

**Creswell Airport Commission Minutes**  
**City of Creswell**  
**January 28, 2004**

**Commission Members Present**

Keith Morgan	City Planning Commission Representative
John Ward	Airport User
Richard Jeffryes	Airport User

**Ex-Officio Members Present**

Shelley Humble	City of Creswell Airport Manager
Jim Johnson	City of Creswell Interim City Administrator
Ron Petitti	Mayor of Creswell

**Members Absent**

Mark Stroble	Chairperson (Citizen at Large)
Bob Millam	City Council Representative

Press – 0  
Audience – 6

***I. Minutes***

John Ward, officiating the meeting in Mark Stroble's absence, called the meeting to order at 7:04 p.m. Keith Morgan made a motion to accept the minutes as typed of the September 18, 2003 meeting, seconded by Richard Jeffryes. Unanimously carried.

***II. Old Business***

**A. UGB Update – Jim Johnson**

February 3<sup>rd</sup> at 5:30 the Lane County Planning Commission will be holding their work session to vote on the City of Creswell's application for UGB update.

**B. Airport Rules and Regulations update – Shelley Humble**

The newly adopted Airport Rules and Regulations have been sent to all users of the Airport with an acknowledgement slip. There was a space for your email address so that you could be updated with airport issues. A blind email was sent yesterday, if you didn't get it or if you would like to be added to the list, please let me know.

**C. Executive Lease Committee Report – John Ward**

John gave a brief update on the executive lease committee, including the addition of the new member, Richard Jeffryes.

**D. AIP/FAM Grant Money Update – Shelley Humble**

1. We have received a \$10,000 (50/50) matching FAM grant from Oregon Aeronautics. The projects listed for this money are a new cover over the fuel dispensers (\$5000) and the remaining for part of the match of the AIP funds.
2. We have asked and received approval from the City Council to use the \$150,000 AIP monies that has been held over from 2001 for projects at the airport. Match is 90/10. Some of the projects discussed for this money are engineering of water line and/or parameter fencing on the east side of airport (to keep sheep off airport property).

**E. Master Layout Plan (MLP) – Jim Johnson**

Jim Johnson gave a brief description of the FAA and City Council processes necessary for the MLP. Mr. Johnson handed out a DRAFT of the Request for Qualifications (RFQ) that will be sent out for this MLP and gave a brief explanation of the RFQ proposal. No action required – just an FYI. Estimated cost is estimated to be \$49,500. Estimated time to get MLP completed - 9 months to a year.

**F. Leases Update – Jim Johnson**

Mr. Jim Johnson passed out a memo and spreadsheet of discussions regarding the proposed changes for the Airport Land Leases. Mr. Johnson detailed the reasons needed for change and the possible options of change. No action required – Mr. Johnson is asking that the Airport Commission invite all lessees from the airfield to a meeting so that the proposed leases can be discussed. The next step would then be to have the Airport Commission make a recommendation to the City Council.

The Mayor stated that he would like to see an option where the lessee can chose the new lease option but then have a choice of (a) City retaining ownership or (b) owning their hangar. Also, give them the option to change ownership at anytime.

Keith Morgan made the motion to move that staff call a meeting of the airport commission and hangar lessees to discuss the new lease provision and seek their advice. Motion was seconded by Richard Jeffryes. Unanimously carried. Meeting to be scheduled within the first two weeks of March.

**III. New Business**

**A. Other**

1. We would like the airport tenant's thoughts for other projects to be completed at the airport using FAM or AIP monies. Suggestions given were:
  - Non precision GPS Approach
  - VASI's for both runways 15 and 33
  - Parameter fencing
  - AWOS or ASOS
  - Property procurement on east side of airport
2. The City has chosen the Nagao Pacific Architectural Profession Corporation to design the new fuel island cover.
3. The new Oregon Department of Aviation Airport Directories are now available for sale in the Pilots lounge. The cost is \$8.00.

**IV. Schedule Next Meeting**

The next Airport Commission meeting is scheduled for Wednesday, February 25, 2004 at 7:00 p.m. in the Community Center Conference Room.

**V. Adjournment**

There being no further business before the commission acting chairperson, John Ward, asked for a motion to adjourn. Keith Morgan made said motion, Richard Jeffryes seconded. Unanimously carried.

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John Ward, acting Chairperson

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Date