

Creswell Airport Commission Minutes
City of Creswell
February 25, 2004

Commission Members Present

Mark Stroble	Chairperson (Citizen at Large)
Keith Morgan	City Planning Commission Representative
Bob Millam	City Council 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
Mark Shrivess	City of Creswell City Administrator
Ron Petitti	Mayor of Creswell

Members Absent

Press – 0
Audience – 10

I. Minutes

Mark Stroble, called the meeting to order at 7:02 p.m. Keith Morgan made a motion to accept the minutes as typed of the January 28, 2004 meeting, seconded by John Ward. Unanimously carried.

II. Old Business

A. Urban Growth Boundary (UGB) Update – Jim Johnson

Jim Johnson gave the Airport Commissioners a brief update regarding the UGB. On February 3, 2004 the Lane County Planning Commission passed this recommendation by a 4 yes, 1 no, and 1 abstention vote. The next step is to go before the Lane County Commissioners. If this is successful, there is a 30 day waiting period for any appeals filing with LUBA. If no appeal, the judgment stands, the UGB is approved. The next step in the process is to ask for annexation which goes to the Local Government Boundary Commission for review. They would say yes or no to the request.

B. AIP/FAM Grant Money update – Shelley Humble

1. FAM Grant \$20,000 - 1/1 match Grant with State Dept of Aeronautics:
 - a. Regarding FAM Grant Monies – we have hired a firm, Nagao Pacific Architectural Professional Corporation, Ken Nagao has been chosen to complete the new fuel dispenser overhang. He will be using his cooperative work experience worker to help keep the costs down. We have earmarked \$5000.00 for this project.

- b. The remaining portion has been set aside for the AIP match.
2. Airport Improvement Program (AIP) Monies \$150,000 - 95/5 match:
 - a. First project listed is the engineering for water/fire protection system at the airport. This project is UGB dependent.
 - b. Second project (if unable to complete 1st) is parameter fencing of the east side of the airport – to keep livestock off airport property.

C. Master Layout Plan (MLP) Update – Jim Johnson

Jim Johnson gave the Airport Commissioners an update on the MLP process. The RFQ has been sent to 10-12 firms. The deadline for submitting is the 8th of March. The Airport Commission will review all the proposals received and bring a recommendation to the City Council at the April meeting.

A part of this planning program is a community involvement effort. At the City Council meeting this previous Monday, I suggested to them that the airport commission joined by four citizens become the Airport Planning Committee. They agreed with that recommendation. Citizen positions to be advertised in the Creswell Chronicle. The City Council will make the appointments of the citizens.

Mark Shrives has asked that the Airport Commissioners also complete the Committee application form (to be completed by Mark and Shelley) so that he will have some background information on the members.

A brief discussion was held regarding the where the fire suppression line will tie into City Water. Some discussion regarding St. Andrews area or Garden Lake Park, Fire Marshall will dictate the specifics.

III. New Business

A. Introduction of new City Administrator, Mark Shrives.

Mark Shrives was introduced to the Airport Commissioners and a brief background of commissioners and Mark's experience were exchanged.

B. Review of Lease Packets for Work Session (3-11-04)

1. The 3/11/04 meeting will need to be rescheduled due to conflicts with Jim Johnson and City's Legal Council. Sometime after the 20th of March should be fine.
2. Draft copies of Letter of Explanation, Budget, and Lease spreadsheet handed out. Jim Johnson gave a brief explanation of each item.
3. Leases
 - a. Draft not complete as of yet – a copy will send it out to all lease holders at least 7 days prior to the Lease meeting.

- b. Jim Johnson spoke briefly to the Mayor's and Jim's expectation of the new lease document (i.e. ownership/non ownership, property taxes, special assessment for airport property, footprint of building vs. lot, etc.).
- c. A brief discussion was held regarding the new "proposed" leases – a work session for all lease holders will be scheduled in the near future. Some issues of concern:
 - ☞ Cost of leases – Mr. Norcia presented the City with a copy of Duncan and Brown airport study completed for the State. A copy will be given to all Airport Commissioners and City Council for review.
 - ☞ Lot size (foot print of building vs. lot)
 - ☞ Creswell Airport Inc. revenue (lack there of)
- d. Jim Johnson stated that Mike Dubick stated at a City Council meeting in February that he had some concerns regarding airport staffing. Mr. Johnson has been directed to review staffing at comparable airports to see how Creswell compares. In about a months time he will present his findings to the City Council.

- 4. Rules for meeting:
 - a. Must sign in on the Sign in sheet to speak.
 - b. Only current lease holders or sub-lessees will be permitted to speak.
 - c. Only lease topics will be addressed.
 - d. If more than 10 people wishing to speak, time limit to be 3 minutes. If less than 10, then 5 minute time limit.
 - e. No person may sign in to speak and then "give" their speaking time away.

C. Other

- 1. Dave Calder, Lane County resident, asked Mr. Johnson if at any time the City Councilors or the Airport Commissioners will be interested in listening to the citizens around the airport. At each City Councilor meeting there is a forum for the public to bring up topics that are not listed on the agenda. At the Airport Commission meetings, all person(s) wishing to express their concerns, are given a chance during the meeting.
- 2. Paul Preziose, airport user has three items that he would like follow-up:
 - a. Cost savings for Pilot Control Lighting (PLC). Shelley will bring an update to the next meeting.
 - b. Changing frequency to 122.70. A brief discussion was held regarding the change. Mark Stroble has been monitoring the 122.7 frequency and the only airport that can be heard is North Bend when you are 1500 ft and above. Shelley will follow

through with the FAA to see the procedures needed to complete this request.

- c. Trees in 33 flight pattern (glide slope) on Green Briar. The Mayor, Paul Preziose and Shelley Humble will meet Friday morning to view the trees in question.
3. Dorothy Schick stated that the AFD did not have the PCL frequency listed. Shelley to follow up.

IV. *Schedule Next Meeting*

John Ward made a motion NOT to schedule a meeting until further information can be obtained from the City Attorney. Keith Morgan seconded. Unanimously carried. Shelley will contact Airport Commissioners with date for next meeting.

V. *Adjournment*

There being no further business before the commission chairperson, Mark Stroble, asked for a motion to adjourn. Keith Morgan made said motion, Bob Millam seconded. Unanimously carried.

Mark Stroble, Chairperson

Date