron, due to the Airport Manager out of town, schedules did not permit a meeting last week; however he also stated that the meeting is taking place in a timely manner.

VI. Old Business

A. Through the Fence Access Update – Shelley Humble
Shelley Humble, Airport Manager, explained documentation in commissioner packets:

Emails and documentation from FAA:
At the Tri-State Management Conference under the FAA update session the managers were informed of the new FAA National Policy from Washington DC regarding

through the fence access. The FAA will now tie this policy to API funding for airports. This presentation was by Carol Keys, Acting Deputy Director for NW Region, Seattle Region. After the session, Shelley Humble spoke with Ms. Key regarding the current request with an email follow-up. At the request of Mr. Kent, airport manager sent out a memo detailing options to the commissioners' (attached).

Memo to Airport Commissioners:
Shelley Humble gave brief overview of the memo in the commissioners packets regarding options for the through the fence access.

Input from absent Commissioners:
Airport Commissioner, Mark Stroble spoke with Ms. Humble stating his preference is option A.

Airport Commissioner, Richard Jeffryes spoke with Ms. Humble stating his preference is option A; however, he does not feel that one access point will work due to lack of airport property in front of Mr. Norcia's house.

After discussion:
Mr. Keith Morgan made the motion to accept Option A from the memo granting Mr. McBeth ingress/egress onto the airport utilizing a single access point, if possible; fees established per FAA recommendation at $59.61 per month; and a moratorium placed on any future ingress/egress access. Mr. Bill McCoy seconded the motion. Motion unanimously carried.

B. Master Layout Plan Update – Shelley Humble
The FAA final review has been received with a few minor language changes. David Miller, Century West Engineering, is incorporating those changes and will send it to final print. Once the City receives the final print, the Council will need to adopt it. Once the MLP has been adopted, it will be placed on the City's Airport web site.

C. Airport Rules and Regulations Amendment – Shelley Humble
The attached resolution removes 8.1 "The tract for which access is sought is zoned Airport Operations ("AO").

V. New Business

A. **Miscellaneous Issues:**
Mr. Lowenkron stated that he has received an email complaint from Dorothy Schick, which he is deferring to the City Administrator and Airport Manager as it is not appropriate business of the commission.

Mr. Urban Moore, 83505 Melton Road, stated that he would like to have his ditches sprayed.

After discussion:
The proper protocol for any concerns or complaints regarding the airport is to bring the item in writing to the airport manager. If within a reasonable time the item has

through the fence access. The FAA will now tie this policy to API funding for airports. This presentation was by Carol Keys, Acting Deputy Director for NW Region, Seattle Region. After the session, Shelley Humble spoke with Ms. Key regarding the current request with an email follow-up. At the request of Mr. Kent, airport manager sent out a memo detailing options to the commissioners' (attached).

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After discussion:
The proper protocol for any concerns or complaints regarding the airport is to bring the item in writing to the airport manager. If within a reasonable time the item has

not been resolved, forward the item to the City Administrator, and if not resolved then it should be brought before the City Council.

VI. Schedule Next Meeting

A. The next Airport Commission meeting is a joint Airport Commission Meeting/Work Session will be Thursday, October 24, 2007 at 7:00 pm in the Community Center conference room.

VII. Adjournment

There being no further business before the commission, a motion was made by Keith Morgan. The motion was seconded by Bill McCoy, unanimously carried.

Larry Lowenkron, Chairperson

25 Oct 2007
Date