

Creswell Airport Commission Minutes
City of Creswell
March 11, 2010

Commission Members Present

Larry Lowenkron
Bill McCoy
Alan Pointer
Mark Stroble
Ed Weeks

Chairperson (Airport User)
City Council Representative
City Planning Commission Representative
(Citizen at Large)
Airport User

Ex-Officio Members Present

Shelley Humble

City of Creswell Airport Manager

Commission Members Absent

Others Present

Press – 0
Audience – 3

I. Minutes

Mr. Ed Weeks made a motion to accept the minutes of the December 1, 2009, meeting. This motion was seconded by Mark Stroble and unanimously carried.

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

Ms. Humble stated that the City has moved into the new City Hall building.

III. Public Forum

None

IV. Old Business

A. Fire Suppression – Shelley Humble

Airport Manager Shelley Humble updated the Airport Commissioners on the progress of the Fire Suppression Project. The last phase of the fire suppression project construction has been completed. The City is waiting for the final pay request to close out the construction project. Once the project is completed, Mark Shrivess will meet with the Fire Marshall to lift the building moratorium.

B. Airport Grants Update – Shelley Humble

1. **AIP GRANT** - Airport Manager Shelley Humble updated the commissioners as to the progress of the current AIP Grants (-007 & -008) for the Fire Suppression Project and remaining funds in these grants. A brief discussion took place regarding unexpended AIP funds.
2. **ConnectOregon III** – Ms Humble updated the Airport Commission on the Connect Oregon III Rural Airports Grant policy updates and possible AIP grant funding reimbursement through the Rural Airports portion of the ConnectOregon III 2010 program.

3. **AWOS/ASOS & GPS Approach (per Commission moved to Old business)**

A discussion was held by the commissioners regarding the desire to have the purchase of an AWOS/ASOS placed as a priority for the airport. Mr. Ed Weeks made the motion to prepare a letter addressed to the City Council stating the recommendation of the Commissioners to place a high priority on the purchase of an AWOS/ASOS for the airport. This letter should include the obvious need, safety, costs, and a request to include this purchase in the next budget cycle or as soon as feasibly fundable. The motion was seconded by Alan Pointer and unanimously carried.

4. **Rural Business Enterprise Grant (RBEG) – Airport Manager, Shelley Humble** updated the Airport Commissioners as to the progress of the Business Plan and Feasibility Study. Ms. Humble stated that Mr. Leland Smith, Elesco Ltd. is scheduled to present his report at the first City Council/Airport Commission Work Session. A brief discussion was held by the Commissioners with a request for the Airport Manager to check with the City Administrator, Mark Shrives to see if Mr. Smith is planning to meet with the businesses currently located on the field.

C. Airport Rules and Regulations

The Commissioner's were given a completed draft copy of the airport rules and regulations. After a brief discussion, the Airport Commissioners will read the draft and bring their comments/corrections to the next Airport Commission Work Session.

D. Joint Airport Commission/City Council Meeting

The first joint City Council/Airport Commission meeting has been scheduled on Thursday, April 15, 2010 at 6:30 pm.

V. New Business

A. Pavement Maintenance Program – Shelley Humble

Ms. Humble stated that the Pavement Maintenance Program (PMP) has been placed on hold for the 2010 year; the program is scheduled to resume in 2011.

B. Capital Improvement Program (CIP)

Ms. Humble updated the Commissioners regarding the Capital Improvement Program progress.

C. Instrument Approach

Shelley Humble, Airport Manager, updated the Commissioners regarding the non-precision GPS approach project.

D. AWOS/ASOS

Moved per Commissioner's request to Old Business – see item IV.B.3

E. Marketing

Larry Lowenkron expressed his thoughts regarding the marketing of the airport. Shelley Humble, Airport Manager, updated the Commissioners as to

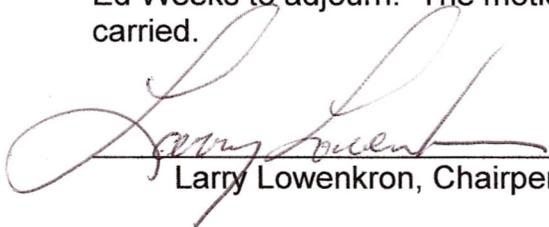
the current publications that the Airport advertises in. Mr. Weeks offered to bring in copies of other airport web sites for commissioners review. A discussion was held regarding advertising medias that the airport should investigate.

VI. Schedule Next Meeting

The next Airport Commission Work Session to review the completed draft of the airport rules and regulations will be at 4 p.m. on Wednesday, March 31st. A short Airport Commission meeting to review the above described AWOS/ASOS letter will be held at 6 p.m. on Wednesday, March 31st.

VII. Adjournment

There being no further business before the commission, a motion was made by Ed Weeks to adjourn. The motion was seconded by Alan Pointer, unanimously carried.



Larry Lowenkron, Chairperson

10 June 2010
Date